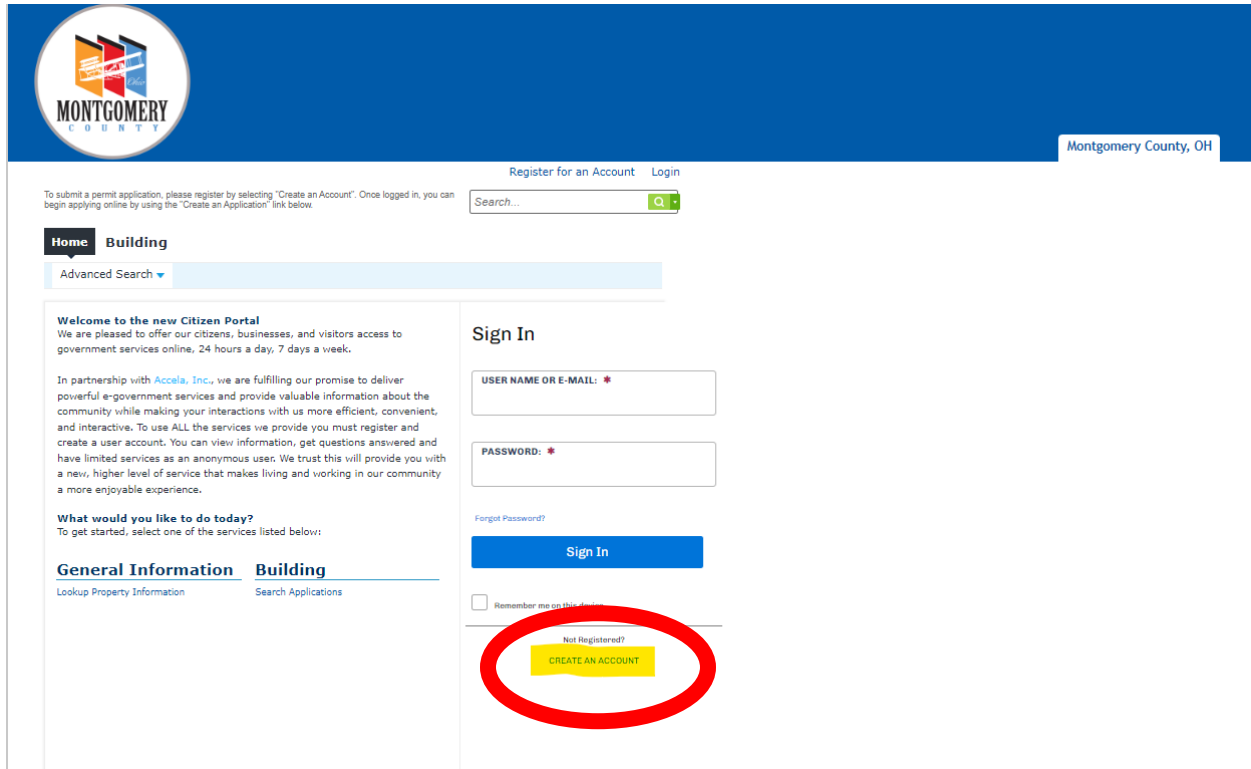


Create a user in Accela’s Customer Portal

- Visit: <https://aca-prod.accela.com/MONTCOOH/Default.aspx> OR
 - Visit selectmcoho.com/building and select ‘Electronic Sumbission’
- Select “Create an Account”



Continued on next page

- Fill in Required Information
- Read and Agree to Terms of Service
- Select Continue

Home Building

Advanced Search ▾

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *
franklin@mcoho.org


E-MAIL ADDRESS: *
franklin@mcoho.org

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
To what city did you go the first time you flew ...^x ▾

ANSWER: *
TEST

I agree to the above. [Terms of Service](#) 

CONTINUE

BACK

Continued on next page

➤ Select Appropriate Contact Type

- Individual – you are requesting permits for your own home or are not with a company.
- Organization – you are performing work for someone else

The screenshot shows a web application interface for selecting a contact type. At the top right, there are links for 'Register for an Account' and 'Login'. Below these is a search bar with the placeholder text 'Search...'. A navigation menu shows 'Home' and 'Building', with 'Building' being the active page. Below the navigation is an 'Advanced Search' dropdown. The main content area is a white box with the title 'Select Contact Type' and the subtitle 'STEP 2 OF 2: CONTACT DETAILS'. There are two radio button options: 'Individual' and 'Organization'. A 'Back' button is located at the bottom of the form. At the bottom of the page, there is a footer with the phone number 'Phone: 937-225-4622'.

