

Accela Account Registration Instructions

Follow the steps below to register for an Accela account with Cabarrus County. This account will allow you to apply for fire permits and inspections with Cabarrus County Fire Services.

1. Access the Registration Page:

Go to <https://aca-prod.accela.com/CABARRUS/Default.aspx>

Click either “**Register for an Account**” at the top of the page or “**Create an Account**” near the login section.



HarrisburgNC

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Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device





Not Registered?

[CREATE AN ACCOUNT](#)

2. Enter Login Information:

Begin filling out the required login details, then click **“Continue.”**

You must read, understand, and agree to the Terms of Service to proceed.



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Login Information

STEP 1 OF 2: ACCOUNT DETAILS

*** Required Fields**

USERNAME:*

E-MAIL ADDRESS:*


PASSWORD:*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*
Select ▼

ANSWER:*

PHONE:

☐ I have read, understand, and agree to the [Terms of Service](#) 

CONTINUE

BACK

3. Set Up Account Details:

Choose your **account contact type** and complete all required fields with accurate information. Select the most appropriate contact type.

Once finished, click **“Submit.”**

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

☐ Contractor

☒ Individual

☐ Organization

☐ Owner Contact Info

***Required Fields**

FIRST:
|

LAST:*

NAME OF BUSINESS:

ADDRESS LINE 1:*

CITY:*

STATE:*

Select ▼

ZIP:*

WORK PHONE:*

MOBILE PHONE:

FAX:

E-MAIL:*

DRIVER'S LICENSE NUMBER:

DRIVER'S LICENSE STATE:

OPT INTO TEXT MESSAGES?*

☐ Yes

☐ No

CELL PHONE CARRIER

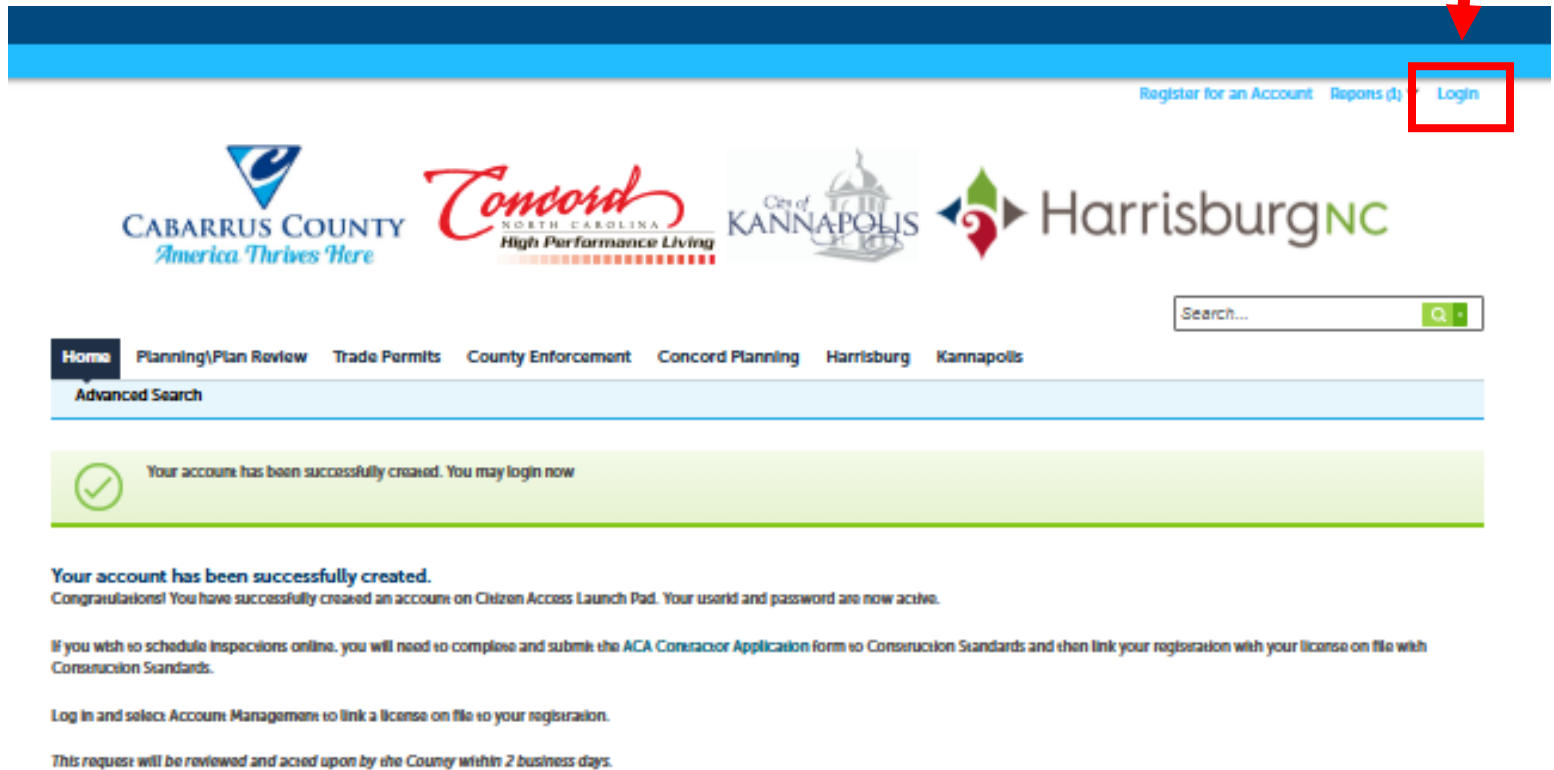
Select ▼

SUBMIT

4. Complete Registration:


After submitting, your Accela account will be created.


You may now log in from the top of the page to apply for inspections or permits.





The screenshot displays the top navigation bar of the Accela Citizen Access Launch Pad. A red arrow points to the 'Login' link, which is highlighted with a red box. Below the navigation bar, the logos for Cabarrus County, Concord, Kannapolis, and Harrisburg NC are visible. A search bar is located on the right side of the page. The main content area features a green banner with a checkmark icon and the text: 'Your account has been successfully created. You may login now'. Below this banner, the text reads: 'Your account has been successfully created. Congratulations! You have successfully created an account on Citizen Access Launch Pad. Your userid and password are now active. If you wish to schedule inspections online, you will need to complete and submit the ACA Contractor Application form to Construction Standards and then link your registration with your license on file with Construction Standards. Log in and select Account Management to link a license on file to your registration. This request will be reviewed and acted upon by the County within 2 business days.'


Register for an Account Reports (0) **Login**

 CABARRUS COUNTY
America Thrives Here

 Concord
NORTH CAROLINA
High Performance Living


 City of KANNAPOLIS

 Harrisburg NC

Search... 

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Advanced Search

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Congratulations! You have successfully created an account on Citizen Access Launch Pad. Your userid and password are now active.

If you wish to schedule inspections online, you will need to complete and submit the [ACA Contractor Application](#) form to Construction Standards and then link your registration with your license on file with Construction Standards.

Log in and select Account Management to link a license on file to your registration.

This request will be reviewed and acted upon by the County within 2 business days.