

Accela Citizen Access (ACA) Portal

The ACA Portal is used by the public to submit applications and pay fees for well permits, septic permits, and septic installer licenses. New users are required to register for an account.

How to create an ACA Portal Account

1. Go to <https://aca-prod.accela.com/oaklandco>
2. Select “New Users: Register for an Account” to create account
New Users: Register for an Account
3. Check the box for “I have read and accepted the terms above.” After reviewing General Disclaimer.
4. Select “Continue Registration”

The screenshot shows the registration process on the ACA Portal. At the top, there is a navigation bar with 'Home' and 'Environmental Health' tabs. Below this is a search bar labeled 'Advanced Search'. The main heading is 'Account Registration', followed by the instruction: 'You will be asked to provide the following information to open an account:'. A bulleted list includes: 'Choose a user name and password', 'Personal and Contact Information', and 'License Numbers if you are registering as a licensed professional (optional)'. Below the list, it says 'Please review and accept the terms below to proceed.' A scrollable box titled 'General Disclaimer' contains the text: 'While the Agency ("Oakland County, Michigan") attempts to keep this Web site information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web site materials and information have been compiled from a variety of sources and are subject to change without notice from the'. At the bottom of the disclaimer box, there is a checkbox labeled 'I have read and accepted the terms above.' and a green button labeled 'Continue Registration »'.

5. Enter the required information in the Login Information fields
6. Select "Add New" to add contact information

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name: 

* E-mail Address:

* Password: 

* Type Password Again:

* Enter Security Question: 

* Answer: 

Contact Information

Click on "Add New" button to add contact information.

Add New

Continue Registration »

7. Enter Contact Type then select "Continue"

Select Contact Type

* Type:

Continue

[Discard Changes](#)

8. Enter contact information (including Primary Phone)

9. Select "Add Contact Address"

Contact Information

* Individual/Organization:

* First:

Middle:

* Last:

Primary Phone:

Work Phone:

Secondary Phone:

* E-mail:

Preferred Channel:

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.

Showing 0-0 of 0

Action	Address Type	Address	Recipient
No records found.			

Continue

Clear

[Discard Changes](#)

10. Enter contact address information (recipient field not required)
11. Select "Save and Close"
12. Select "Continue"

Contact Address Information

*Address Type:

*Country/Region:

*Address Line 1:

*City: State: ZIP Code:

Recipient:

[Save and Close](#) [Save and Add Another](#) [Clear](#) [Discard Changes](#)

13. Review information, then select "Continue Registration"
14. You have successfully created your user account

Home Environmental Health

Advanced Search

 Your account has been successfully Created. You can login immediately using your User Name and Password

Your account has been successfully created.
Congratulations. You have successfully created an account with OCHD and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required.

15. Select "Login" located near the top of the page to log in with new user account
[Register for an Account](#) [Login](#)