

## How to register an account for APCD records:

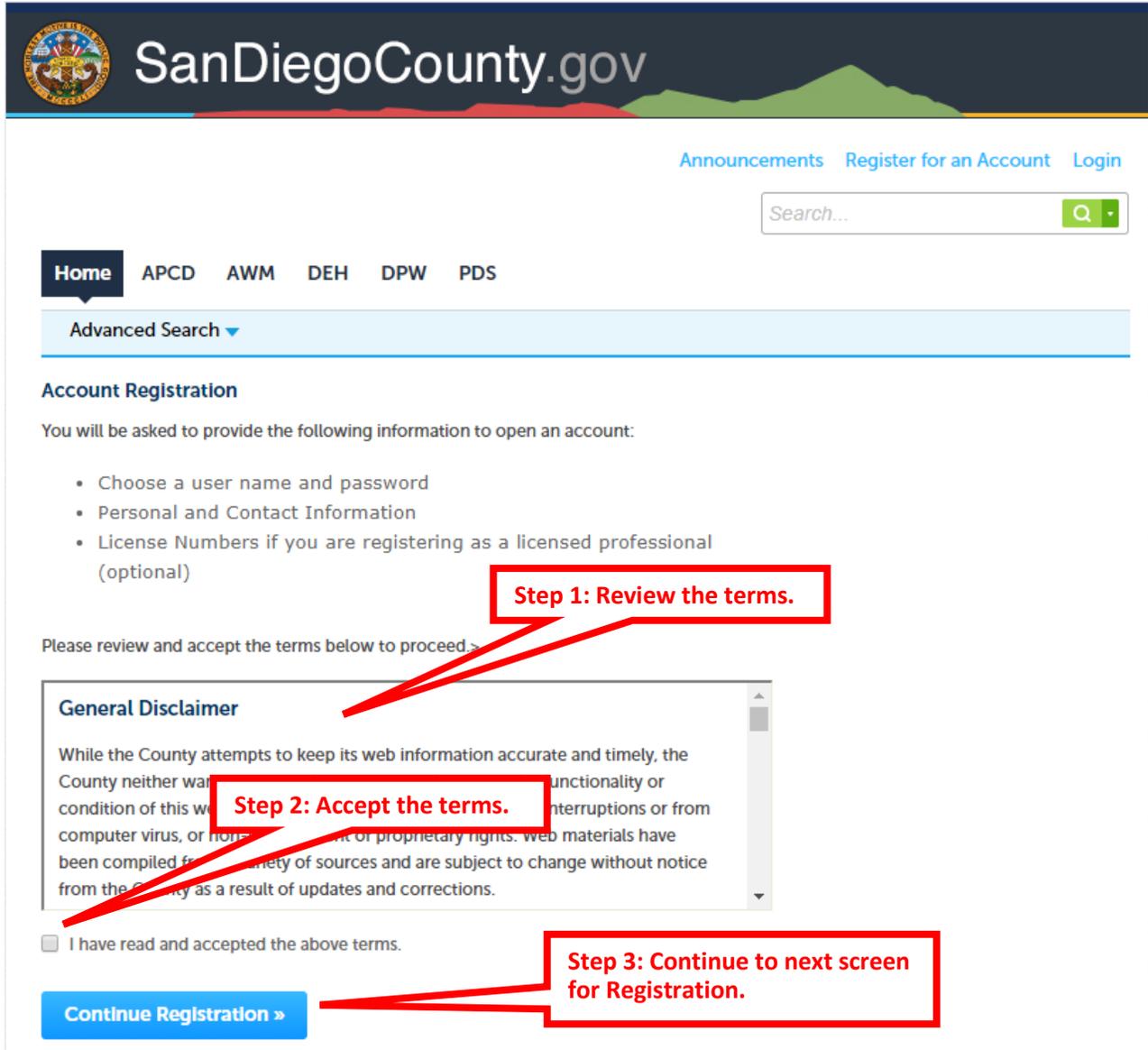
**Step 1:** From the Accela Citizen Access login screen, click on:

- **“Register for an Account”** at the top right corner  
or
- **“New Users: Register for an Account”** below the login box.



The screenshot shows the San Diego County.gov Citizen Access Portal. At the top, there is a navigation bar with the text "SanDiegoCounty.gov" and a search box. Below the navigation bar, there is a "Home" button and a list of departments: APCD, AWM, DEH, DPW, PDS. The main content area is divided into two columns. The left column contains a welcome message and a list of services. The right column contains a login form with fields for "User Name or E-mail:" and "Password:", a "Login »" button, and a link for "I've forgotten my password" which is highlighted with a red box. Below the login form, there is a list of departments: APCD - Air Pollution Control District, AWM - Agriculture Weights and Measures, DEH - Department of Environmental Health, DPW - Department of Public Works, and PDS - Planning & Development Services.

Review and accept the terms then click “Continue Registration”.



**SanDiegoCounty.gov**

Announcements Register for an Account Login

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### 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.

#### General Disclaimer

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I have read and accepted the above terms.

