



# City of DeLand

## Creating Accela Account Instructions

The screenshot shows the City of DeLand website home page. At the top left is the DeLand Florida logo. The navigation bar includes links for Home, Search, New, Help, and Request Inspection, along with a Global Search icon. The main content area features a background image of a historic building and a 'Sign In' modal. The modal contains fields for 'USERNAME OR EMAIL\*' and 'PASSWORD\*', a 'SIGN IN' button, a 'Forgot Password?' link, a 'Remember me on this device' checkbox, and a 'Not Registered?' dropdown menu. The 'CREATE AN ACCOUNT' link within the dropdown is highlighted with a red box. Below the main content area, there are sections for 'CONTACT US' (address, phone, hours) and 'HELPFUL LINKS' (Home, Site Map, Contact Us, Accessibility, Copyright Notices, Privacy Policy).

**Step 1:** On the home page, select **“CREATE AN ACCOUNT”**



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**Step 2:** Fill in the boxes with the required information - denoted by **red asterisk\***

If creating an account for a business/corporation/multiple people to access, make sure to use a username/email those people can access. The contact information provided here is what will be used for all communications (phone, email, etc.)

A screenshot of the 'Login Information' form, which is the first step of account creation. The form is titled 'Login Information' and 'STEP 1 OF 2: ACCOUNT DETAILS'. It contains several input fields, each with a red asterisk indicating it is required: 'USERNAME:\*', 'E-MAIL ADDRESS:\*', 'PASSWORD:\*', 'TYPE PASSWORD AGAIN: \*', 'ENTER SECURITY QUESTION:\*' (a dropdown menu with 'Select' as the current selection), and 'ANSWER:\*'. Below these fields is a checkbox for 'I agree Terms of Service' with a link icon. At the bottom of the form are two buttons: a blue 'CONTINUE' button and a white 'BACK' button with a blue border. A red rectangular box highlights the entire form area.



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### Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual  
 Organization

\*Required Fields

FIRST:\*

MIDDLE:

LAST:\*

NAME OF BUSINESS:

PRIMARY/CELL PHONE\*

MOBILE PHONE:

E-MAIL:\*

PREFERRED CHANNEL:  
Select ▼

COUNTRY: +  
United States × ▼

ADDRESS LINE 1:\*

ADDRESS LINE 2:

CITY:\*

STATE:\*

ZIP:\*

SUBMIT

BACK

**Step 3:** Select the contact type and fill in the boxes with the required information - denoted by **red asterisk\***



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

**Your account has been successfully created.**

Congratulations. You have successfully created an account with the City of DeLand and can login immediately. If you have registered as a licensed professional, additional

### Account Information

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User Name:

E-mail:

Password:

Security Question:

### Contact Information

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[Login Now](#)

**Step 4:** Your account is now created! You can now apply for permits/applications by clicking the blue “**LOGIN NOW**” button to login to your account.