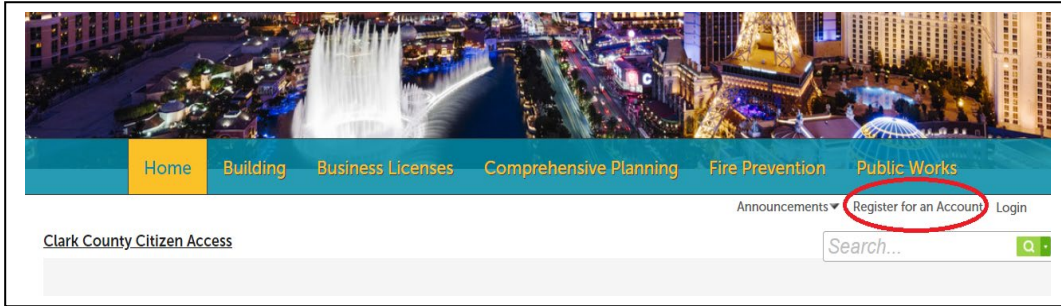


# Department of Comprehensive Planning

## ACA Creating an Account

1. Follow the link to open the Accela Citizen Access portal: <https://citizenaccess.clarkcountynv.gov/citizenAccess/>
2. Click on **Register for an Account**.



3. Review the Terms and Conditions. Check the checkbox **"I have read, understand, and agree to The Terms of Service"** and click the **Continue** button to continue the registration process.
4. ALL fields in this section are required. Use the **EMAIL ADDRESS** you intend to use for your applications.

### Login Information

STEP 1 OF 2: ACCOUNT DETAILS

\* Required Fields

USERNAME: \*

E-MAIL ADDRESS: \*

PASSWORD: \*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION: \*  
Select

ANSWER: \*

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

5. Select the contact type.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Individual: Use First and Last Name fields  
Organization: For Companies and Businesses, please fill out the Organization Name and Organization Contact Name fields

CONTACT DETAILS FOR:  
Select

- CC Department Contact
- Individual
- Organization
- PW Bond Company

6. Enter all **Contact Information** in the mandatory fields\* (If you have a company you represent, enter the company name in the Company Name Field). Then, **Add Address Information** with the Mailing Address you prefer for correspondence.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Individual: Use First and Last Name fields  
Organization: For Companies and Businesses, please fill out the Organization Name and Organization Contact Name fields

CONTACT DETAILS FOR:  
Individual

\* Required Fields

FIRST: \*

MIDDLE:

LAST: \*

SUFFIX:

COMPANY NAME (50 CHARACTER LIMIT)

BUSINESS PHONE:

MOBILE PHONE:

HOME PHONE:

PREFERRED CHANNEL:  
Select

E-MAIL: \*

ADDRESS

ADDRESS TYPE: \*  
Select

ADDRESS LINE 1: \*

ADDRESS LINE 2:

CITY: \*

STATE: \*  
Select

ZIP CODE: \*

COUNTRY/REGION:  
United States

+ Add Address

SUBMIT

7. Click the **Submit** button. A message will be displayed on the screen that the address was added successfully.

Your account is successfully registered.



## 8. Login information displayed.

Congratulations. You have successfully registered an account.

### Account Information

User Name: username  
E-mail: username@clarkcountynv.gov  
Password: \*\*\*\*\*  
Security Question:

### Contact Information

Contact Name: username@clarkcountynv.gov  
Home Phone: 702-455-4314  
Work Phone:  
Mobile Phone:  
Preferred Method of Contact: email

### Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status
Business Address		500 S Grand Central Parkway, 1st Floor	Active

## 9. You are now able to **LOGIN** to ACA.

### Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End
Business Address		500 S. Grand Central Pkwy	Active		

Login Now

