

Registering for an *Accela Citizen Access* Account

Access the Online Portal thorough Accela Citizen Access (ACA)

Visit: <https://aca-prod.accela.com/maplewood>

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

The screenshot shows the Accela Citizen Access website interface. At the top left is the Maplewood Minnesota logo, and at the top right is the 'Citizen Access' title. A navigation bar contains 'Home', 'Licenses', and 'Planning'. A search bar is located on the right side. Below the navigation bar is an 'Advanced Search' section. The main content area is split into two columns. The left column contains a message about login requirements and a 'Register Now »' button. The right column is titled 'Sign In' and contains input fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, a 'Sign In' button, and a 'Remember me on this device' checkbox. At the bottom of the 'Sign In' section, there is a 'Not Registered?' link and a 'CREATE AN ACCOUNT' button.

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.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

- Individual
- Organization

[Back](#)

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



Citizen Access

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

Search...

[Home](#) [Licenses](#) [Planning](#)

Advanced Search



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

Showing 1-1 of 1

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