Create An Citizen Account On Solano County Public Portal

Gray Quarter

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

2   Click "CREATE AN ACCOUNT"

USERNAME OR EMAIL: *

PASSWORD: *

Forgot Password?

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

3 Click this text field.

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USERNAME: *****

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

E-MAIL ADDRESS

PASSWORD: *****

TYPE PASSWORD AGAIN: *****

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: *
••••••••

TYPE PASSWORD AGAIN: *
Strong

ENTER SECURITY QUESTION: *
Select

7 Click "Select Enter Security Question:"

E-MAIL ADDRESS: ✱
lindalou@whoville.com

PASSWORD: ✱
•••••••••

TYPE PASSWORD AGAIN: ✱
•••••••••

ENTER SECURITY QUESTION: ✱
Select ▼

(used for identification if you forget your login information)

Must enter a Enter

ANSWER: ✱

☐ I have read, understand, and agree to the Terms of Service ⤤

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

E-MAIL ADDRESS: ✱
lindalou@whoville.com

PASSWORD: ✱
•••••••••

TYPE PASSWORD AGAIN: ✱
•••••••••

ENTER SECURITY QUESTION: ✱
Select ▼

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?

9 In answer field - type in the answer to selected question above
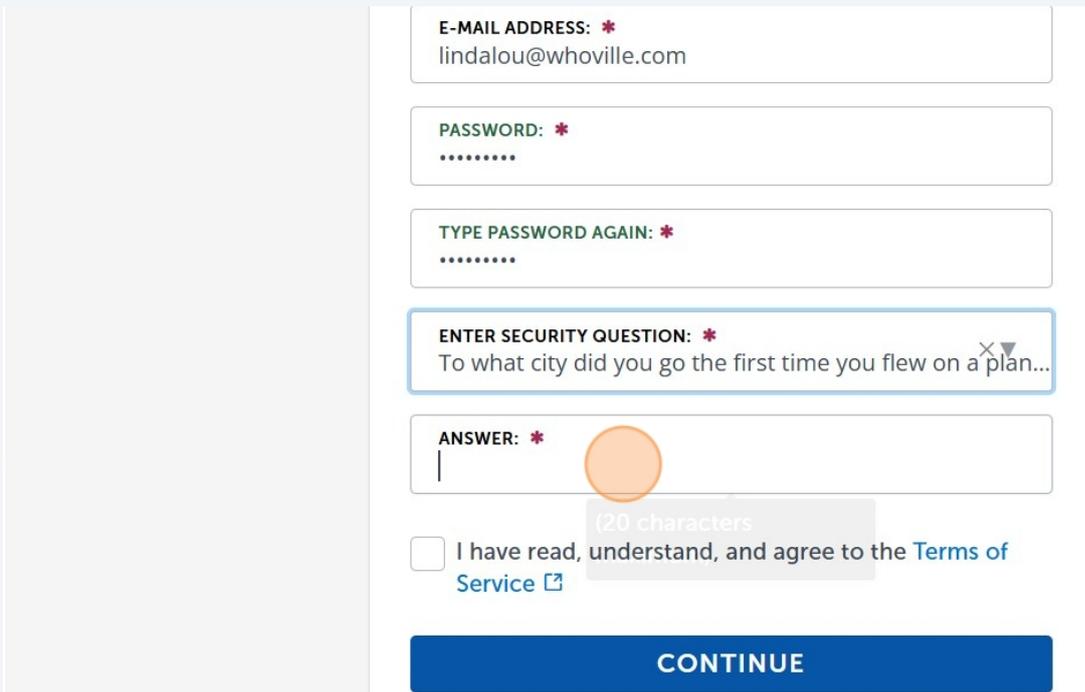
E-MAIL ADDRESS: *
lindalou@whoville.com

PASSWORD: *
••••••••

TYPE PASSWORD AGAIN: *
••••••••

ENTER SECURITY QUESTION: *
To what city did you go the first time you flew on a plan...

ANSWER: *
|

(20 characters

☐ I have read, understand, and agree to the Terms of Service ↗
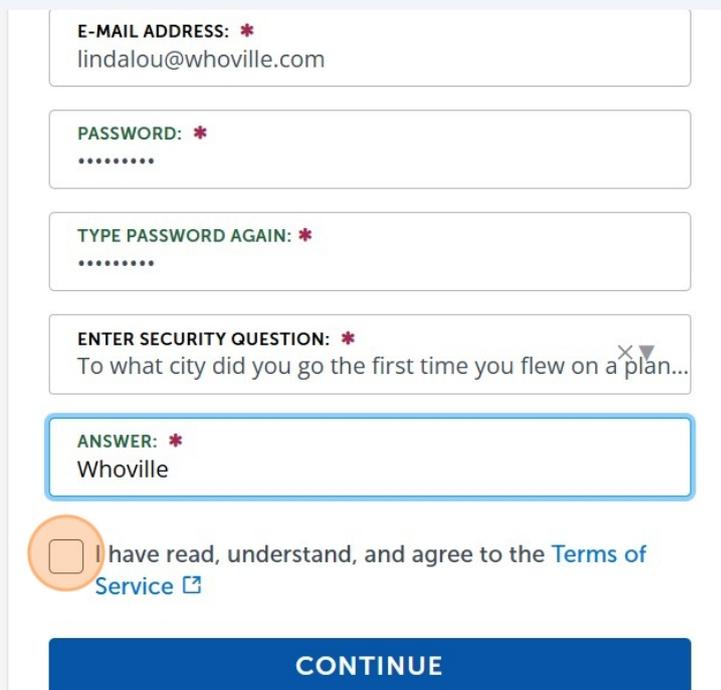
CONTINUE

10 Click here.

E-MAIL ADDRESS: *
lindalou@whoville.com

PASSWORD: *
••••••••

TYPE PASSWORD AGAIN: *
••••••••

ENTER SECURITY QUESTION: *
To what city did you go the first time you flew on a plan...

ANSWER: *
Whoville

☐ I have read, understand, and agree to the Terms of Service ↗

CONTINUE

11 Click "CONTINUE"

12 Click "dropdown trigger"
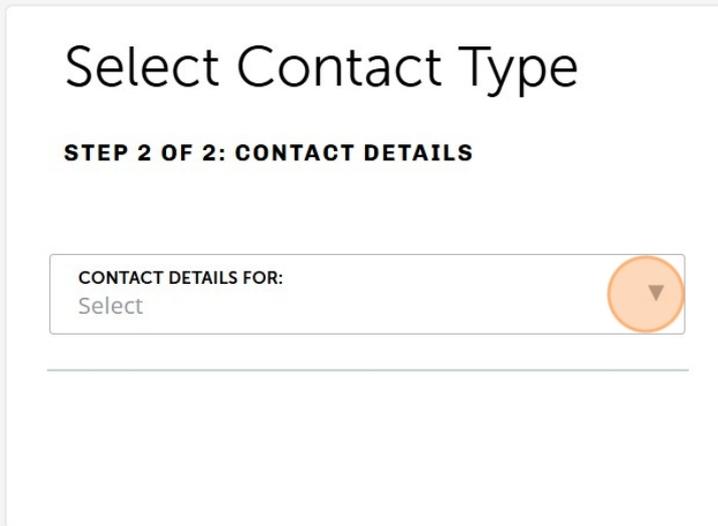
Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Select

13 Scroll down to either enter Individual or Organization
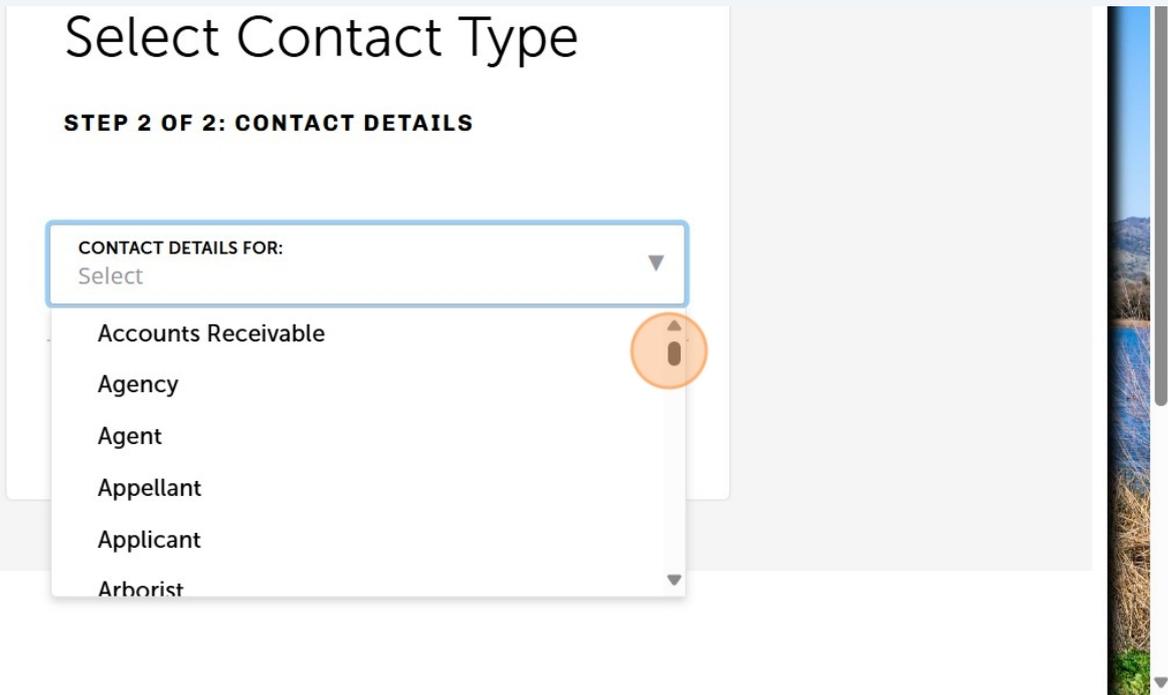
14 Click "Individual"
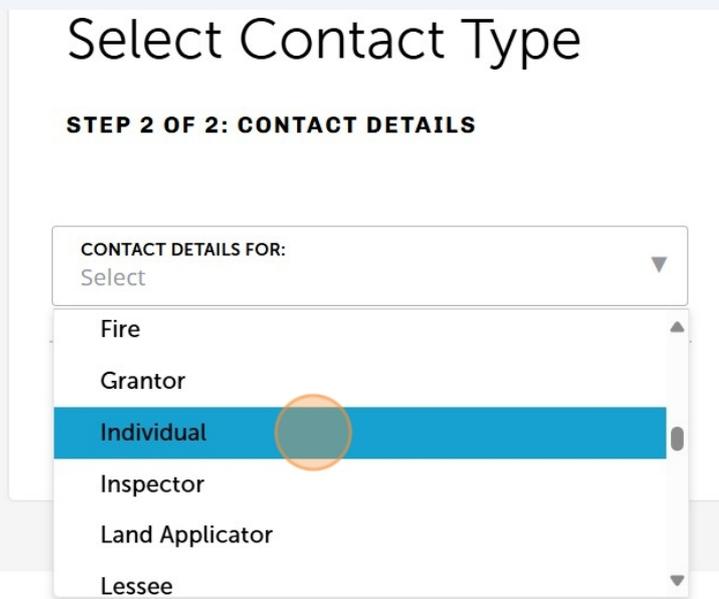
15 Complete the Contact information fields, First and Last Name - Email and phone number

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Individual   ✕ ▼

✱Required Fields

FIRST: ✱

MIDDLE:

LAST: ✱

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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