How to Register for an Accela Citizen Access (ACA) Account

1. Visit the City of Manteca's Citizen Portal - <u>https://aca-prod.accela.com/MANTECA</u> and click "Create an Account."

CALIFORNIA		CITIZEN PORTAL	
		Register for an Account Log	
_		SearchQ	
Home Building Planning Public Works			
Advanced Search			
City of Manteca Citizen Portal Wetcome to Manteca's Citizen Portal We are pleased to allow our citizens, businesses, and visitors access to government services 24 hours a day, 7 days a week		Sign In	
If you would like to look up or pay fees for a specific record, select the search or pay fees link under the appropriate division heading after you've logged in. Some Portal functionality is only available after registering for an account.		USERNAME OR EMAIL:*	
You can view information on existing permits and/or applications as an anonymous user. Please be aware the information on this site is only for those permits and applications that were applied for on January 1 . 2015. and thereafter. Permits applied for before that date may be included in your search, however, some archived files for permits, applied for prior to January 1. 2015. and some family applications, can be accessed Monday through Thursday, excluding holidays, between 7:30 a.m. and 5:00 p.m. by visiting the Development Senices Department as 1215 W. Center Street, Suite 201.		PASSWORD:*	
New Users If you are a new user, you may register for a free Critzen Access account. It only takes a few simples steps and you'll have the ability of seeing a complete history of		Forgot Password?	
applications, access to invoices and receipts. What would you like to do today?		SIGN IN	
To get started, select one of the services listed below:	Namia	Remember me on this device	
Building	Planning Search Application		
Schedule an Inspection		Not Registered?	
Public Works		CREATE AN ACCOUNT	
Search Applications		CREATE AN ACCOUNT	

2. Input your desired username, email address, password, and security question, with answer. Read and accept the Terms of Service. Finally, click "Continue."

Building Planning Public Works		
anced Search		
	Login Information	
	STEP 1 OF 2: ACCOUNT DETAILS	
	* Required Fields	
	USERNAME:*	
	Mantecajohn	
	E-MAIL ADDRESS:*	
	john@manteca.gov	
	PASSWORD:*	
	TYPE PASSWORD AGAIN: *	
	ENTED SECURITY OUESTION-+	
	To what city did you go the first time you flew on×♥	
	ANGWED-#	
	Manteca	
	I have read, understand, and agree to the Terms of	

3. Input the Contact Type, either project Applicant or project Contact, your personal information in all of the required fields (first and last name, address, and email address) and then click "Submit."

Building Planning Public works		
dvanced Search		
	Salaat Cantaat Turaa	
	Select Contact Type	
	STEP 2 OF 2: CONTACT DETAILS	
	Applicant	
	Contact	
	* Domirod Eiglds	
	- meganica Helda	
	FIRST:* John	
	LAST-*	
	Smith	
	NAME OF BUSINESS:	
	ADDRESS LINE 1:* 1001 W Center Street	
	Crite* Manteca	
	STATE.*	
	.CA × ¥	
	ZIP:*	
	95337	
	WORK PHONE:	
	MOBILE PHONE:	
	E-MAIL*	
	Jourdemandergoal	
	SUBMIT	

4. You've successfully created your account and can now log in to apply for permits, schedule inspections, or view permit records.

Home Building Planning Pub	IIIc Works			
Advanced Search				
Your account is successfully re	gistered.			
Congratulations. You have successfully registered an account.				
Account Information				
User Name: E-mail: Password: Security Question:	MantecaJohn johngmanteca.gov ****** To what city did you go the first time you flew on a plane?			
Contact Information				
John Smith 1001 W Center Street John@manteca.gov	Work Phone: Mobile Phone:			
Login Now				