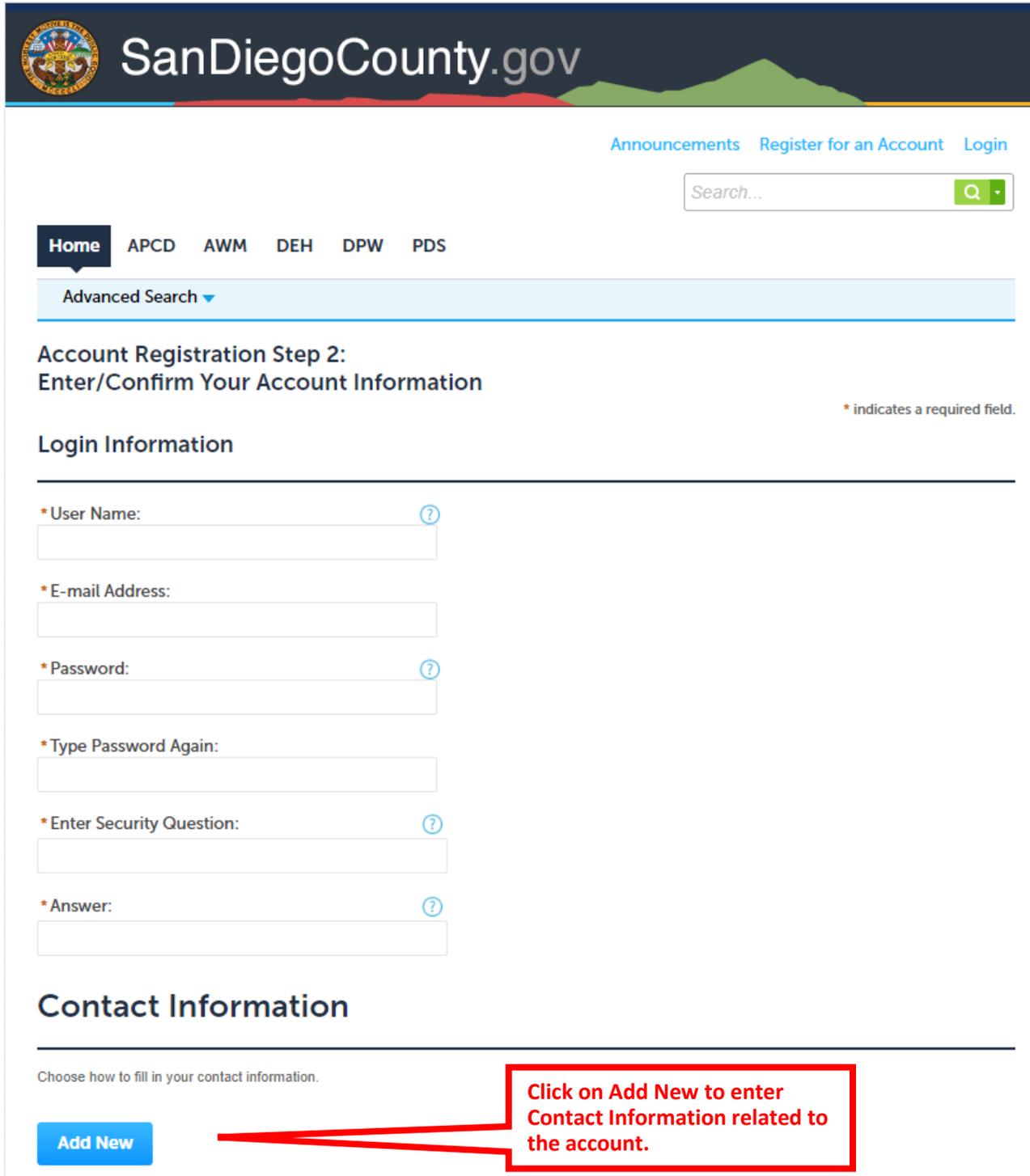
**Continue Registration »**

**Step 1: Review the terms.**

**Step 2: Accept the terms.**

**Step 3: Continue to next screen for Registration.**

**Step 2: Enter and confirm your account information.**  
**Create your login information:**



The screenshot shows the San Diego County.gov website header with the APCD logo and navigation links. The main content area is titled "Account Registration Step 2: Enter/Confirm Your Account Information". It includes a search bar, a navigation menu with "Home" selected, and a section for "Login Information" with six required input fields: User Name, E-mail Address, Password, Type Password Again, Enter Security Question, and Answer. A "Contact Information" section is partially visible at the bottom, featuring an "Add New" button. A red callout box points to the "Add New" button with the text: "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:

\* Address Line 1:

\* City:

\* State:

\* Zip:

Business Phone:  Mobile Phone:  Home Phone:

Fax:

E-mail:

