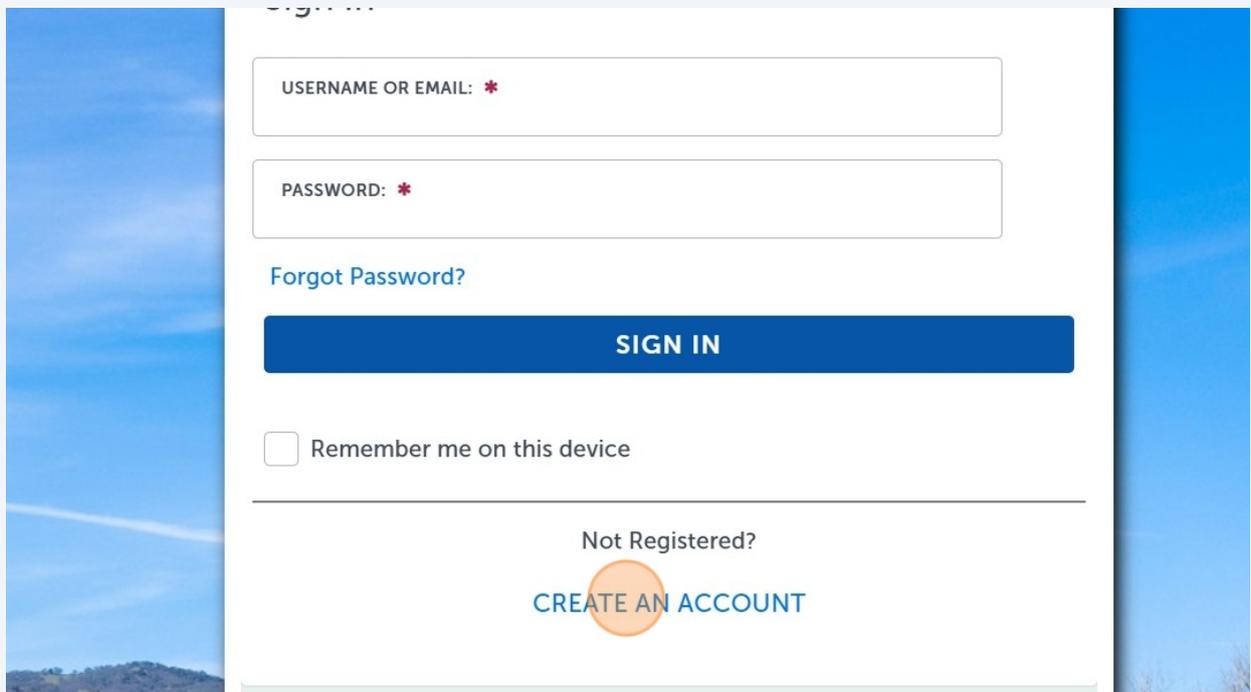


Create An Citizen Account On Solano County Public Portal



1 Navigate to <https://aca-prod.accela.com/SOLANOCO/Default.aspx>

2 Click "CREATE AN ACCOUNT"

A screenshot of the Solano County Public Portal login page. The page has a white background with a blue sky and hills image on the left and right sides. At the top, there is a "Sign In" heading. Below it are two input fields: "USERNAME OR EMAIL: *" and "PASSWORD: *". Below the password field is a link for "Forgot Password?". A large blue button labeled "SIGN IN" is centered below the fields. Below the button is a checkbox labeled "Remember me on this device". At the bottom, there is a horizontal line, followed by the text "Not Registered?" and a blue button labeled "CREATE AN ACCOUNT" with an orange circle highlighting it.

3 Click this text field.

LOGIN INFORMATION

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USERNAME: *

E-MAIL ADDRESS

PASSWORD: *

TYPE PASSWORD AGAIN: *

(4-32 characters may contain letters, numbers, and these special characters: @ _ - .)

