

# Registering for an *Accela Citizen Access* Account

Access the Online Portal through Accela Citizen Access (ACA)

Visit: <https://www.maplewoodmn.gov/ACA>

Please contact us with any questions at 651-249-2312



## Citizen Access

[Register for an Account](#) [Login](#)

 

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Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

### Sign In

[Forgot Password?](#)

[Sign In](#)

Remember me on this device

Not Registered?

[CREATE AN ACCOUNT](#)

Provide the following Account Details:

# Login Information

**STEP 1 OF 2: ACCOUNT DETAILS**

\* Required Fields

USER NAME: \*

E-MAIL ADDRESS: \*

PASSWORD: \*

TYPE PASSWORD AGAIN: \*

ENTER SECURITY QUESTION: \*  
Select ▼

ANSWER: \*

I have read, understand, and agree to the [Terms of Service](#) 

I'm not a robot   
reCAPTCHA  
Privacy - Terms

**CONTINUE**

Select your “contact type” and provide the contact details for the Individual/Organization managing this account. Please Note the following:

Only Select **Contact Type = Individual** if the contact is not affiliated with any organization related to the license/permit that is being applied for.

If **Contact Type = Organization**, a First Name/Last Name of an individual representing the organization will need to be provided.

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## Select Contact Type

### STEP 2 OF 2: CONTACT DETAILS

- Individual
- Organization

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Once your account has been registered, you can login using your User Name or E-mail and Password.



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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 Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

### Account Information

User Name: [REDACTED]  
E-mail: [REDACTED]  
Password: [REDACTED]  
Security Question: [REDACTED]

### Contact Information

[REDACTED]  
[REDACTED]  
Home Phone: [REDACTED]  
Work Phone: [REDACTED]  
Mobile Phone: [REDACTED]

### Contact Address List

▼ Contact Addresses - REQUIRED

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Action	Address Type	Address	Recipient	Status	Start Date	End Date
	[REDACTED]	[REDACTED]		Active		