How to register an account for APCD records:

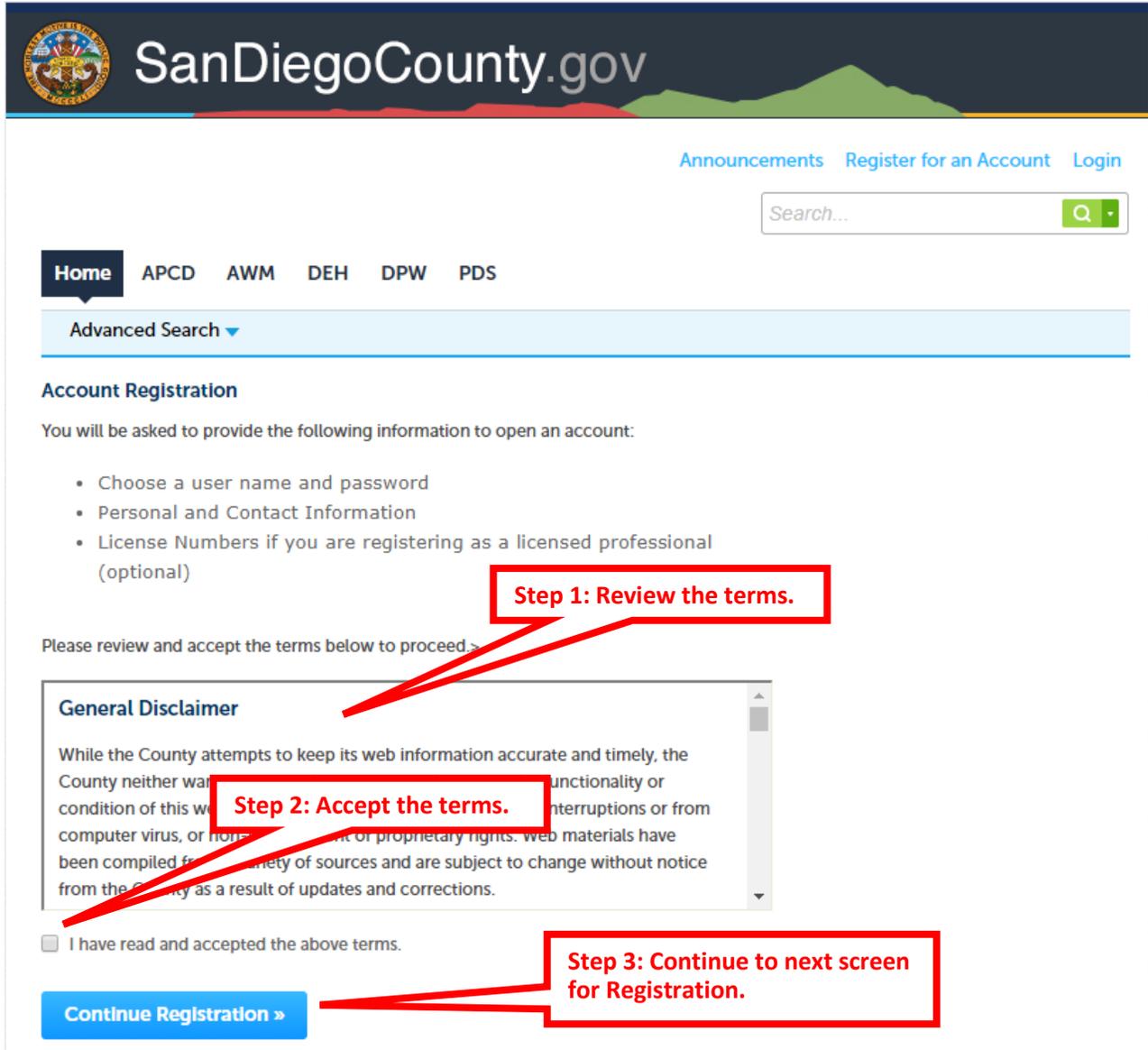**Step 1**: From the Accela Citizen Access login screen, click on:

- **"Register for an Account"** at the top right corner

    or

- **"New Users: Register for an Account"** below the login box.

Review and accept the terms then click "Continue Registration".

