

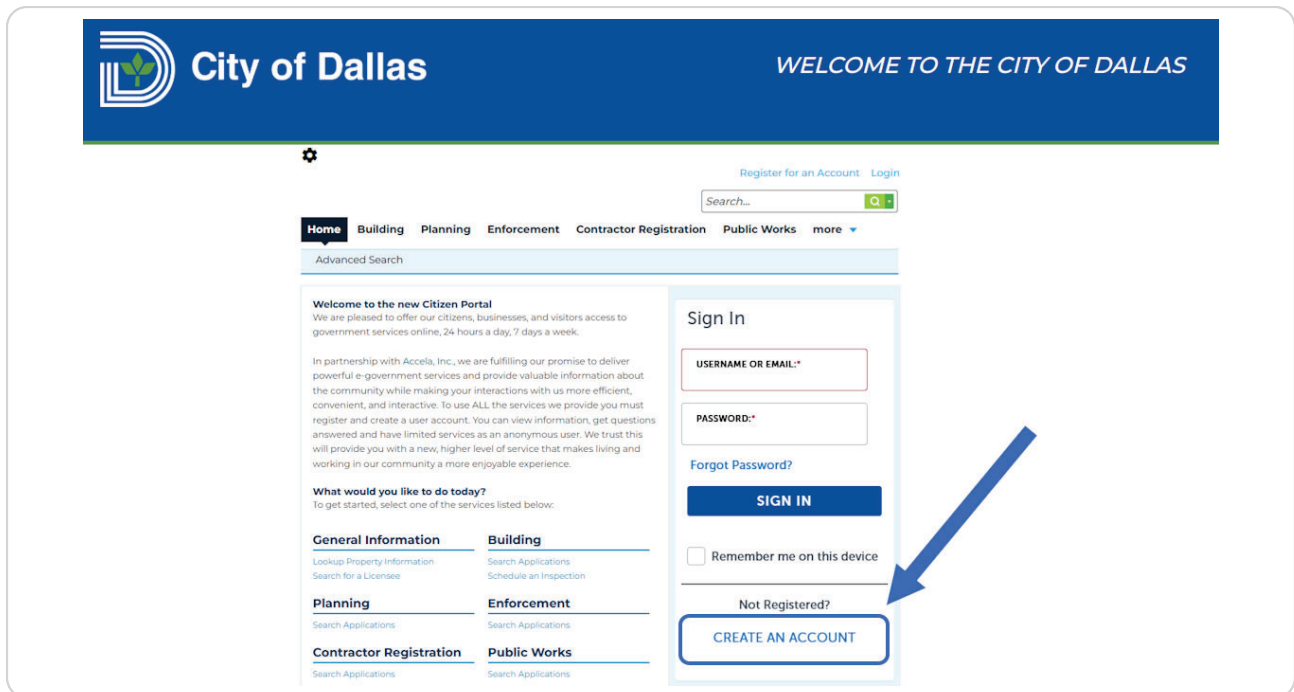
Guide to Registering for DallasNow

17 Steps 

Follow the steps below to register for a DallasNow Citizen Access Account. All sections with red asterisks are required.

STEP 1

Click on Create an Account.



The screenshot displays the City of Dallas Citizen Portal. At the top, a blue header features the City of Dallas logo and the text "WELCOME TO THE CITY OF DALLAS". Below the header, a navigation bar includes links for "Home", "Building", "Planning", "Enforcement", "Contractor Registration", "Public Works", and a "more" dropdown. A search bar is also present. The main content area is divided into two columns. The left column contains a "Welcome to the new Citizen Portal" message and a "What would you like to do today?" section with links to various services. The right column contains a "Sign In" section with fields for "USERNAME OR EMAIL:" and "PASSWORD:", a "Forgot Password?" link, a "SIGN IN" button, a "Remember me on this device" checkbox, and a "Not Registered?" section with a "CREATE AN ACCOUNT" button. A blue arrow points to the "CREATE AN ACCOUNT" button.