4 Type in Username you would like to use **tab**

5

Click this password field and enter in a password with 8-20 characters using Alpha and at least 1 numeric or special character



*** Required Fields**

USERNAME: *
Lindalou

E-MAIL ADDRESS: *
lindalou@whoville.com

PASSWORD: *
|

Must enter a Password: (8-20 characters)
Enter a password

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select

6

Click this 2nd password field and enter in same password as above



*** Required Fields**

USERNAME: *
Lindalou

E-MAIL ADDRESS: *
lindalou@whoville.com

PASSWORD: *

Strong
TYPE PASSWORD AGAIN: *
|

ENTER SECURITY QUESTION: *
Select

7 Click "Select Enter Security Question:"

The screenshot shows a login form with the following fields:

- E-MAIL ADDRESS: *** linalou@whoville.com
- PASSWORD: ***
- TYPE PASSWORD AGAIN: ***
- ENTER SECURITY QUESTION: *** Select (with a dropdown arrow icon)
- ANSWER: *** (with a callout box: "(used for identification if you forget your login information)")
- I have read, understand, and agree to the [Terms of Service](#)

A blue bar is visible at the bottom of the form area.

8 Click on a question that is appropriate for you to remember.

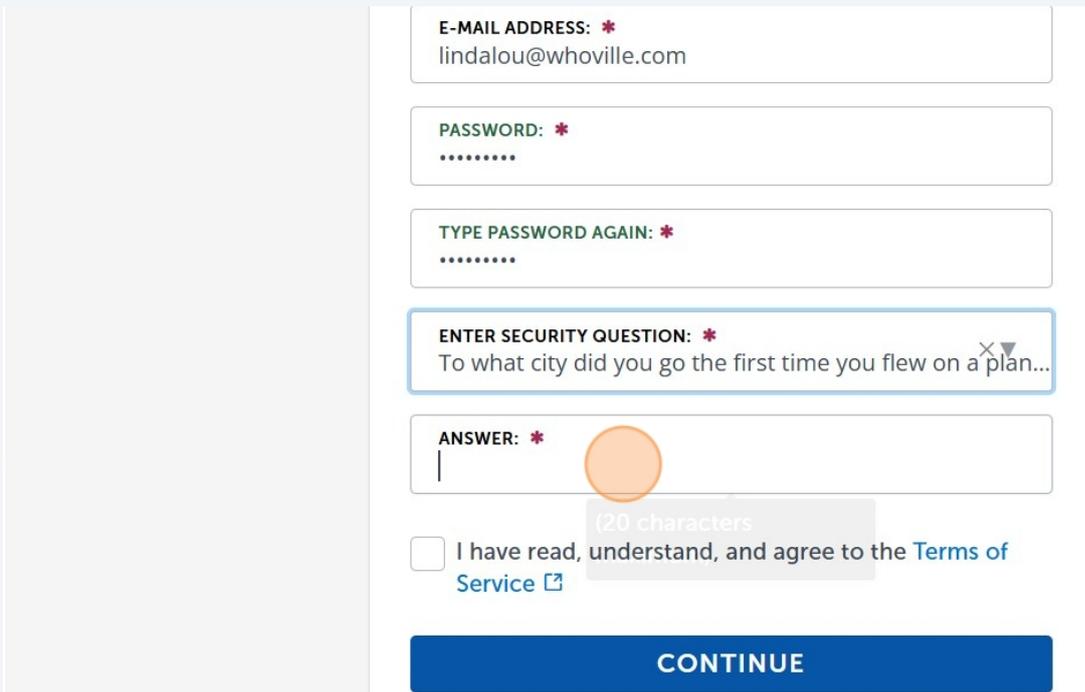
The screenshot shows the same login form as in step 7, but with the security question dropdown menu open. The questions listed are:

- To what city did you go the first time you flew on a plane?
- What was the last name of your favorite childhood teacher?
- In what city or town does your nearest sibling live?
- In what town or city was your first full time job?
- What was your favorite food as a child?

A blue bar is visible at the bottom of the form area.

