



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

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

[Forgot Password?](#)

Sign In

☐ Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

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, check the box and click "continue" to proceed.

2

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *
CustomName

E-MAIL ADDRESS: *
Address@adress.com

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Type a custom question or pick one? x ▼

ANSWER: *
Your Answer

☒ I have read, understand, and agree to the [Terms of Service](#)

CONTINUE

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

3

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:
Select
Applicant
Applicant Agent
Barricade Company
Contact
DE_AIRSS
DE_WSTHW

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Citizen Access Account Sign Up

This will open the Contact Details for your account. Again all fields marked with a red asterisk (*) are required to proceed. Once you have filled in the required information select "Submit".

4

*Required Fields

FIRST: *
Bob

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

[Add Address](#)

Submit

A Confirmation screen will then appear.

5



Your account is successfully registered.

Your account has been successfully created.

You'll receive an Email from

Auto_Sender@accela.com.

Click the link in the Email to activate your account.

You may now login.

End

Welcome to Pima's citizen portal account verification 



Auto_Sender@accela.com
to me

Welcome, , to the Pima County's Citizen Portal.

[Click here to activate your account](#)

Account Information
Account Name:
email: