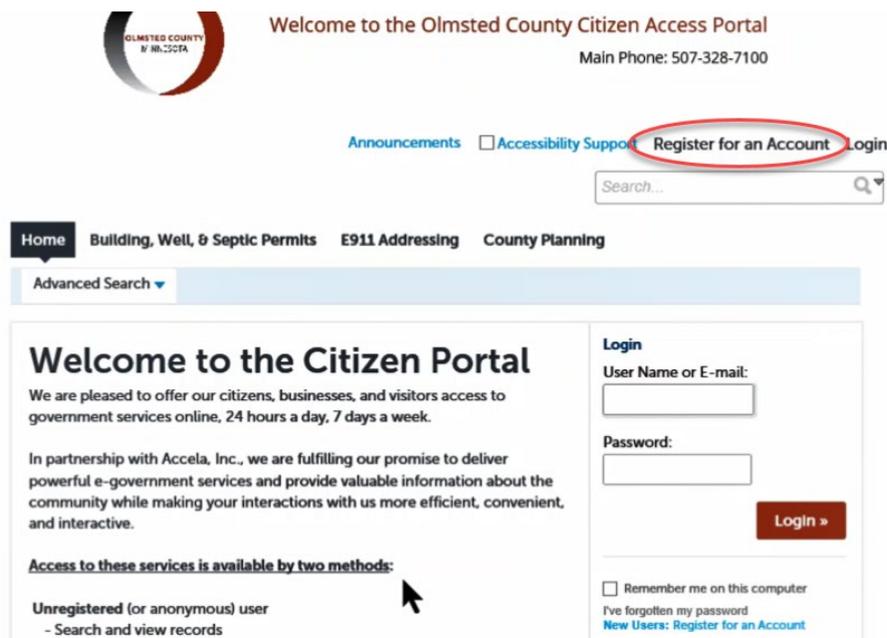




How to Register for an ACA Account

This guide will walk you through how to register for an account with Olmsted County's Citizen Access Portal. Registered users can search and view records, submit online applications for building, well, and septic permits, create application and permit collections to allow for quick access, pay permit and application fees online, and schedule building inspections. To begin, click the "register for an Account" button at the top of the home page - <https://aca-prod.accela.com/OLMSTED>



You will be asked to provide a username and password of your choice, your contact information, and any contractor/license numbers if you are registering as a licensed professional or contractor. You should review the terms and information before selection "I have read and accepted the above terms", and then you should click "Continue Registration".

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Contact Information
- License Numbers if you are registering as a licensed professional

Please review and accept the terms below to proceed.

General Disclaimer

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I have read and accepted the above terms.

[Continue Registration »](#)

The next page will be where you enter and confirm your account information. This includes selecting a username (we recommend your email address since it's easy to remember) and password (must be between 8-20 characters, contain at least 1 uppercase letter and 1 number, and you can use special characters if you wish), security question and answer, and contact information. The security question and answer will be saved for future use in case you forget your password and need to reset it.

To add your contact information, click the "Add" button under the contact information field. A new box will open up prompting you to enter your contact information, and all fields with a red asterisk are required to be filled out before clicking "Continue".

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

Password Strength Requirements

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

Once you return to the main registration page after adding your contact information, you can click "Continue Registration" at the bottom. You will then be taken to a confirmation page about your account being successfully registered and activated. From there you can now log in to your newly registered account.

Home Building, Well, & Septic Permits E911 Addressing County Planning

Advanced Search

 **Your account is successfully registered and activated.**
A welcome email has been sent with your account information.
You can now login with your account information.

Congratulations. You have successfully registered an account.

Account Information

User Name:	joe@construction.com
E-mail:	joe@construction.com
Password:	*****
Security Question:	What was your first car?

Contact Information

Joe Builder	Home Phone: 507-555-5555
Builder Construction	Work Phone:
1234 Broadway Ave S	Mobile Phone:
joe@construction.com	Fax: