

How to Create an Account

1. Access the online permitting portal by clicking <http://aca-prod.accela.com/SNHD/> and select 'Create an Account'.

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >](#)

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

2. Enter account information. The fields with an asterisk are required to continue. Review the Terms and Conditions. Select the checkbox "I agree to the above terms of service" and then 'continue' to complete the registration process

Login Information

Step 1 of 2: Account Details

* Required Fields

USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN:*

ENTER SECURITY QUESTION:*

Select

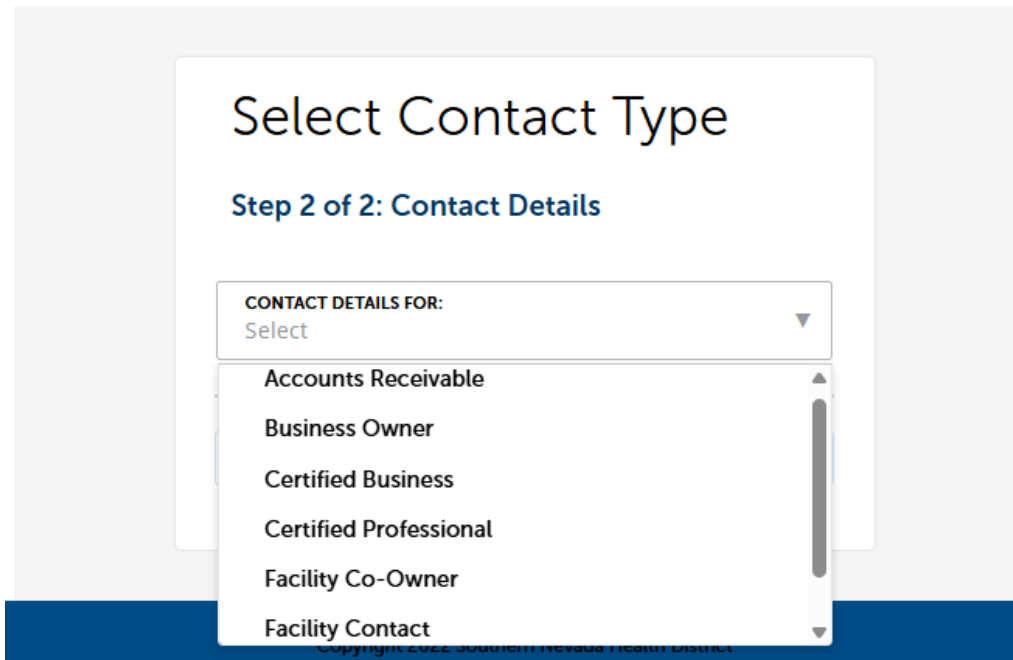
ANSWER:*

I agree to the above terms [Terms of Service](#)

CONTINUE

[BACK](#)

3. Select the contact type from the drop-down box.
 - If you are the permit holder, select 'Facility Owner'.
 - Each person involved in the management of a permit will need to create their own account. After account sign up is completed, these individuals can be added as delegates from the main account.



4. Depending on the Contact Type selected, more required fields will populate. The fields with an asterisk are required to continue.

The screenshot shows the "Select Contact Type" form with the subtitle "Step 2 of 2: Contact Details". The dropdown menu is now closed and shows "CONTACT DETAILS FOR: Business Owner" with a close button (X) and a downward arrow. Below the dropdown is a red asterisk followed by the text "*Required Fields". The form contains several input fields: "FIRST:*", "MIDDLE:", "LAST:*", "NAME OF BUSINESS (DBA):", "TITLE:", "BUSINESS PHONE:*", "HOME PHONE:", and "MOBILE PHONE:". The asterisk indicates that the fields for First Name, Last Name, and Business Phone are required.

5. After filling out all the fields under Contact Type, select 'Submit' to continue.
- 'Add Address' can be used to add additional addresses to your account.

The screenshot shows a form titled '* BUSINESS ADDRESS'. It contains several input fields: 'COUNTRY/REGION:' with 'United States' selected; 'ADDRESS LINE 1:*'; 'ADDRESS LINE 2:'; 'ADDRESS LINE 3:'; 'CITY:*'; 'STATE:*' with 'Select' chosen; 'ZIP CODE:*'; and 'RECIPIENT:'. Below these fields is a blue 'SUBMIT' button, which is circled in red. A red arrow points to the 'Add Address' link above the button. Below the 'SUBMIT' button is a 'BACK' button.

6. You will receive a screen confirming your account is successfully registered. Select 'Login' to access your new account.

