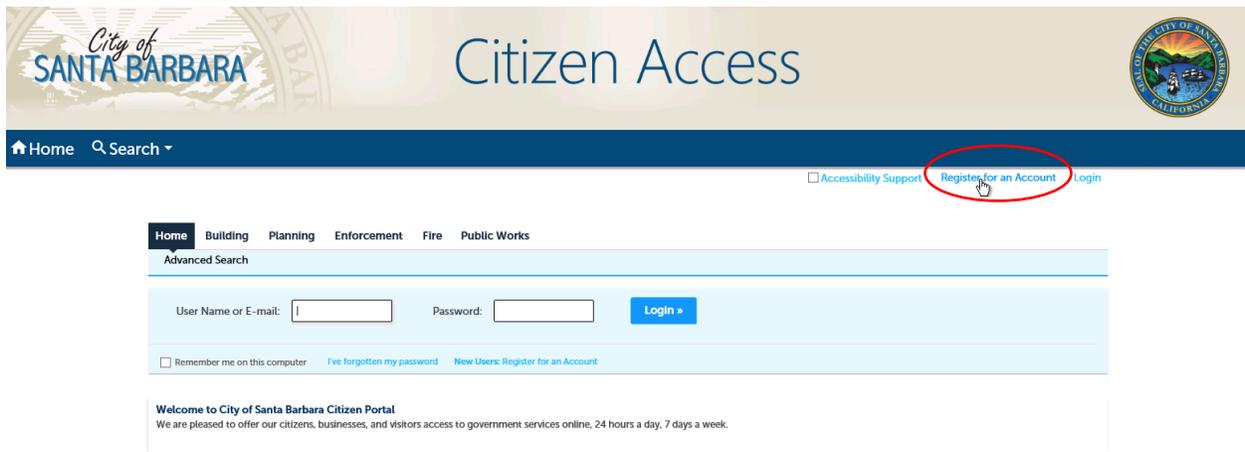


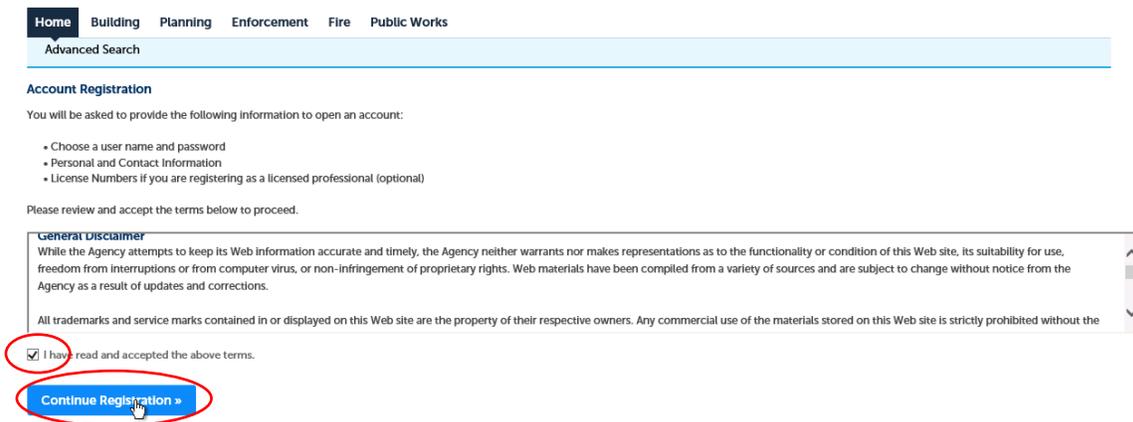
How to Create a Public User account in Accela Citizen Access (ACA)

1. Go to the Santa Barbara Citizen Access portal at <https://landuse.santabarbaraca.gov/CitizenAccess/Welcome.aspx>

2. Click the link for **Register for an Account**



3. Read the disclaimer and indicate you have read and accepted the terms; click **Continue Registration**



4. Enter the information requested in the this screen and click **Add New**.

Home Building Planning Enforcement Fire Public Works

Advanced Search

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

Enter your User Name, an email address, a password, and a s

An email address may only be used by a single user.

