

Homeowner Account Set-Up Instructions:

Step 1: Begin by going to the Accela home page: Click on “Register Now”



[Register for an Account](#) [Login](#)

THIS IS THE TEST ENVIRONMENT ONLY

Home Builders Builder Utility Requests Design Changes Water/Solid Waste Services

Advanced Search ▾

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Step 2: Review and accept the General Disclaimer terms by clicking the box and then “Continue Registration”



[Register for an Account](#) [Login](#)

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Advanced Search ▾

Account Registration

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

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer
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I agree to the statement above

[Continue Registration »](#)

Babcock Ranch

Step 3: Enter Login Information and create a password. Under Contact Information select “Add New” and select “Individual” under the drop down. You will then fill out a Contact Information form. When you see “Contact Added Successfully” you can click on “Continue Registration.”

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Advanced Search

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Enter Security Question:

* Answer:

Contact Information

Choose how to fill in your contact information.

[Add New](#)

[Continue Registration »](#)

Select Contact Type

* Type:

--Select--

--Select--

Individual

Organization

[Continue](#) [Discard Changes](#)

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Step 4: Account is successfully registered.

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Your account is successfully registered.

Congratulations. You have successfully registered an account.

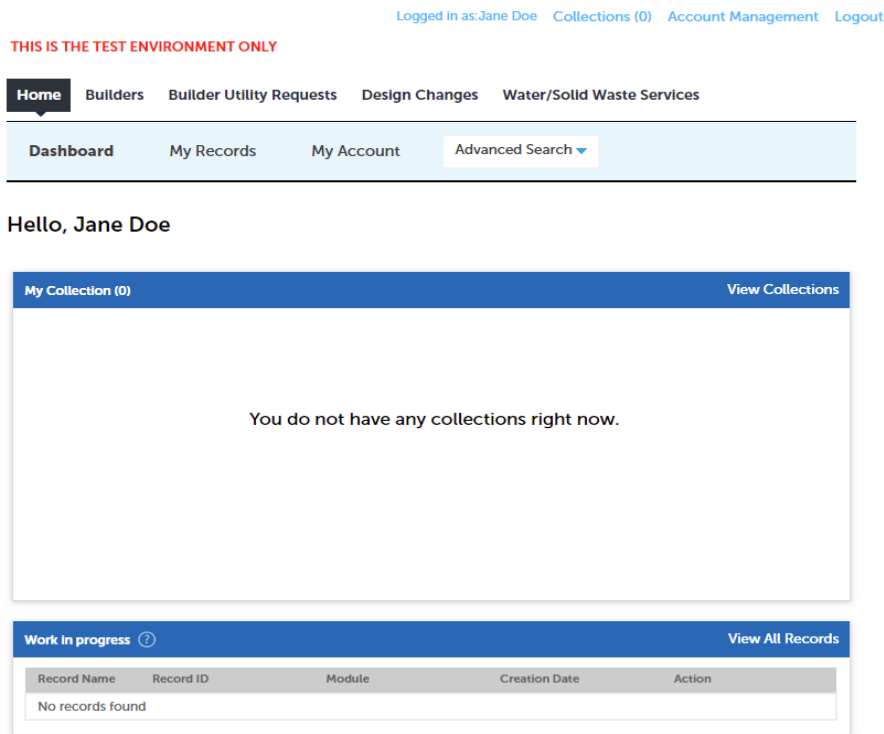
Account Information

User Name: JaneDoe
E-mail: janedoe@email.com
Password: *****
Security Question: password is password

Contact Information

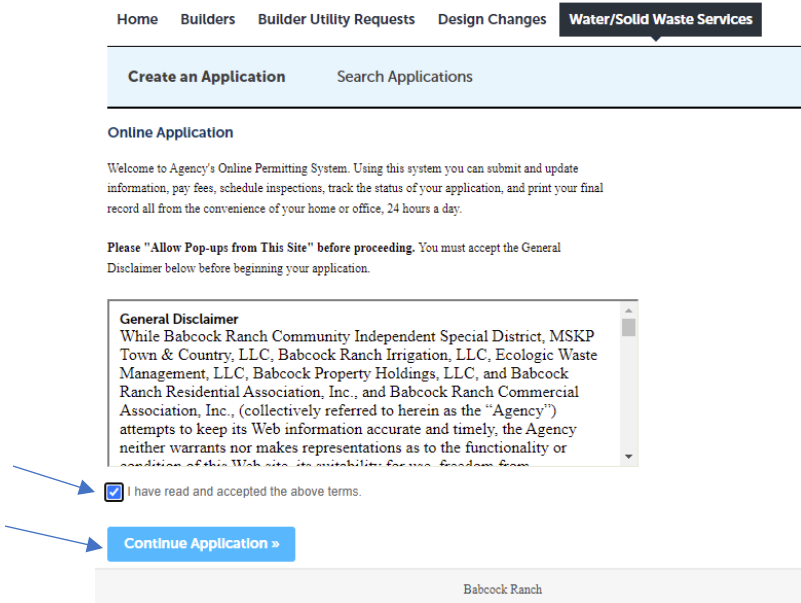
Jane Doe Home Phone: 1232343456
123 Main Street Work Phone:
janedoe@email.com

Step 5: Log in using the information you just created. This is an example of the home screen you will see.



Step 6: Select the “Water/Solid Waste Services” tab on the right side just above the light blue bar.

Step 7: Review and accept the General Disclaimer by clicking on the box and then “Continue Application”



Step 8: Click on the dropdown arrow next to “Water Utility Service Request,” then on the bubble next to “Utilities Service Application,” and finally on the “Continue Application” button.

Home Builders Builder Utility Requests Design Changes **Water/Solid Waste Services**

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- Ecologic Waste Services Request
- Water Utility Service Request
- Utilities Account Termination
- Utilities Service Application

Continue Application »

Step 9: Fill in the *Service Address* Street Number and Street Name, then click Search. It will automatically fill in the additional information. You must select the Search option, or you will receive an error message when attempting to move forward with the application.

Step 10: Fill in the required *Additional Information* – either owner or tenant, the name on the Deed and the closing date (if owner).

Step 11: In the *Customer* field you can click “Select from Account” to use your information that you entered when creating your account, or “Add New” to enter new information.

Step 12: In the *Billing Contact* field you can click “Select from Account” to use your information that you entered when creating your account, or “Add New” to enter new information. You may now select “Continue Application.”

Step 13: Review the information you entered and confirm it is accurate. Click on the checkbox to agree and then “Continue Application.”

Step 14: Application is successful. Keep the record number provided for future reference.