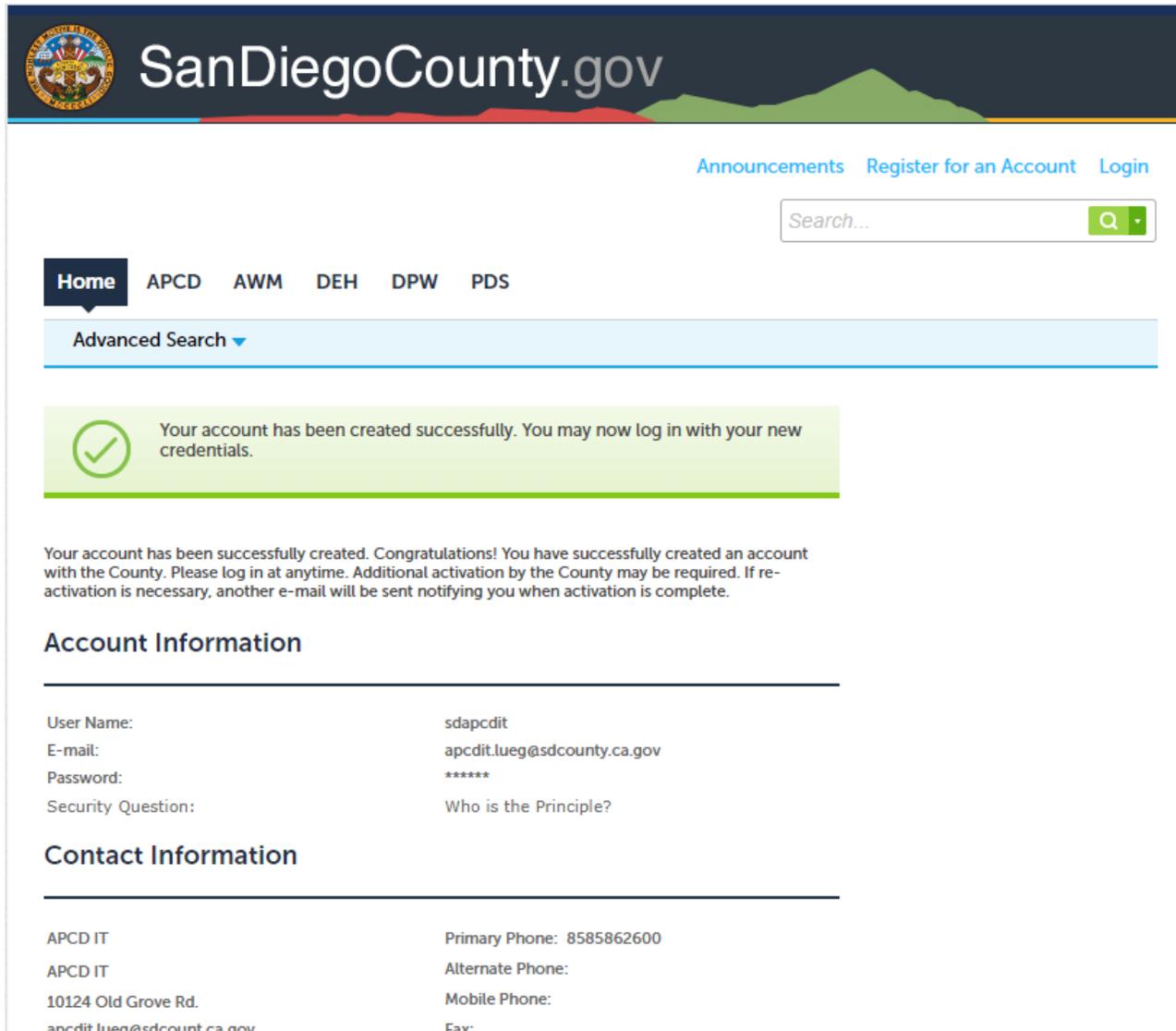
[Discard Changes](#)

**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.**



The screenshot shows the San Diego County.gov website with a confirmation message for a newly created account. The page includes a navigation menu, a search bar, and sections for account and contact information.

**San Diego County.gov**

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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@sdcounty.ca.gov	Fax:

## Step 4: Account Management

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

**SanDiegoCounty.gov**

Announcements Logged in as: APCD IT Collections (0) **Account Management** Logout

Search...

Home APCD AWM DEH DPW PDS

Dashboard My Records My Account Advanced Search

**Manage Your Account**

Your current account information is shown below. Click "Edit" button to update information within a section.

If you need help, or have inquiries regarding online Trust Accounts please email us at [LUEGTrustAccts@sdcounty.ca.gov](mailto:LUEGTrustAccts@sdcounty.ca.gov). (Please include your Trust Account ID, Financially Responsible Party, customer number, registered User ID, and email).

If you have any other questions or need assistance please contact us at [Inbox.Lueg@sdcounty.ca.gov](mailto:Inbox.Lueg@sdcounty.ca.gov).

**Account Type**

Citizen Account

**Login Information**

User Name: sdapcdit  
E-mail: apcdit.lueg@sdcounty.ca.gov  
Password: \*\*\*\*\*

**License Information**

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Country
No records found.						

**Contact Information**

Showing 1-1 of 1 | [Download results](#)

Action	First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type
<a href="#">Actions</a>	APCD		IT	APCD IT			Citizen Access Public

Review the information on how to manage your account.

Click on Edit to update any account information

Click on Add to add License Information

Click on Add to add more Contacts to account