

Creating an Accela Citizen Access (ACA) Account

1. Navigate to <https://aca-prod.accela.com/MENDOCINO/Default.aspx>.
2. Select "CREATE AN ACCOUNT" to create your account.

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

Remember me on this device

[Not Registered?](#)

 [CREATE AN ACCOUNT](#)

3. Under "Login Information" create a username, add your e-mail address*, and create a password, select a security question, and answer, read and acknowledge the Terms of Service, select "I'm not a robot" and click

CONTINUE

*The email address you enter here must be the same email address you used in your Mendocino County Cannabis Permit

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *
YourName

E-MAIL ADDRESS: *
email_to@email.com

PASSWORD: *
●●●●●●

TYPE PASSWORD AGAIN: *
●●●●●●

ENTER SECURITY QUESTION: *
What was your favorite food as a child? x ▼

ANSWER: *
Spaghetti

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

 I'm not a robot 

CONTINUE

4. In the Select Contact Type (Step 2 of 2 Contact Details) select "Individual."

Additional fields will pop up, continue to the next step:

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS



- Individual
 Organization

5. Add your first and last name and primary and secondary phone number (these can be the same number), and e-mail address (the same as your login email). Name of Business is optional.

* Required Fields

FIRST: *

Your

LAST: *

Name

NAME OF BUSINESS:

PRIMARY PHONE: *

(777) 777-7771

SECONDARY PHONE: *

(777) 777-7771

E-MAIL: *

email_to@email.com

6. Select "Mailing" as address type, add your address and street name, City name, State name, and Zip code.

Review and verify all your information you have entered in Sections 5 (Contact Information) and 6 (Address Information) is

correct and click

Submit

ADDRESS

ADDRESS TYPE: *

Mailing



ADDRESS LINE 1: *

501 Low Gap Road

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY: *

Ukiah

STATE: *

California

ZIP CODE: *

95482

+ Add Address

Submit

7. Congratulations! You can now access project materials and upload documents directly through your ACA account.



Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name: YourName
E-mail: email_to@email.com
Password: *****
Security Question: What was your favorite food as a child?

Contact Information

Max Hilken Home Phone: 777777771
mhsuper@gmail.com Work Phone: 777777771
Fax:

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Address Type	Recipient	Address	Status	Start Date	End Date	Action
Mailing		501 Low Gap Road	Active			

[Login Now](#)