9

In answer field - type in the answer to selected question above

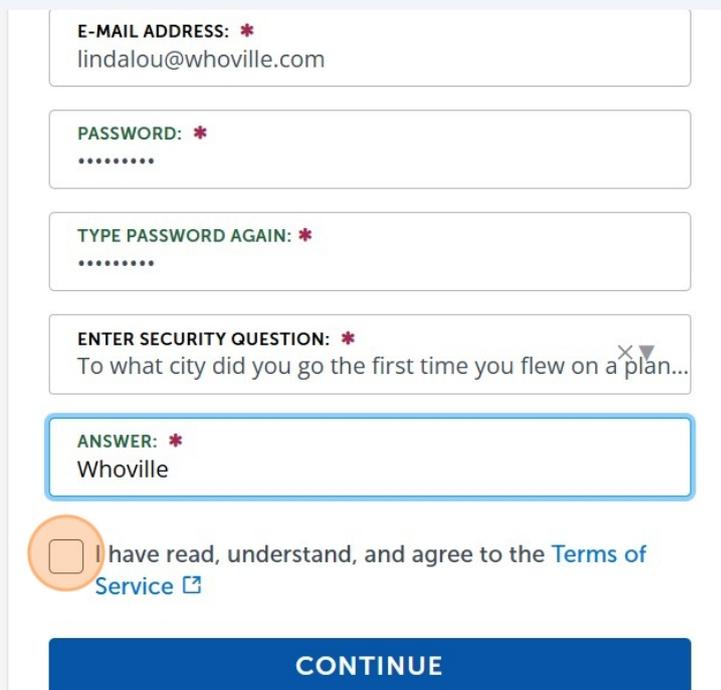


A registration form with the following fields:

- E-MAIL ADDRESS: *** linalou@whoville.com
- PASSWORD: ***
- TYPE PASSWORD AGAIN: ***
- ENTER SECURITY QUESTION: *** To what city did you go the first time you flew on a plan... (dropdown menu)
- ANSWER: *** | (highlighted with a blue border and a red circle) (20 characters)
- I have read, understand, and agree to the [Terms of Service](#)
- CONTINUE** button

10

Click here.

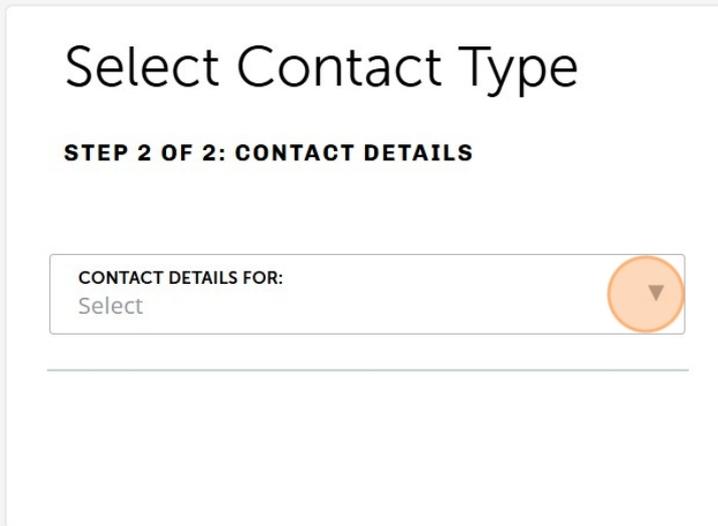


A registration form with the following fields:

- E-MAIL ADDRESS: *** linalou@whoville.com
- PASSWORD: ***
- TYPE PASSWORD AGAIN: ***
- ENTER SECURITY QUESTION: *** To what city did you go the first time you flew on a plan... (dropdown menu)
- ANSWER: *** Whoville
- I have read, understand, and agree to the [Terms of Service](#) (highlighted with a red circle)
- CONTINUE** button

11 Click "CONTINUE"

12 Click "dropdown trigger"



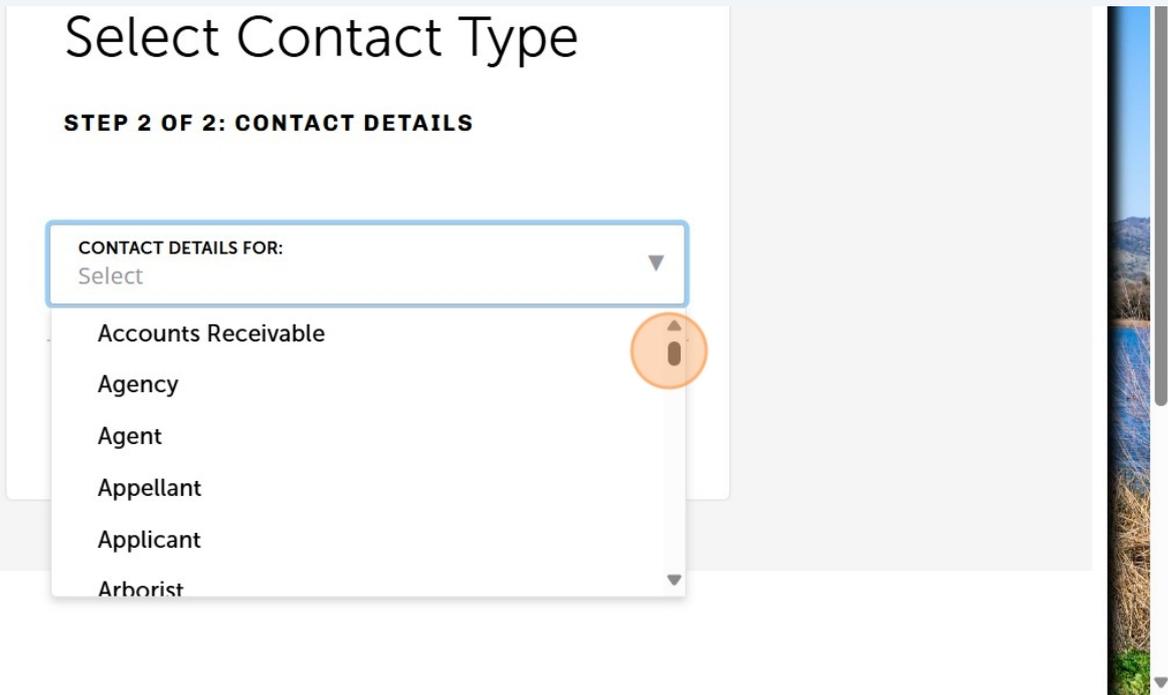
Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

