ACCELA 003 – EXISTING ACA USER

ALREADY HAVE AN ACCELA CITIZEN ACCESS ACCOUNT WITH OTHER JURISDICTIONS/MUNICIPALS?

If you already have an Accela Citizen Access account with other jurisdictions, please follow the steps below to link the account with the Cupertino system.

Click on the following link and follow the steps below:
https://aca.accela.com/CUPERTINO/Login.aspx

1. Click Login in the upper right corner.

2. Click the Register Now button.
3. Proceed to the login info screen and enter your existing username or email. You will get an error that has a link. Please click here in the error message to proceed.

4. Please enter your existing **User Name and Password** being used in Accela accounts for other jurisdictions. Under Contact Information, click **Select From**.
5. Select the Type of Contact Information from drop down: **Individual or Organization.**

![Select Your Contact Information](image)

6. Complete the required (*) Contact Information. *Scroll down and click the Continue button.*

![Contact Information](image)

7. In new screen select the **Continue Registration** to complete (see screen shot in item #4).