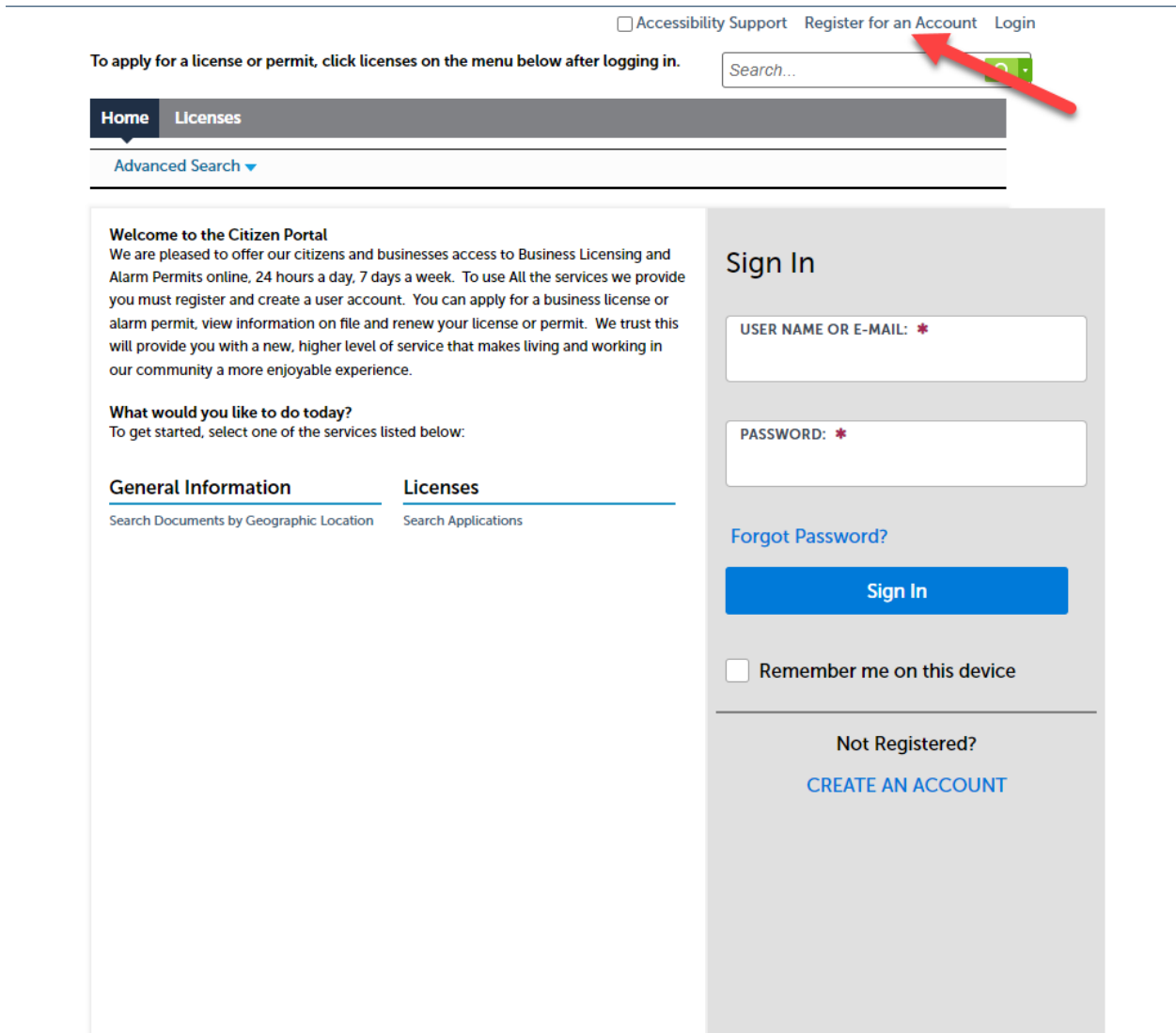


# How to Register a New Account Guide

**Step 1-** Navigate to <https://aca-prod.accela.com/scottsdale/Default.aspx> From the main page, select “Register for an Account”.



**Step 2-** Enter your Username and Password. You must also enter a unique email address. Then click continue.

Enter your User Name and Password. You must also enter a unique email address

**\* 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**

**Step 3-** Select your contact Type

# Select Contact Type

**STEP 2 OF 2: CONTACT DETAILS**

**CONTACT DETAILS FOR:**

Select



---

[Back](#)

## Step 4- Complete contact details

---

### \*Required Fields

**FIRST: \***

**MIDDLE:**

**LAST: \***

**NAME OF BUSINESS:**

**HOME PHONE:**

**WORK PHONE:**

**MOBILE PHONE:**

**E-MAIL:**

**ADDRESS** | [Delete](#)

**ADDRESS TYPE:**  
Select 

**ADDRESS LINE 1:**

**ADDRESS LINE 2:**

**ADDRESS LINE 3:**

**CITY:**

**STATE:**  
Select 

**ZIP CODE:**

**COUNTRY/REGION:**  
Select 

---

[+ Add Address](#)

Submit



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

**Congratulations.** You have successfully registered an account.