Step 2: Enter and confirm your account information.
   Create your login information:
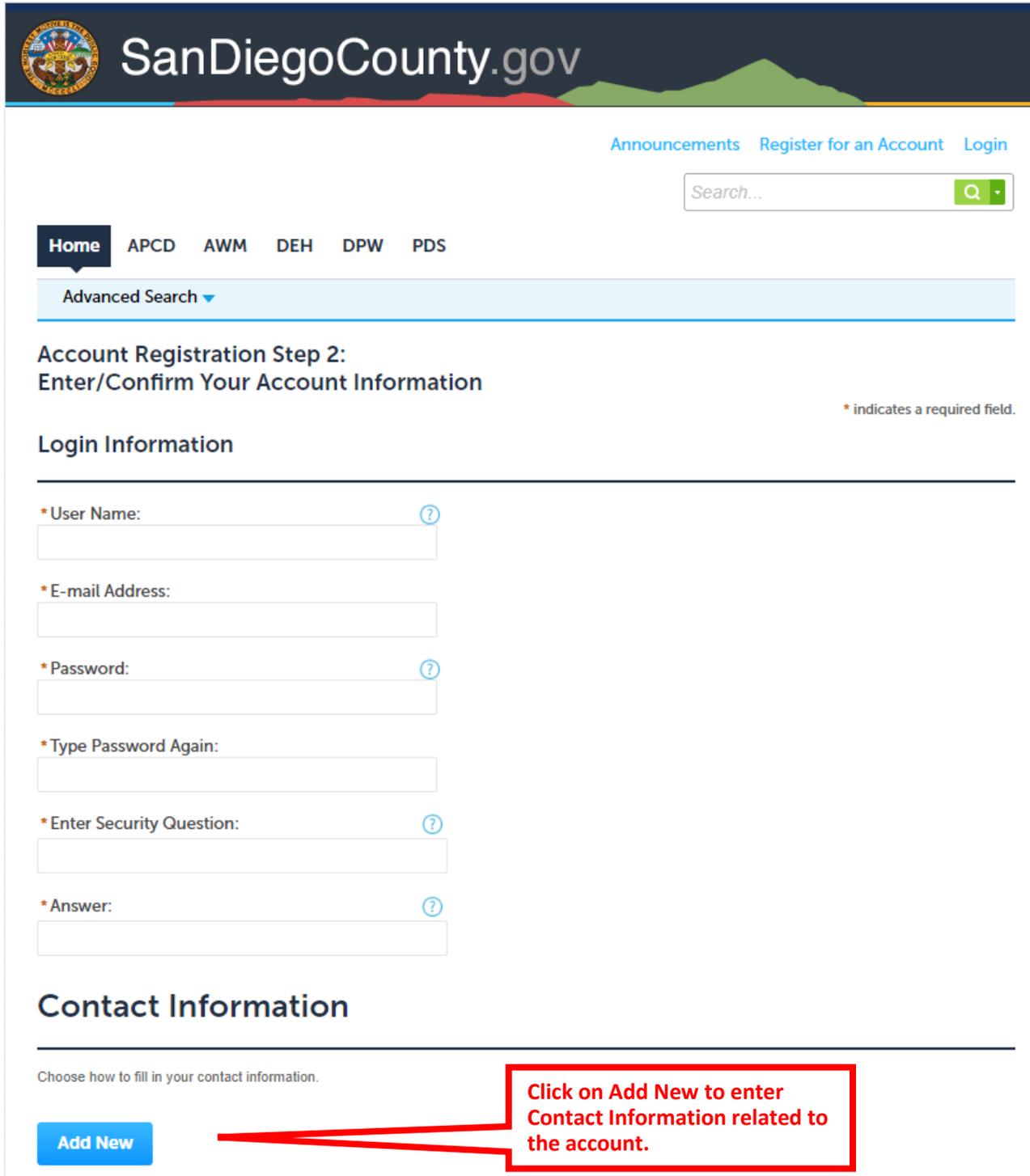
Account Registration Step 2:
Enter/Confirm Your Account Information

* 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

Click on Add New to enter Contact Information related to the account.

