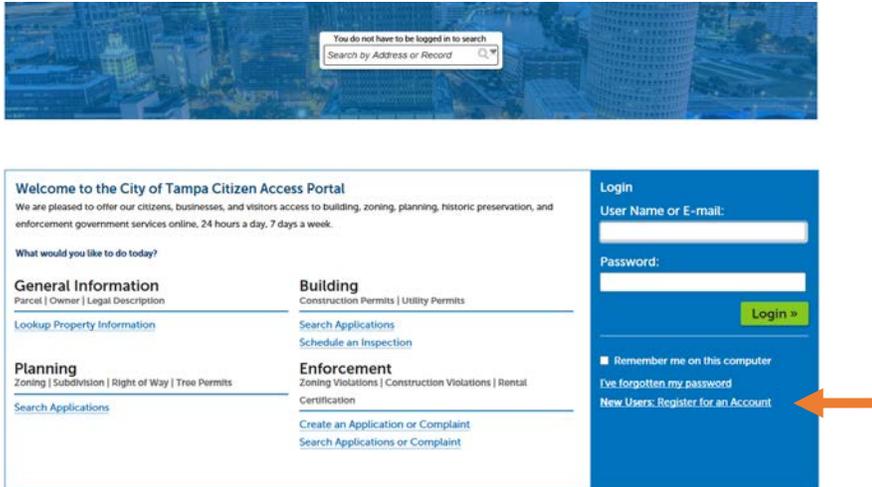


Where to find the Accela Citizen Access Portal (ACA)?

<https://aca.tampagov.net>

Create an Account

1. From the home page, click on “New Users: Register for anAccount”.



2. Read and accept the Conditions & Use for Online Services.
3. Click on “Continue Registration.”

Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

Conditions & Use For Online Services

City of Tampa online payment (ecommerce) services are not available during certain hours due to normally scheduled maintenance activities according to the schedule below. If your business transaction has a due date associated with it, it is your responsibility to ensure that your payment is made by that due date. Delays caused by unavailability of any online service DO NOT warrant the reversal of late fees, as payments may also be made by other means, such as postal mail and walk-in during normal business hours.

At present, we accept MasterCard, Visa, Discover, and American Express only. After completing your payment, you will be presented with an online receipt to print for your records. If you provide a valid email address, you will also receive a receipt via email. Your payment will be processed at the close of the current business day, except for weekends, holidays or after 9:00 pm, in which case your payment will be processed at the end of the next business day.

I have read and accepted the above terms.

[Continue Registration >](#)

4. Complete the registration fields.
5. Click on “Add New” to add your contact information.
6. Once complete, click on “Continue Registration”.

[register for an account](#) [Login](#)

Search by Address or Record

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* indicates a required field.

Login Information

*User Name:

*E-mail Address:

*Password:

*Type Password Again:

*Enter Security Question:

*Answer:

Contact Information

Choose how to fill in your contact information.

Add New ←

Continue Registration » ←

7. The account registration process is complete. You will receive an email confirming the registration.