

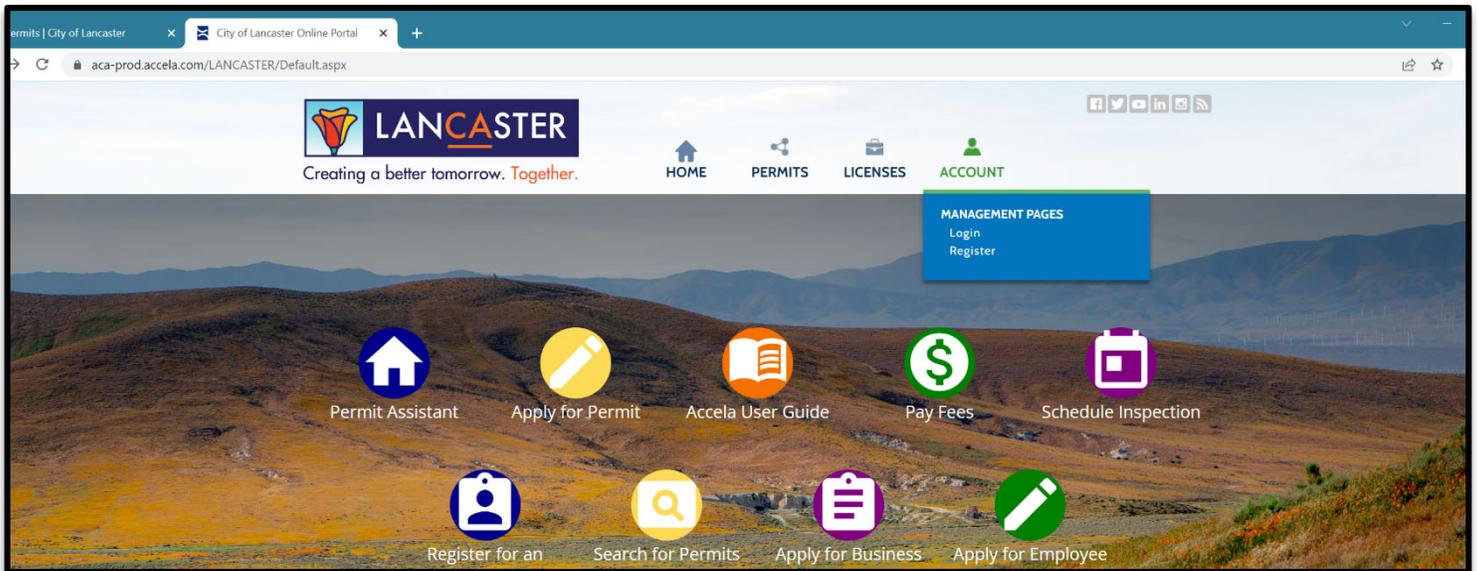
Creating an Account in Accela

Go to: <https://aca-prod.accela.com/LANCASTER/Lancaster.aspx?showHome=true>

Or
Cityoflancafterca.org > Community Development> Building and Safety> Permits:
Click on the hyperlink after the wording "Apply Online At:" <https://aca.accela.com/lancaster/>

Step 1:

Select **Register** under Account at the top of the page. (Note, if you already have an Accela account, select Login and use your existing credentials to login)



Step 2:

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

Enter your User Name and Password. You must also enter a unique email address

* Required Fields

USER NAME: *
PrincessPoppy

E-MAIL ADDRESS: *
princesspoppy@gmail.com

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
My Hometown

ANSWER: *

I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

Step 3:

Select appropriate Contact Type

Agent

Applicant

Business Owner

CE Officer

Contact

Corporate Officer

CONTACT DETAILS FOR:
Select

Back

Step 4:

Verify that information entered is correct

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Contact ✕ ▾

***Required Fields**

FIRST: *
Princess

LAST: *
Poppy

NAME OF BUSINESS:
City of Lancaster

WORK PHONE: *
(661) 723-6100

MOBILE PHONE:
(661) 723-6100

E-MAIL: *
princesspoppy@gmail.com

ADDRESS

ADDRESS TYPE: * ✕ ▾
Mailing

ADDRESS LINE 1: *
44933 Fern Avenue

ADDRESS LINE 2:

CITY: *
Lancaster

STATE:
CA

ZIP CODE:
93534

Step 5:

Select "Submit" to finish creating account

+ Add Address

Submit

Account Created:

 Your account has been created successfully.

Congratulations. You have successfully registered an account.

Account Information

User Name: PrincessPoppy
E-mail: princesspoppy@gmail.com
Password: *****
Security Question: My Hometown

Contact Information

Princess Poppy
City of Lancaster
princesspoppy@gmail.com

Work Phone: 6617236100
Mobile Phone: 6617236100

Contact Address List

▼ Contact Addresses

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date
	Mailing	44933 Fern Avenue		Active		

Login Now

PLEASE NOTE:

Email or call Building and Safety staff once the Accela Account has been created to be linked to an existing permit:

permits@cityoflancafterca.gov

(661)723-6144