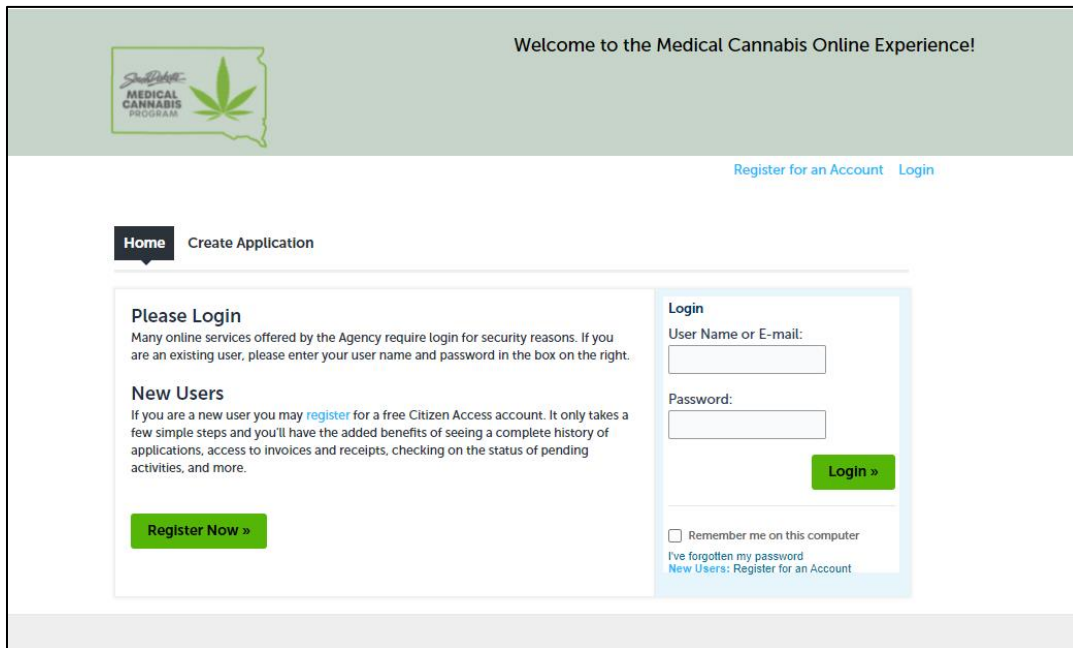


Home Page <https://aca.accela.com/SDDOH/Login.aspx>

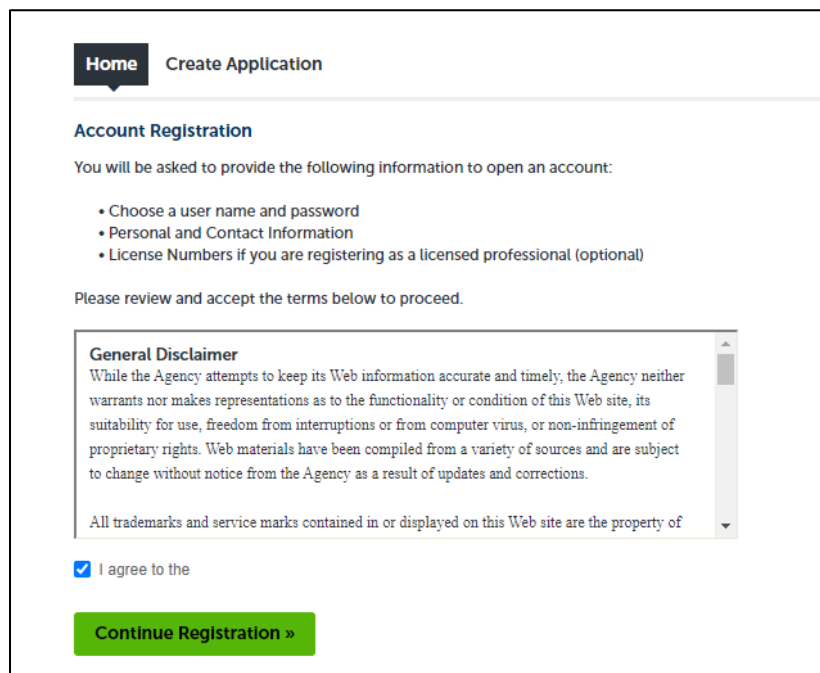


Step 1 – Select (Register now)

You will need to register for an account prior to completing an application.

You will register an account by clicking on “Register Now”

The following “Account Registration” will open. Please read the disclaimer and place a check in the “I agree to the” before clicking continue registration.



Click Continue Registration ~ The screen will then change to “Account Registration Step 2”

HOW TO REGISTER FOR AN ACCOUNT

You will need to enter information in all fields that contain an asterisk * as they are required to continue.

The blue question marks are available for you to click on and get more information about what the system is looking for or the requirement for the field.