STEP 2

Complete the required fields.

Note: Passwords must have between 8-20 characters and must match in the two fields.

*** Required Fields**

USERNAME:*
E-MAIL ADDRESS:*
PASSWORD:*
TYPE PASSWORD AGAIN: *

STEP 3

Click on the dropdown arrow for enter security question.

USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*

Select

Must enter a Enter

ANSWER:*

(used for identification if you forget your login information)

STEP 4

Select a question you won't forget the answer to.

To what city did you go the first time you flew on a plane?

What was the last name of your favorite childhood teacher?

In what city or town does your nearest sibling live?

In what town or city was your first full time

ENTER SECURITY QUESTION:*

Select

Must enter a Enter

ANSWER:*

(used for identification if you forget your login information)

STEP 5

Type your answer.

ENTER SECURITY QUESTION:*

In what city or town does your nearest sibling live?*

ANSWER:*

ABC City

STEP 6

1. Click on the blue Terms of Service hyperlink to read the terms. You must agree to the Terms of Service to register for an account. 2. Check the box to agree that you have read, understand, and agree to the Terms of Service.

2.

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

CONTINUE

1.

BACK

STEP 7

Click on continue.

ANSWER:*

ABC City

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

CONTINUE

BACK

STEP 8

Click on a contact type.

Select Individual if you are registering on behalf of yourself only.

Select Organization if you will be working in DallasNow on behalf of a business.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

☐ Individual

☐ Organization

BACK

STEP 9

Type your first name.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

☒ Individual
☐ Organization

*** Required Fields**

FIRST:* John

MIDDLE:

STEP 10

Type your middle name, if you have one.

This is not a required field.

☒ Individual
☐ Organization

*** Required Fields**

FIRST:* John

MIDDLE: Sample

STEP 11

Type your last name.

☒ Individual
☐ Organization

* Required Fields

FIRST:*

John

MIDDLE:

Sample

LAST:*

Customer

STEP 12

Type in name of business, home phone number, and work phone number, if desired.

These are not required fields.

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:*

STEP 13

Type your mobile phone number.

WORK PHONE:

MOBILE PHONE:* 972-555-5555

E-MAIL:*

STEP 14

Type your e-mail address.

MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

Add Address

SUBMIT

BACK

STEP 15

Click add address, if desired.

This link will open a window to allow you to add your address information. This is not required at this time, and can be added after account registration.

MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

Add Address

SUBMIT

BACK

STEP 16

Click on submit.

