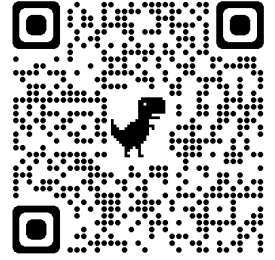




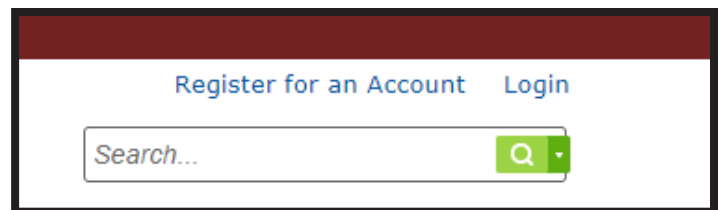
# HOW TO CREATE AN ONLINE ACCOUNT USING ACCELA



**PLEASE NOTE: IF YOU ALREADY HAVE A NEW REGISTRATION NUMBER (CL22-####) YOU ALREADY HAVE AN ACCOUNT REGISTERED. CONTACT THE OFFICE STAFF FOR HELP RESETTING YOUR PASSWORD. YOU WILL NOT BE ABLE TO CHANGE YOUR PASSWORD ON YOUR PHONE.**

STEP 1: VISIT THE WEBSITE: [HTTPS://ACA-PROD.ACCELA.COM/BROWNSVILLE/DEFAULT.ASPX](https://aca-prod.accela.com/brownsville/default.aspx)

STEP 2: SELECT REGISTER FOR AN ACCOUNT



STEP 3:

FILL OUT ALL THE BOXES  
READ TERMS OF SERVICE  
SELECT THE CHECK BOX TO AGREE TO TERMS  
SELECT CONTINUE

STEP 4:

SELECT WHICH BEST DESCRIBES THIS ACCOUNT  
INDIVIDUAL = PERSONAL & ORGANIZATION = BUSINESS  
THE REMAINING CONTACT BOXES WILL APPEAR  
FILL OUT AS MANY BOXES AS YOU CAN  
SELECT SUBMIT

**Login Information**

STEP 1 OF 2: ACCOUNT DETAILS

\* Required Fields

USER NAME: \*

E-MAIL ADDRESS: \*

PASSWORD: \*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION: \*

Select

ANSWER: \* (used for identification if you forget your login information)

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

**CONTINUE**

**BACK**

**Select Contact Type**

STEP 2 OF 2: CONTACT DETAILS

Engineer

Individual

Organization

\* Required Fields

FIRST: \*

MIDDLE:

LAST: \*

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:

E-MAIL:

ADDRESS | [Delete](#)

COUNTRY/REGION: Select

ADDRESS TYPE: Select

ADDRESS LINE 1:

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY:

STATE:

ZIP CODE:

CONGRATULATIONS, YOU ARE NOW REGISTERED WITH OUR SYSTEM. YOU MAY NOW APPLY FOR PERMITS, PAY, AND MANAGE INSPECTIONS ALL IN ONE PLACE FROM THE COMFORT OF YOUR HOME!