

Creating a "New User" Account in Accela

Version Number: 1.0

1. Introduction

Welcome to UCDH eServices Portal (ACA) Creating New User, User Guide

This section details the step-by-step instruction for creating a new user account in Accela.

2. Go to the Accela Homepage

URL Link:

https://aca-prod.accela.com/UCDMC/Login.aspx

UC DAVIS HEALTH	Facilities Design and Construction Cit	Citizen Portal	
		Register for an Account Login	
Home Projects		Search Q	
Advanced Search			
If you are an existing regis If you are a new user you If you are a new user you of applications, access to Register Now 3	tered user, please enter your username and password in the Login box on the right. nay register for an account by using the 'Register for an Account' link. may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history invoices and receipts, checking on the status of pending activities, and more.	Sign In USER NAME OR E-MAIL: * sgadhok PASSWORD: * Forgot Password? Sign In	
		Remember me on this device	
		Not Registered? CREATE AN ACCOUNT	

3. Create a New User Account

a. There are several ways to create a new user account. Select the "<u>Register for an</u> <u>Account</u>" button or "<u>CREATE AN ACCOUNT</u>"

Register for an Account Login	
Sign In	
USER NAME OR E-MAIL: * sgadhok	
PASSWORD: *	
Forgot Password?	
Sign In	
Remember me on this device	
Not Registered?	
CREATE AN ACCOUNT	

4. Login Information screen

The login Information screen is displayed. Enter your information in the mandatory fields and click on **"Continue".**

Login Information				
STEP 1 OF 2: ACCOUNT DETAILS				
* Required Fields				
USER NAME: *				
E-MAIL ADDRESS: *				
Must enter a E-mail Address:				
PASSWORD: *				
Must enter a Password:				
TYPE PASSWORD AGAIN: *				
ENTER SECURITY QUESTION: *				
Select				
ANSWER: *				
I have read and accepted the above terms Terms of Service []				
CONTINUE				

5. Under "Select Contact Type"

Select the radio button "**Contact**" to create an account.

Select Contact Type		
STEP 2 OF 2: CONTACT DETAILS		
Contact		
Back		

Enter information in all the mandatory fields. (marked with ***** asterisks)

LAST: *		
MIDDLE:		
FIRST: *		
NAME OF BUSINESS	i:	
COUNTRY:		
Select		
ADDRESS LINE 1: *	ŀ	
СІТҮ: *		

Click on the **"Submit"** button to create your account.

COUNTRY:		
Select		\sim
ADDRESS LINE 1: *		
CITY: *		
STATE: *		
Select		\sim
ust enter a State:		
710. +		
ZIP: 🔻		
MOBILE PHONE: *		
WORK PHONE:		
E_MAIL: #		
L-MAIL: T		
	Submit	
	Pack	
	Dack	

6. Account Confirmation Screen

Your account has been successfully created. A message "Your account is successfully registered" will appear.

Home Projects					
Advanced Search					
Your account is successfully regis	stered.				
Welcome to the UC Davis Health Building Department eServices portal for Plan Review & Building Permit support!					
Account Information					
User Name: E-mail: Password:	spreciado sdpreciado@ucdavis.edu ******				
Contact Information	To what city did you go the first time you flew on a plane?				
Sabrina Preciado UCDH 4800 2nd Avenue, Suite 3010 sdpreciado@ucdavis.edu	Work Phone: 916-707-3511 Mobile Phone: 916-707-3511				
Login Now					

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