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

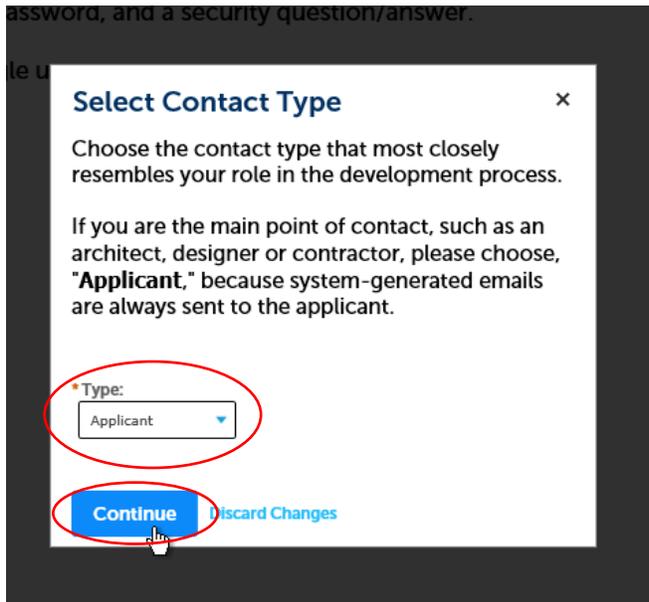
Contact Information

Please enter your contact information by clicking the "Add New" but

In the pop-up window, you will be asked to re-enter your email add

Add New

5. A new window will open. Select **Applicant** (regardless of your role) and click **Continue**.



6. Enter only the contact information with a * by it and click **Add Contact Address**. We will use this information to contact you about you permit application and issuance activities.

Contact Information ×

Don't forget to add Contact Address(es) in the section below. We need a mailing address at minimum.

*First: *Last:

Name of Business:

*Primary Phone: Mobile Phone: ?

*E-mail:

Notes:

Address Line 1:

Address Line 2:

City:

Scroll down ...

Contact Information ×

City:

State:

Zip:

P.O. Box:

▼ **Contact Addresses**

Add Contact Address

To edit a contact address shown below, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Status
No records found.			

Continue **Clear** [Discard Changes](#)

7. Select **Mailing** as the address type, fill in the Contact Address Information and then click **Save and Close** or **Save and Add Another** if you want to add a business and/or home address as well.

Contact Information

Contact Address Information

* Address Type:
Mailing

* Address Line 1:
630 Garden St

* Address Line 2:
-

* City: Santa Barbara * State: CA * ZIP Code: 93101

Save and Close **Save and Add Another** **Clear** Discard Changes

8. You will then return to this screen with a green check mark by your address(es) and click **Continue**.

Contact Information

City:

State:

Zip:

P.O. Box:

▼ Contact Addresses

[Add Contact Address](#)

To edit a contact address shown below, click the address link.

✔ Contact address removed successfully.

Showing 1-1 of 1

Action	Address Type	Address	Status
Actions ▼	Mailing	630 Garden St, -	Active

[Continue](#) [Clear](#) [Discard Changes](#)

9. You will receive a message indicating whether your information is already in the system or not. Click **Continue** and then Click **Continue Registration** at the bottom of the page.

10. You have successfully created an account and can login immediately when you see this screen.

Home Search + New Request Register for an Account Reports (1) Login

Home Building Planning Enforcement Fire Public Works

Advanced Search

 Your account has been created successfully. You can login immediately using your User Name and Password

Your account has been successfully created. Congratulations. You have successfully created an account with the City of Santa Barbara and can login immediately. If you have registered as a licensed professional, additional activation by the City of Santa Barbara may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name: AndrewLStuffer
E-mail: *****
Password: *****
Security Question: Network Password

Contact Information

A Stuffer_icloud Primary Phone:
astuffer@icloud.com Secondary Phone:

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Action	Address Type	Address	Status
	Mailing	630 Garden St. -	Active