The screenshot shows a web form titled "Account Registration Step 2: Enter/Confirm Your Account Information". At the top left, there are links for "Home" and "Create Application". A note states "* indicates a required field." The form is divided into two main sections: "Login Information" and "Contact Information".

Login Information:

- * User Name: (text input field with a blue question mark icon)
- * E-mail Address: (text input field)
- * Password: (text input field with a blue question mark icon)
- * Type Password Again: (text input field)
- * Enter Security Question: (text input field)
- * Answer: (text input field)

Contact Information:

Choose how to fill in your contact information.

Buttons: "Add New" and "Continue Registration »"

Help Popup:

Help X
(4-32 characters may contain letters, numbers, and these special characters: @ _ - .)

[Home](#) Create Application

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name: ?

* E-mail Address: *

* Password: ?

* Type Password Again:

* Enter Security Question: ?

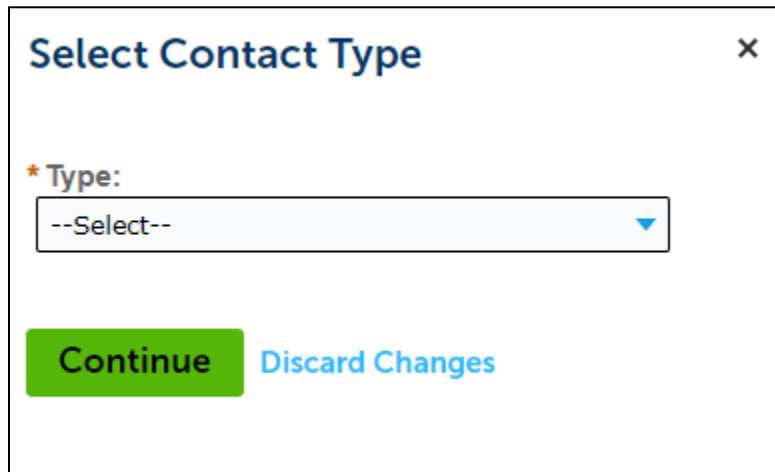
* Answer: ?

Contact Information

Choose how to fill in your contact information.

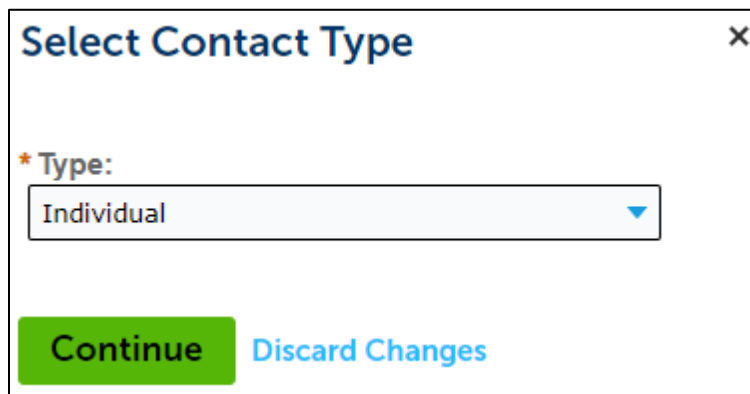
Once you enter the required information on the top part of the screen continue to "Contact Information" and click the "Add New" button.

The following window will open. In the drop down you will have to select “Individual or Organization” for the Type of contact.



The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. Below the title, there is a label "* Type:" followed by a dropdown menu. The dropdown menu currently displays "--Select--". At the bottom of the dialog, there are two buttons: a green "Continue" button and a blue "Discard Changes" button.

Once you have selected “Individual or Organization



The screenshot shows the same "Select Contact Type" dialog box. In this version, the dropdown menu has been updated to show "Individual". The "Continue" button is highlighted in green, and the "Discard Changes" button is in blue.

Click Continue

The following screen will appear – You will have to enter all information where there is an * (asterisk) as it is required to complete the registration.

Contact Information ✕

* First: Middle: * Last:

* E-mail:

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Continue
Clear
Discard Changes

Contact Information ✕

* First: Middle: * Last:

* E-mail:

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Continue
Clear
Discard Changes

After completing the required fields click “Continue”

**Account Registration Step 2:
Enter/Confirm Your Account Information**

* indicates a required field.

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.

✔ **Contact added successfully.**

Faye Raye
 Faye@gmail.com
 Home phone:
 Mobile Phone:
 Work Phone:
 Fax:
[Edit](#) [Remove](#)

▶ **Contact Addresses**

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

You will see the “Green” check mark and message “Contact added successfully

Click “Continue Registration”

You will receive the following message in green “Your Account is successfully registered”

Home
Create Application

Your account is successfully registered.

Congratulations. You have successfully registered an account.

Account Information

User Name:	sdfkasdfiak
E-mail:	askldfjwe@gmail.com
Password:	*****
Security Question:	What's your ID

Contact Information

asdfasfd asdfasdfsdf

asdfsda@gmail.com

Contact Address List

▼ Contact Addresses

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

◀▶

You will now need to go to the top of the page and move over to the "Create Application" Tab and start your application process.