

Create an Accela Account

How to Guidance



How do I create an account?

Who needs to create an account?

- You must create an account to submit an application, complaint or documents. All other functions of the website don't require an account.

Steps to create an account.

- Go to <https://aca-prod.accela.com/TPCHD/Default.aspx>
- Click **CREATE AN ACCOUNT**
- Complete the Login Information screen.
Password requirements are at least:
 - 6 characters long.
 - One symbol (@ # \$ %, etc).
 - One digit (0-9).
 - One uppercase letter.
 - One lowercase letter.
- Then click the **checkbox** and **Continue**.

NOTE: If you get a message that says **Failed to register user with information provided**, this means there is already an account created for your email address. Click on the **Back to login** link, then click on the **I forgot my password** link to reset your password.

Login Information

Step 1 of 2: Account Details

* Required Fields

USERNAME: *
ljellison@tpchd.org

E-MAIL ADDRESS: *

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select ▼

ANSWER: *

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

CONTINUE

BACK

- Select **Contact Type**.

Select Contact Type

Step 2 of 2: Contact Details

CONTACT DETAILS FOR: *
Select ▼

BACK

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6. Complete the **Contact Details**.

NOTE: You will only have to complete this information once. It will then be available to pull each time you submit another application.

7. Click **Add Address** and add your address details.

8. Click **Submit**

Select Contact Type

Step 2 of 2: Contact Details

CONTACT DETAILS FOR:
Designer

***Required Fields**

FIRST:*

MIDDLE:

LAST:*

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:

E-MAIL:

[Add Address](#)

SUBMIT

BACK



Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name:	ljellison@tpchd.org
E-mail:	ljellison@tpchd.org
Password:	*****
Security Question:	To what city did you go the first time you flew on a plane?

Contact Information

Laurel L. Jellison	Home Phone: 5551112222
Septic Designs by LJ	Work Phone: 5551112222
ljellison@tpchd.org	Mobile Phone: 5551112222
	Fax:

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9. Click on the **Log in** link in the top right corner to log in and start your application.

[Register for an Account](#) [Login](#)

Please Login

You must log in to create an application. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user, you may register for a free customer account with a few simple steps. After you create your account, you can apply for permits, pay and invoices, check the status of applications and more.

Register Now »

Sign In

USERNAME OR EMAIL:*
Ljellison@tpchd.org

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☒ Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

10. Bookmark this link for future quick access to the log in screen:

<https://aca-prod.accela.com/TPCHD/Login.aspx>

Note: Under Manage Account, there is no need to link your License Information. The system has the ability to link to another agency (i.e. State L&I) but is not active at this time.