A pop-up window will appear to fill in Contact Information:

Contact Information

* First:

Middle:

* Last:

Name of Business:

Country:

United States

* Address Line 1:

* City:

* State:

--Select--

* Zip:

Business Phone:

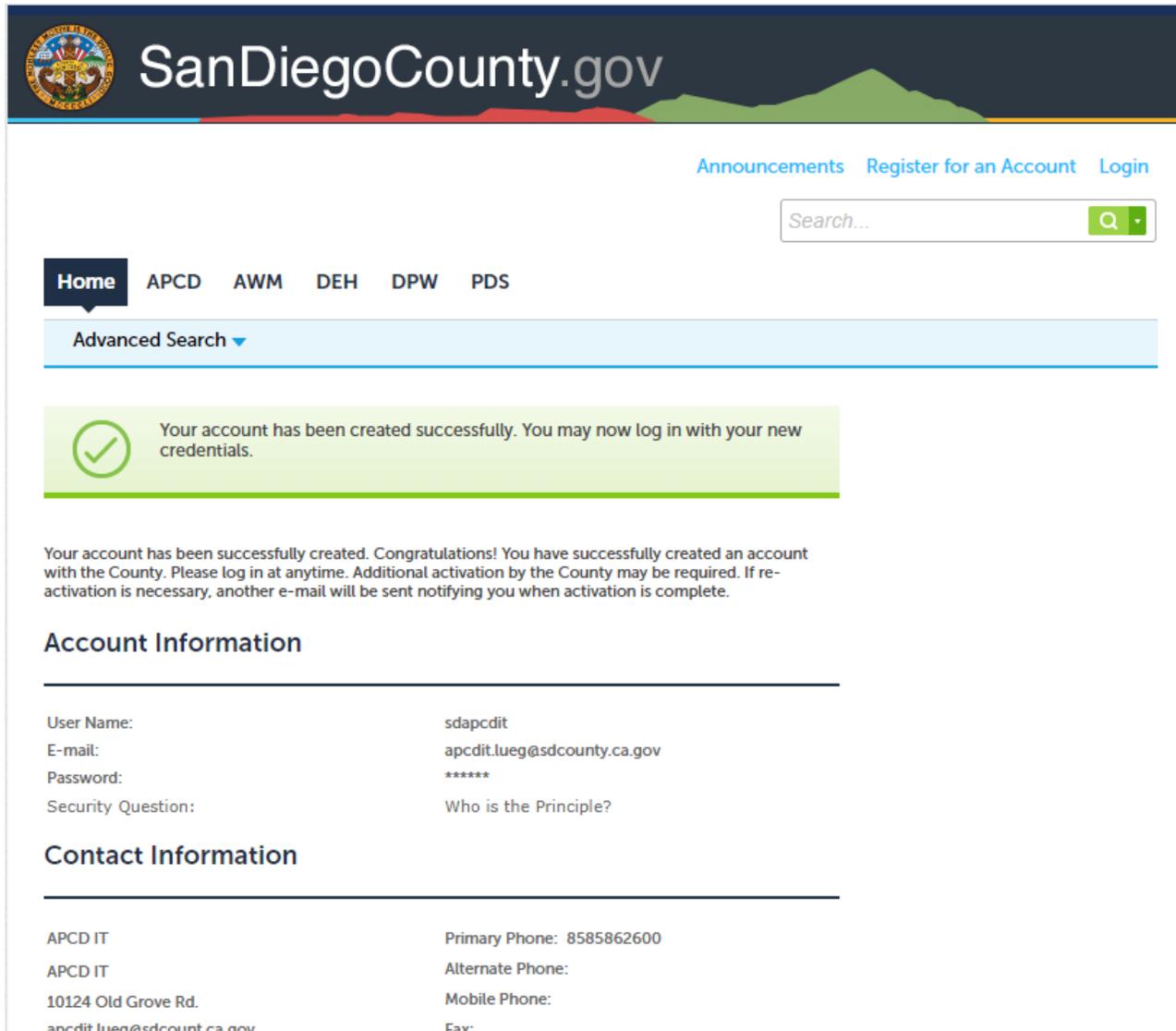Mobile Phone:

Home Phone:

Fax:

E-mail:

Continue **Clear** Discard Changes

Enter all*required fields.

You may need to scroll down to expand full screen.

Click Continue to resume Registration.

Step 3: A confirmation screen will verify your registration and will now have access to your account.

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✓ Your account has been created successfully. You may now log in with your new credentials.

Your account has been successfully created. Congratulations! You have successfully created an account with the County. Please log in at anytime. Additional activation by the County may be required. If re-activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name:	sdapcdit
E-mail:	apcdit.lueg@sdcounty.ca.gov
Password:	******
Security Question:	Who is the Principle?

Contact Information

APCD IT	Primary Phone: 8585862600
APCD IT	Alternate Phone:
10124 Old Grove Rd.	Mobile Phone:
apcdit.lueg@sdcount.ca.gov	Fax:

Step 4: Account Management
   Click on Account Management on to top right to review your account: