

Accessing the ACA Site and Account Set-up

Objective: Ability to create an account and show proficiency in accessing the ACA site.

New users will be required to register for an account.

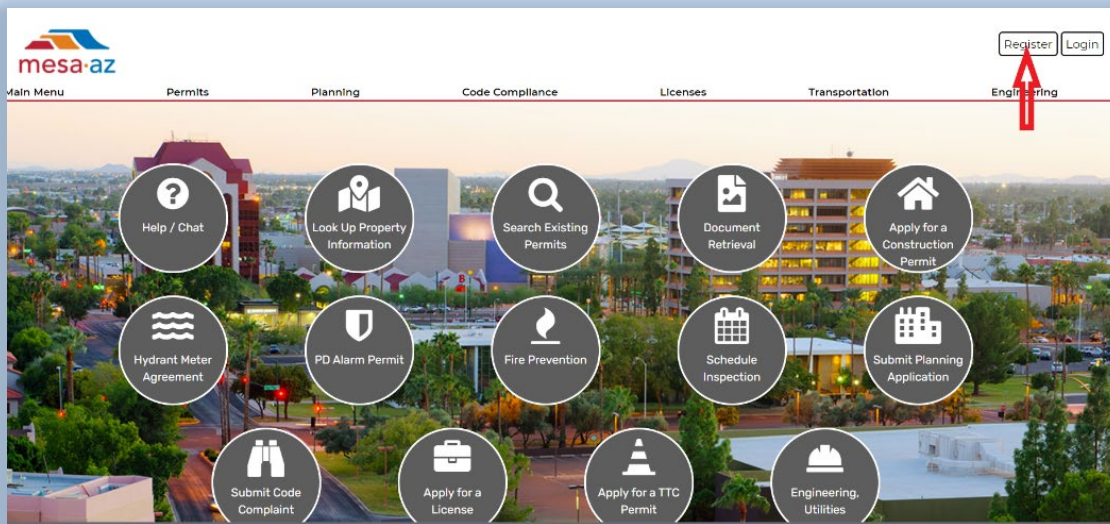
You will be asked to provide the following information to open an account:

- Choose a username and password
- Personal and Contact Information

Account Registration and Creating a Password Step 1:

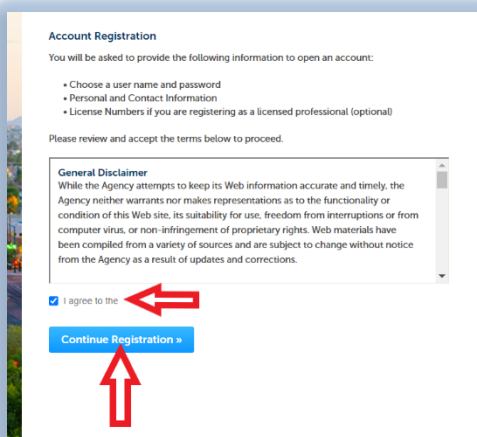
Web Site Link: <https://aca-prod.accela.com/MESA/Default.aspx>

Select the Register button to create an account.



Account Registration Step 2:

Select the "I agree to the Terms" Check Box & Select "Continue Registration".



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Account Registration Step 3:

Make up a username 4-32 characters that may contain (letters, numbers, and any of these special characters: @ _ -.) valid e-mail address, a password 8 – 20 characters in length, retype your password, Security Question, Security Question answer, Mobile Phone Number.

Account Registration Step 2:
Enter/Confirm Your Account Information

Login Information

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

* User Name: bobsmith

* E-mail Address: five-mail@email.com

* Password: *****

* Type Password Again: *****

* Enter Security Question: Best Team in NBA

* Answer: Sata

* Mobile Phone: 515-535-5329

Receive SMS Messages

Contact Information. Select “Add New”.

Contact Information

Choose how to fill in your contact information.

[Add New](#)

Select “Organization” from the type drop down box and select “Continue”.

Select Contact Type

Type: Organization

[Continue](#) [Cancel Changes](#)

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Enter contact information and select “Add Contact Address”.

Contact Information

* Name of Business: ACME FIBER

DBA/Trade Name:

* Primary Phone: 555-555-5555 Work Phone: 555-555-5555 Mobile Phone: 555-555-5555

* E-mail: youremail@email.com Preferred Channel: Email

FEIN:

▼ Contact Addresses

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Enter Contact Address Information and select “Save and Close” if you only want to add the original contact information.

For additional contacts on this account please select “Save and Add Another”. Repeat the previous steps for adding a contact until you have all the contacts required for this account set-up. Select “Save and Close”.

Contact Address Information

* Address Type: Mailing

* Address Line 1: 5555 N Main Street

Address Line 2:

* City: Mesa * State: AZ * ZIP Code: 85201

Country/Region: United States

Recipient:

Save and Close **Save and Add Another** **Clear** Discard Changes

The Contact address added successfully is displayed. Select “Continue”.

Add Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

✔ Contact address added successfully.

Showing 1 - 1 of 1

Action	Address Type	Address	Recipient	Status	Start Date	End Date	Phone
Actions ▼	Mailing	5555 N Main Street		Active			

Continue **Clear** Discard Changes

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Contact Added successfully is displayed select the “I’m not a robot” and then select “Continue Registration”

The screenshot shows a web form titled "Contact Information". At the top, it says "Choose how to fill in your contact information." and displays a green checkmark with the text "Contact added successfully." Below this, contact details for "ACME FIBER" are listed: youremail@email.com, Home phone: 555-555-5555, Mobile Phone: 555-555-5555, Work Phone: 555-555-5555, and Fax: (blank). There are links for "Edit" and "Remove". A section titled "Contact Addresses" contains an "Add Contact Address" button and a table with one entry: "Mailing" at "5555 N Main Street". At the bottom, there is a green checkmark with the text "I'm not a robot" and a CAPTCHA challenge. A red arrow points to the "Continue Registration >" button.

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

Congratulations. You have successfully registered an account.

The screenshot shows a confirmation page with a green header bar containing a checkmark icon and the text: "Your account has been created successfully. You can login immediately using your User Name and Password". Below the header, it says "Congratulations. You have successfully registered an account." The page is divided into sections: "Account Information" with fields for User Name (BobSmith), E-mail (mye-mail@email.com), Password (*****), Security Question (Best Team in NBA), Mobile Phone (555-555-5555), and Receive SMS Message (YES); "Contact Information" with fields for Name (BobSmith), Company (ACME FIBER), Email (youremail@email.com), Home Phone (555-555-5555), Work Phone (555-555-5555), Mobile Phone (555-555-5555), and Preferred Method of Contact (Email); and "Contact Address List" with a table showing one address: "Mailing" at "5555 N Main Street" with status "Active".

Action	Address Type	Address	Recipient	Status	Start D
	Mailing	5555 N Main Street		Active	