



ACCESS On-Line Permit Portal

#2 - How To Create Your Account

1. Type in the following URL in your browser: <https://accomackcountyva-energovpub.tylerhost.net/Apps/SelfService#/home>).
2. Click the **Login or Register** button at the bottom left hand corner of the screen.

The screenshot shows the homepage of the ACCESS On-Line Permit Portal. The page has a header with the County of Accomack logo and the text 'ACCESS On-Line Permit Portal'. Below the header is a navigation menu with options: Home, Apply, Links, Tools, Map, Supplemental Documents, Pay Invoices, Search, and Help. A blue banner below the navigation menu reads 'Welcome to the Accomack County Construction and Environmental Self Service (ACCESS) On-Line Portal!'. The main content area is titled 'Welcome to Self Service' and contains six service tiles arranged in a 2x3 grid. The tiles are: 'Custom', 'Search Public Records', 'Apply', 'Login or Register', 'Pay Invoice', and 'Map'. The 'Login or Register' tile is circled in red. The text on the 'Login or Register' tile reads: 'Login or Register. Login to an existing or create a new account. You can also find help if you forgot your login information.'

3. On the next screen, click the blue 'Register' button at the bottom right hand portion of the panel.

Log In

* Email Address

* Password

Remember Me

[Log In](#) [Register](#)

[Forgot your password?](#)
[Switch jurisdiction?](#)

4. Enter your e-mail address. If you need to restart, do not click the back button on your browser. Rather hit the 'Home' tab at the top of the panel.

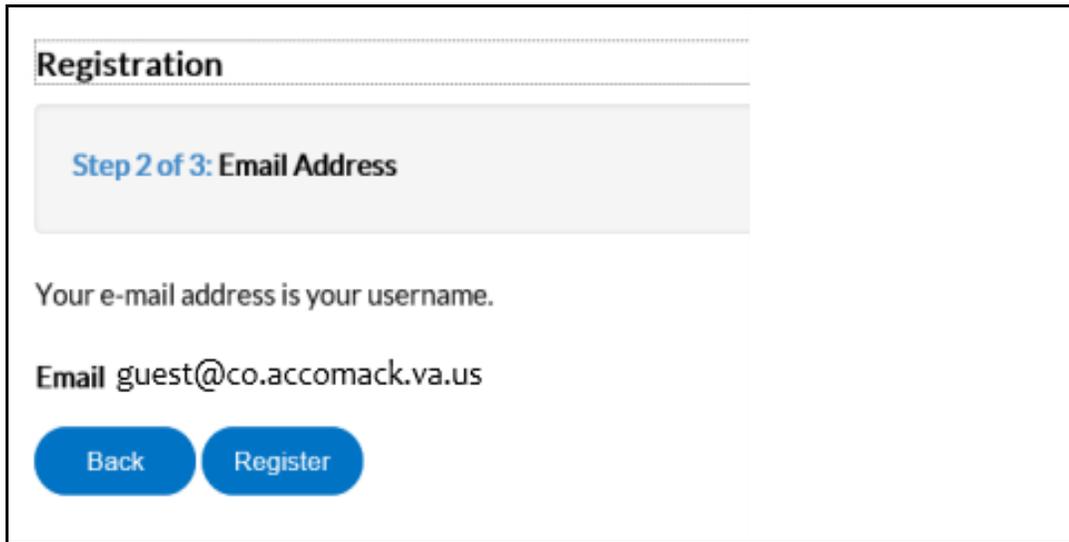
Registration

Step 1 of 3: Email Address

Your e-mail address is your username.

Email [Next](#)

5. Click **Next**. You will receive an e-mail at the address you entered to confirm your registration. Click the **Confirm** link provided in that e-mail to continue to the next step of the registration process.
6. After confirming your registration, you will be directed back to the permit portal to complete Step 2 of the registration process. Click the **Register** button.



The screenshot shows a registration form titled "Registration" with a sub-header "Step 2 of 3: Email Address". The text indicates that the email address is the username and provides the example "Email guest@co.accomack.va.us". At the bottom, there are two blue buttons: "Back" and "Register".

Registration

Step 2 of 3: Email Address

Your e-mail address is your username.

Email guest@co.accomack.va.us

[Back](#) [Register](#)

7. Fill out your personal information and create a password. Be sure to fill out the entire page. (NOTE: Leave the 'Enter Address' field blank.)

PERSONAL INFO *REQUIRED

* First Name

Middle Name

* Last Name

Company

Business Phone

Home Phone

Mobile Phone

Fax

Other Phone

* Email Address

* Contact Preference

PASSWORD

The password must be at least 8 characters long with at least one lower case letter, one upper case letter, and one number.

* Password

* Confirm Password



ADDRESS

Country Type

Enter Address

* Street Number or PO Box

Pre Direction

* Street Name

Post Direction

* City

State

* Postal Code

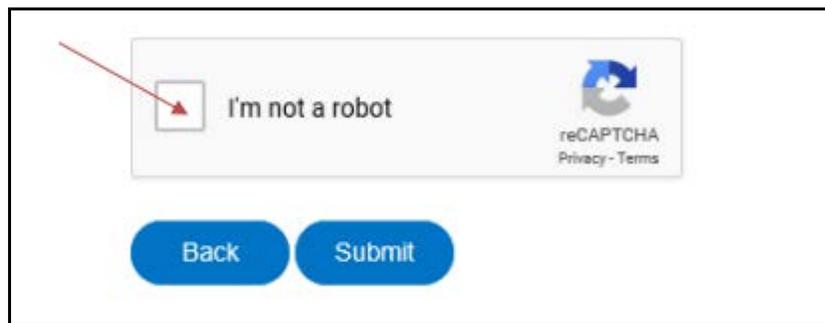
County

Unit or Suite

* Address Type

8. For the 'Address Type' field, please select 'Billing'.

9. Click on the reCAPTCHA box at the top to generate a checkmark to signify that you are not a robot. Click **Submit**.



10. Once submitted, you will receive a message thanking you for registering. You will also receive an e-mail that the account has been approved. You can now log in as a registered user.

