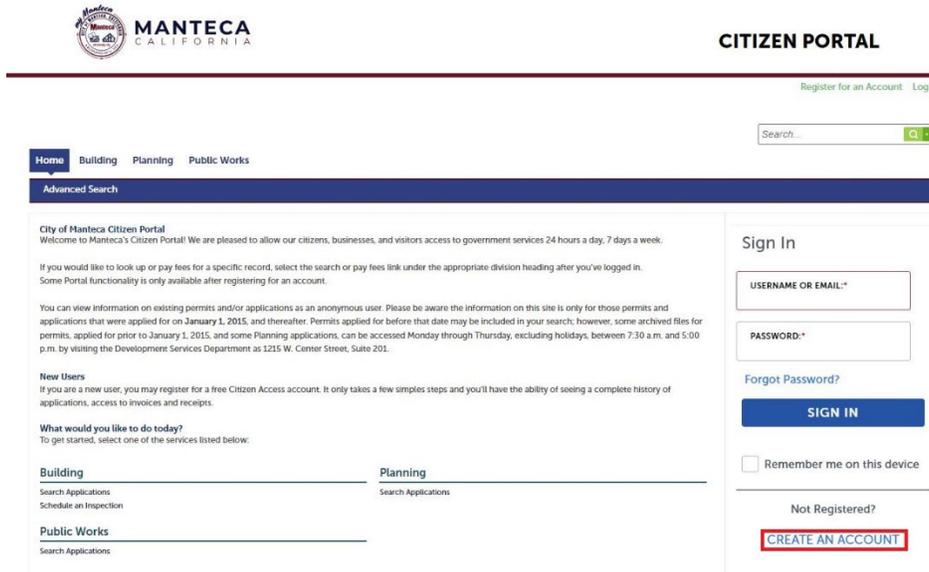
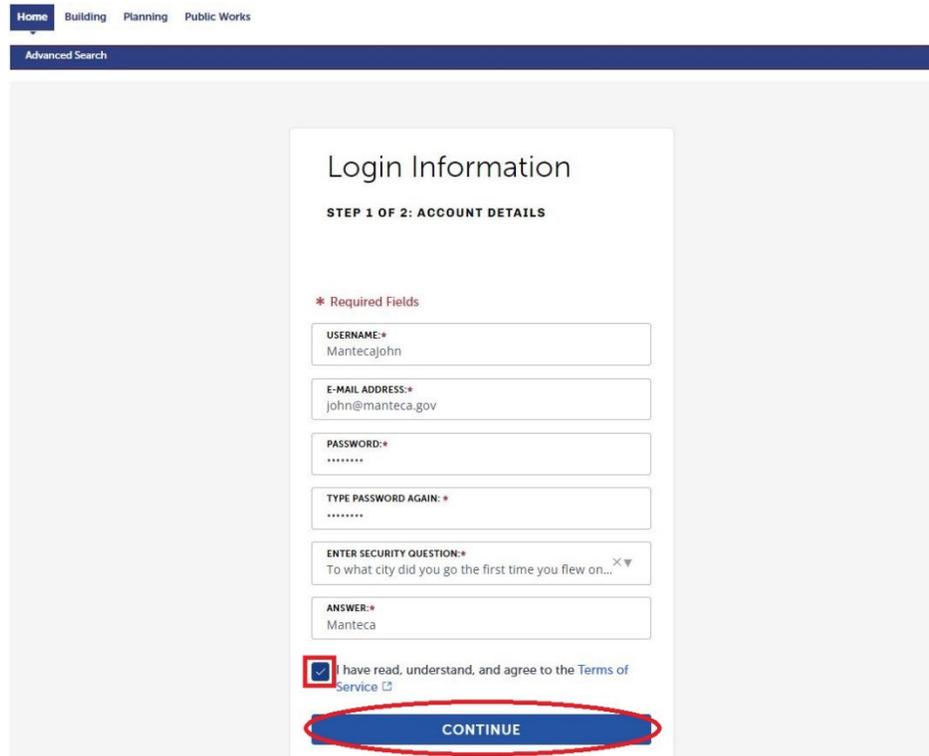


## How to Register for an Accela Citizen Access (ACA) Account

1. Visit the City of Manteca’s Citizen Portal - <https://aca-prod.accela.com/MANTECA> and click “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.”



- 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.”

Home Building Planning Public Works

Advanced Search

### Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Applicant  
 Contact

\*Required Fields

FIRST:\*  
John

LAST:\*  
Smith

NAME OF BUSINESS:

ADDRESS LINE 1:\*  
1001 W Center Street

CITY:\*  
Manteca

STATE:\*  
CA

ZIP:\*  
95337

WORK PHONE:

MOBILE PHONE:

E-MAIL:\*  
john@manteca.gov

**SUBMIT**

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

Home Building Planning Public Works

Advanced Search

Your account is successfully registered.

Congratulations. You have successfully registered an account.

#### Account Information

User Name: MantecaJohn  
 E-mail: john@manteca.gov  
 Password: \*\*\*\*\*  
 Security Question: 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**