ACA Citizen Portal - Guide for Public Use https://aca.longmontcolorado.gov/CitizenAccess/



Welcome to the **Citizen Portal** page. This website allows users to submit various types of applications or code complaints. This website will also allow users to search existing permit information for any address within the city of Longmont. The current available applications are:

- Building
 - o Combo Permit Residential
 - o Fence
- Enforcement
 - Create a Complaint
- Licenses
 - o Contractor Application
 - Backyard Chicken Hens
 - Wood Burning
 - Sales and Use Tax

This guide demonstrates how to register for an account. After registering for an account a user will be able to submit applications and file complaints.

The Home Page

After loading the website, you will be directed to the **home page**. More features become visible once you log in.

Please register for an account to take advantage of an easier way to apply for various applications. If you work for a company as an assistant it would be best to create an account on behalf of the company.

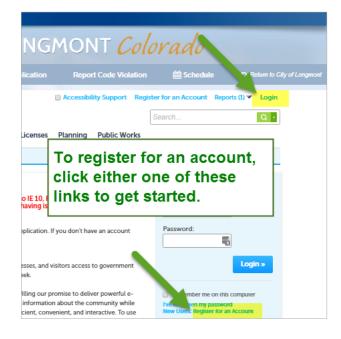
Please take note of announcements and information about upcoming maintenance or down time in the center of the page.

	Sami	ble showing the Home
Advanced Search 🔻	-	before logging in.
	page	before logging in.
Welcome to the new Citizen Port	al	Login
Citizen Portal is compatible with IE 7 to IE 10, Firefox and Chrome. Try running IE 11 in compatibility mode if having issues.		, User Name or E-mail:
Please sign into an account to create an application. If you don't have an account please Register for a new account.		unt Password:
We are pleased to offer our citizens, services online, 24 hours a day, 7 da	businesses, and visitors access to governi ys a week.	nent Login »
In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-		ul e- Remember me on this computer
5	luable information about the community	New I
5 7	ore efficient, convenient, and interactive. T st register and create a user account. You	o use
. ,	d and have limited services as an anonymo	
	new, higher level of service that makes live	ng and
working in our community a more e	njoyable experience.	announcements
***To schedule an inspection please	search for applications first. After finding	the
permit, "Inspections" can be found u to schedule a date.***	under the "Record Info" tab. Use the "Action	n" button
to schedule a date		
What would you like to do today	?	
To get started, select one of the ser	vices listed below:	
General Information	Building	
Lookup Property Information Search for a Licensee	Search Applications	
Enforcement	Licenses	
Create a Complaint Search Applications	Search Applications	
Planning	Public Works	
Search Applications	Search Applications	

To register for an account

In order to submit an application or complaint online, you must register for an account.

1. Click either one of the links shown below to get started.



- 2. Click Register Now on the page that displays next.
- **3.** A disclaimer about the website and user information will display. Check the box accepting the terms of the disclaimer, then click **Continue Registration**.



4. Complete the Account Registration form. For help with any of the fields, click the question mark at the right end of the field.

bjohnson	_
	4 0
E-mail Address:	
bjohnson@gmail.com	
Password:	()
•••••	-
Type Password Again:	
•••••	٩
Enter Security Question:	?
What was your first pet's name?	9
Answer:	0
Inky	

Account Registration Step 2:

- Click the Add New button at the bottom of the form displayed above.
- Complete the Contact Information form, then click Continue.

Johnson Construction		
* Address Line 1:		
3010 Railroad Way		
* City:		
Longmont		
* State:		
co 🔹		
*Zip:		
80501-		
	Work Phone:	Mobile Pho
Home Phone:	work Priorie.	1-TODICE T HO
Home Phone: 303-303-3003	303-303-3003	303-303-300
303-303-3003		
303-303-3003 Fax:		

To log in

 On the home page, enter the User Name and Password that you created when you registered for your account, then click Login.

Login	
User Name or E-mail:	
I 🖷	
Password:	
Login »	
Remember me on this computer I've forgotten my password New Users: Register for an Account	