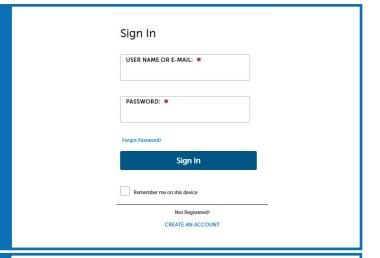


## Citizen Access Account Sign Up

To set up an account in the Citizen Access portal start by going to permits.pima.gov in your favorite web browser and follow the steps below.

Select the "CREATE AN ACCOUNT" link located under the 'Sign In' fields.

1



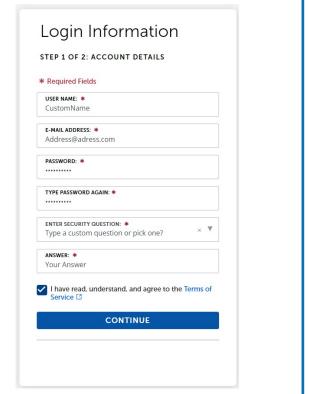
Enter your selected Login Information. All fields marked with a red asterisk (\*) are required to proceed with registration.

Password should be at least 8 characters, contain at least one number, and at least one special character (!@#\$%^&\*).

The security question can either be selected by clicking the down arrow on the right of the field or by typing a custom security question of your choice.

After reading the Terms of Service, heck the box and click "continue" to proceed.

2



Select the type of contact for the account. Example would be Applicant/Owner, Applicant/Agent, etc...



3



## Citizen Access Account Sign Up

This will open the Contact Details for your account. \*Required Fields Again all fields marked with a red asterisk (\*) are re-FIRST: \* quired to proceed. Once you have filled in the re-Bob quired information select "Submit". LAST: \* Smith NAME OF BUSINESS: PRIMARY PHONE \* (520) 555-1234 E-MAIL: \* Address@address.com ADDRESS ADDRESS LINE 1: \* 201 N Stone ADDRESS LINE 2: CITY: \* Tucson STATE: \* AZ ZIP CODE: \* 85701 Submit 4 A Confirmation screen will then appear. Your account is successfully registered. 5 Your account has been successfully created. You'll receive an Email from Welcome to Pima's citizen portal account verification > Inbox × Auto\_Sender@accela.com. Auto Sender@accela.com Click the link in the Email to activate your ac-, to the Pima County's Citizen Portal. count. Click here to activate your account You may now login. Account Information Account Name: End