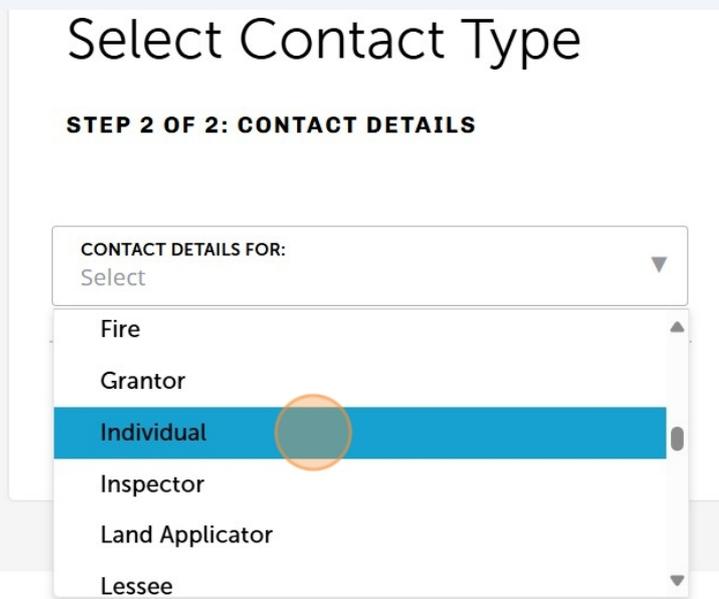
CONTACT DETAILS FOR:
Select

The screenshot shows a web form titled "Select Contact Type" with a sub-header "STEP 2 OF 2: CONTACT DETAILS". Below this is a form field labeled "CONTACT DETAILS FOR:" with the text "Select" and a dropdown arrow icon. A horizontal line is positioned below the form field. The form is set against a light gray background with a vertical image strip on the right side.

13 Scroll down to either enter Individual or Organization



14 Click "Individual"



15

Complete the Contact information fields, First and Last Name - Email and phone number



Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Individual



* Required Fields

FIRST: *



MIDDLE:

LAST: *

16

Click this email field.



LAST: *
Who

NAME OF BUSINESS:
Happy Communities

PRIMARY PHONE:
(555) 123-9876

PHONE 2:

PHONE 3:

E-MAIL:



17

Make sure to Add an address by selecting the + Add Address link



(555) 123-9876

PHONE 2:

PHONE 3:

E-MAIL:
lindalou@whoville.com

+ Add Address

SUBMIT

18

Choose appropriate address type - Use Mailing as a default address type

(555) 123-9876

PHONE 2:

PHONE 3:

E-MAIL:
lindalou@whoville.com

ADDRESS | Delete

ADDRESS TYPE:
Select

ADDRESS LINE 1:

ADDRESS LINE 2:

19 Complete Address Line 1 , City, State and Zip



E-MAIL:
lindalou@whoville.com

ADDRESS | Delete

ADDRESS TYPE:
Mailing

ADDRESS LINE 1:

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY:

20 Click "SUBMIT"

CA

ZIP CODE:
95123

COUNTRY/REGION:
United States

+ Add Address

SUBMIT