



ACCESS On-Line Permit Portal

#2 - How To Create Your Account

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

A screenshot of the ACCESS Online Permit Portal Self Service page. The page has a header with the ACCOMACK COUNTY Virginia logo, the text "ACCESS Online Permit Portal", and a user greeting "Good Morning, Guest". Below the header is a navigation menu with links for Home, Apply, Links, Tools, Map, Supplemental Documents, Complaints, Pay Invoices, Search, and Help. A blue banner below the menu says "Please remember to log out of the system when you have completed your transaction." The main content area is titled "Welcome to Self Service" and contains six service tiles. The first tile, "Login or Register", is circled in red. The other tiles are "Apply", "Pay Invoice", "Map", "Search Public Records", and "Request Inspection".

ACCOMACK COUNTY Virginia ACCESS Online Permit Portal Good Morning, Guest

Home Apply Links Tools Map Supplemental Documents Complaints Pay Invoices Search Help

Please remember to log out of the system when you have completed your transaction.

Welcome to Self Service

- Login or Register**
Login to an existing or create a new account. You can also find help if you forgot your login information.
- Apply**
This tool can be used to apply for a permit, plan or license.
- Pay Invoice**
Use this tool to pay for individual invoices. Please note there is a 3% surcharge for credit card for payments.
- Map**
Explore the map to see the activity occurring in your neighborhood.
- Search Public Records**
This tool can be used to search for existing permits, plans, inspections, code cases, requests and licenses.
- Request Inspection**
Click here to request an inspection on an existing record.

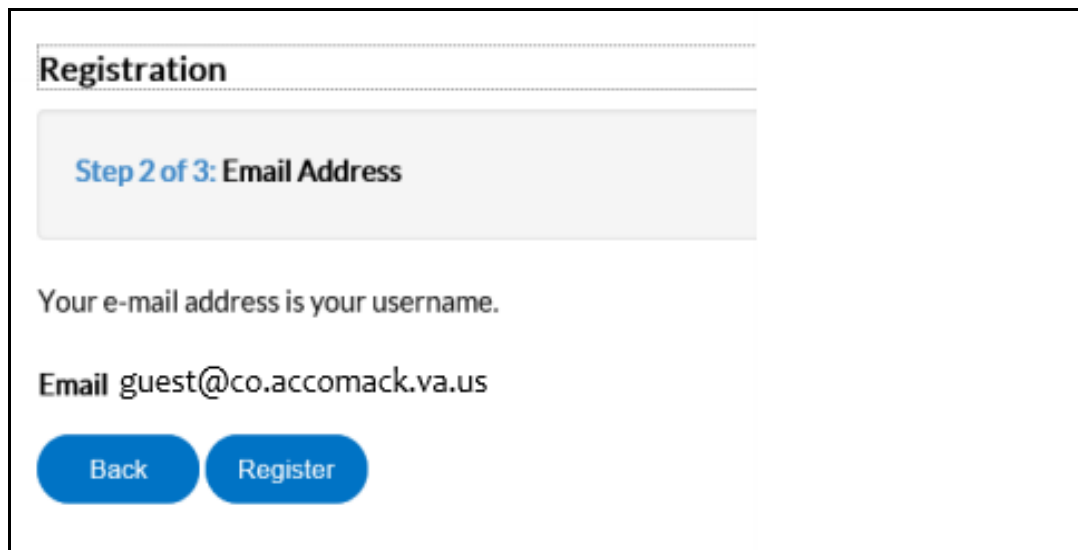
3. On the next screen, click the blue 'Register' button at the bottom right hand portion of the panel.

The screenshot shows a login and registration interface. At the top, it says "Log In". Below this are two input fields: one for "Username" and one for "Password", both marked with an asterisk. There is a "Remember Me" checkbox. At the bottom, there are two blue buttons: "Log In" and "Register". Below the "Log In" button, there are two links: "Forgot your password?" and "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.

The screenshot shows a registration form titled "Registration". Below the title, it says "Step 1 of 3: Email Address". There is a paragraph of text: "After entering your email below, please log into the email account of the email that you just registered with to receive your confirmation email. And follow instructions to complete your registration." Another paragraph: "If you are registering at a kiosk within the Building and Planning Department please open a new window, by clicking the new window button at the top of the screen. Once your new window has openend you will need to search for your email provider. Once you have logged in and completed the registration process, please remember to log out of your email and close the tab to return to the ACCESS portal." A third paragraph: "Please note that when you are entering your information when creating your account, we strongly suggest that you enter in a mobile phone number. So that in the case we need to contact you concerning an issue with your permit, we can." At the bottom, there is an "Email" input field and a blue "Next" button.

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. NOTE: If using the kiosk in the office, you will need to open a new window to access your e-mail account. Click the “New Window” button at the top of the screen to open a new browser window and navigate to your e-mail account.
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 form contains the instruction "Your e-mail address is your username." and a text input field with the email address "Email guest@co.accomack.va.us". At the bottom, there are two blue buttons: "Back" and "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

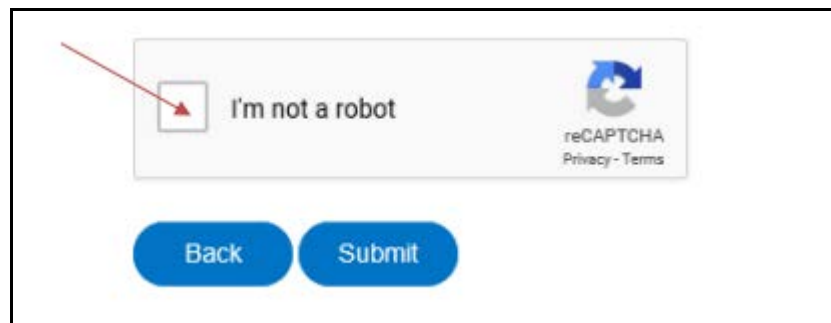
* Postal Code

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 (This may require a brief quiz). Click **Submit**. If the **Submit** button does not appear at the top of the screen, scroll to the bottom of the screen and locate it there.



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.