Continued on next page

➤ Input Requested Information

Home **Building**

Advanced Search ▾

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Individual

Organization

***Required Fields**

FIRST: *

MIDDLE:

LAST: *

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:

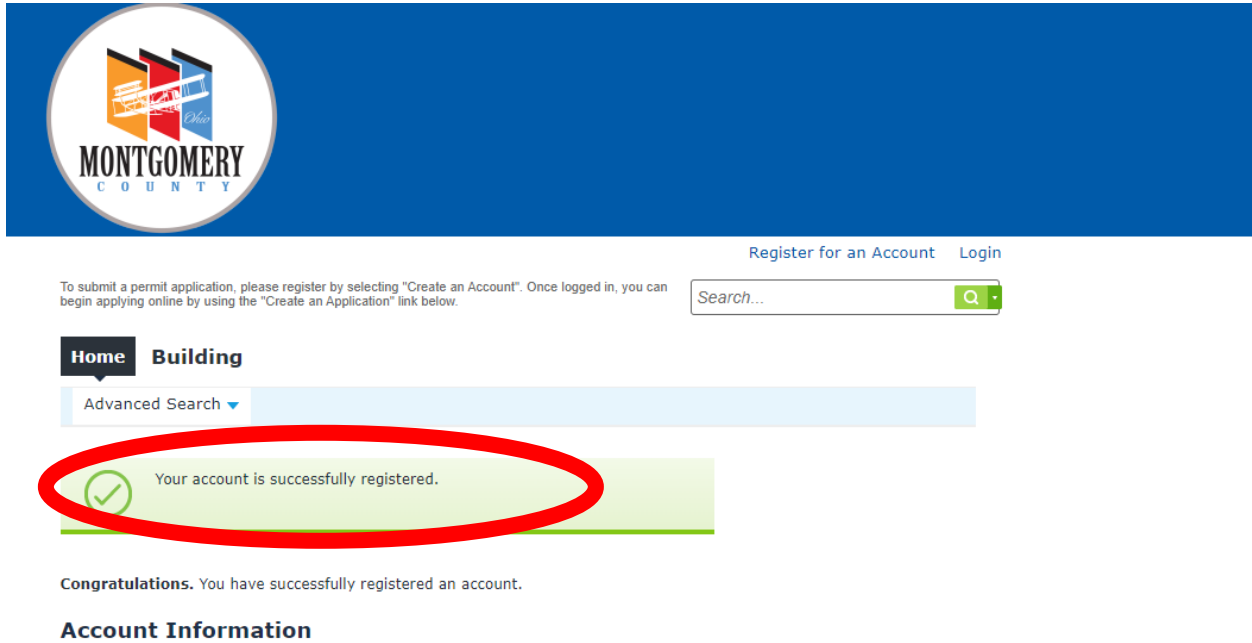
E-MAIL:

ADDRESS

COUNTRY/REGION:

Continued on next page

➤ You will receive notice that your account was successfully registered.



The screenshot shows the Montgomery County Building website interface. At the top left is the Montgomery County logo. To the right are links for "Register for an Account" and "Login". Below these is a search bar with the placeholder text "Search...". A navigation menu shows "Home" and "Building" (the active page). Under "Building", there is an "Advanced Search" dropdown. A green confirmation message is displayed, stating "Your account is successfully registered." This message is circled in red. Below the message, it says "Congratulations. You have successfully registered an account." and "Account Information".

Next: See How to Submit an Application