Add Address

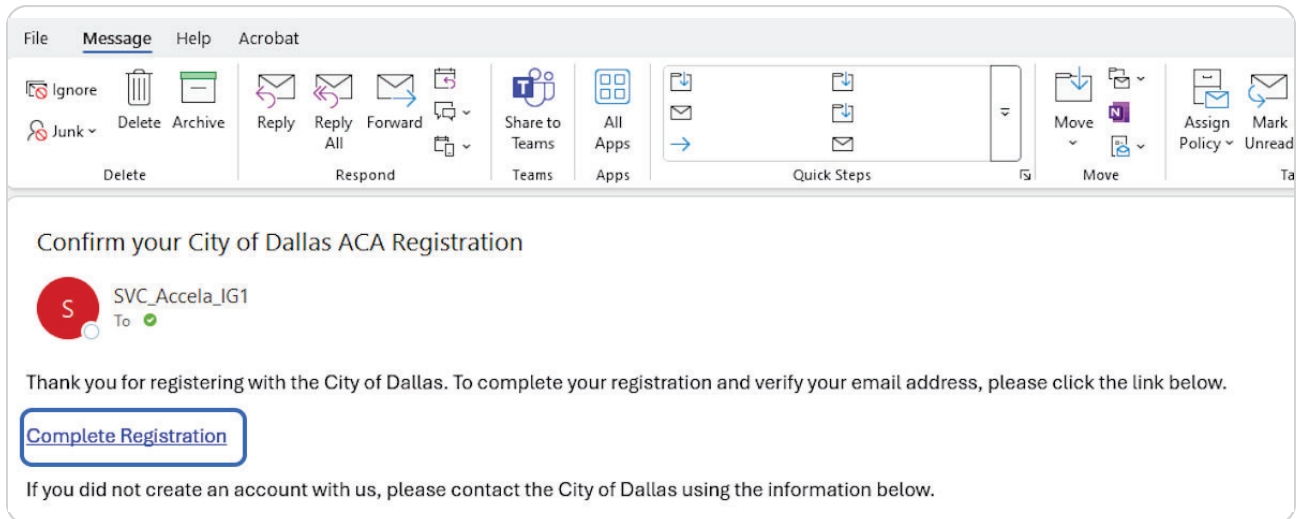
SUBMIT

BACK

STEP 17

Check your email, and click the complete registration link.

Note: If you do not see the email to confirm your account registration, please be sure to check your junk or spam folder.



Mobile Guide to Registering for DallasNow

19 Steps [↗](#)

Follow the steps below to register for a DallasNow Citizen Access Account. All sections with red asterisks are required.

STEP 1

Click on the mobile browser for your phone.

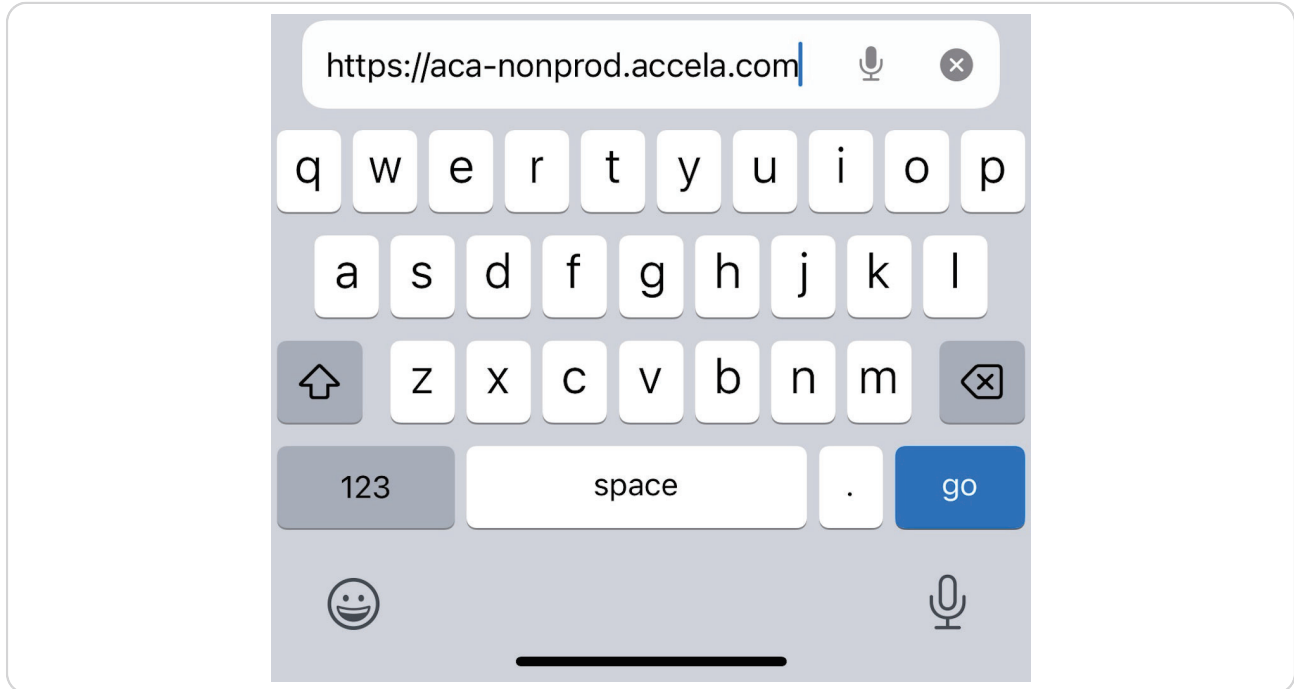
This may be Safari for iPhones or Chrome for Androids.



STEP 2

Type in the website into the address bar.

aca-nonprod.accela.com/DALLASTX-NONPROD2/Default.aspx



STEP 3

Click on Create an Account.

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?

CREATE AN ACCOUNT

aca-nonprod.accela.com

STEP 4

Complete the required fields.

Note: Passwords must have between 8-20 characters and must match in the two fields.

* Required Fields

USERNAME:*

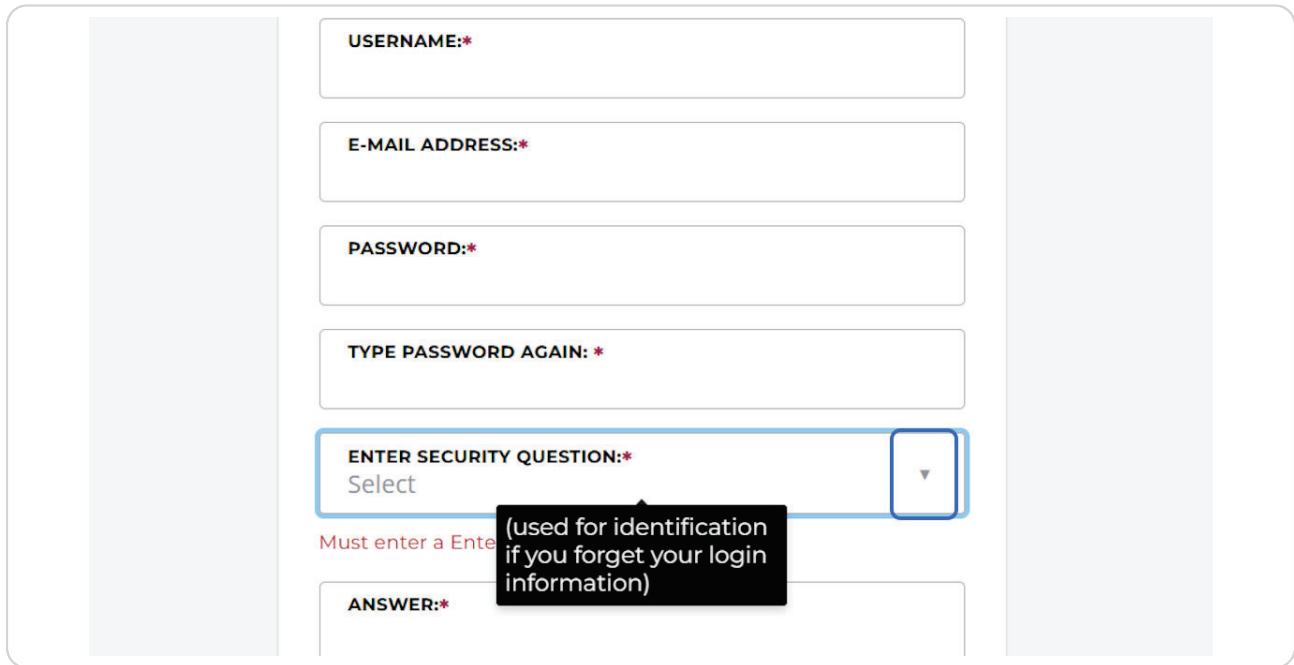
E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN: *

STEP 5

Click on the dropdown arrow for enter security question.



USERNAME:*

E-MAIL ADDRESS:*

PASSWORD:*

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION:*

Select

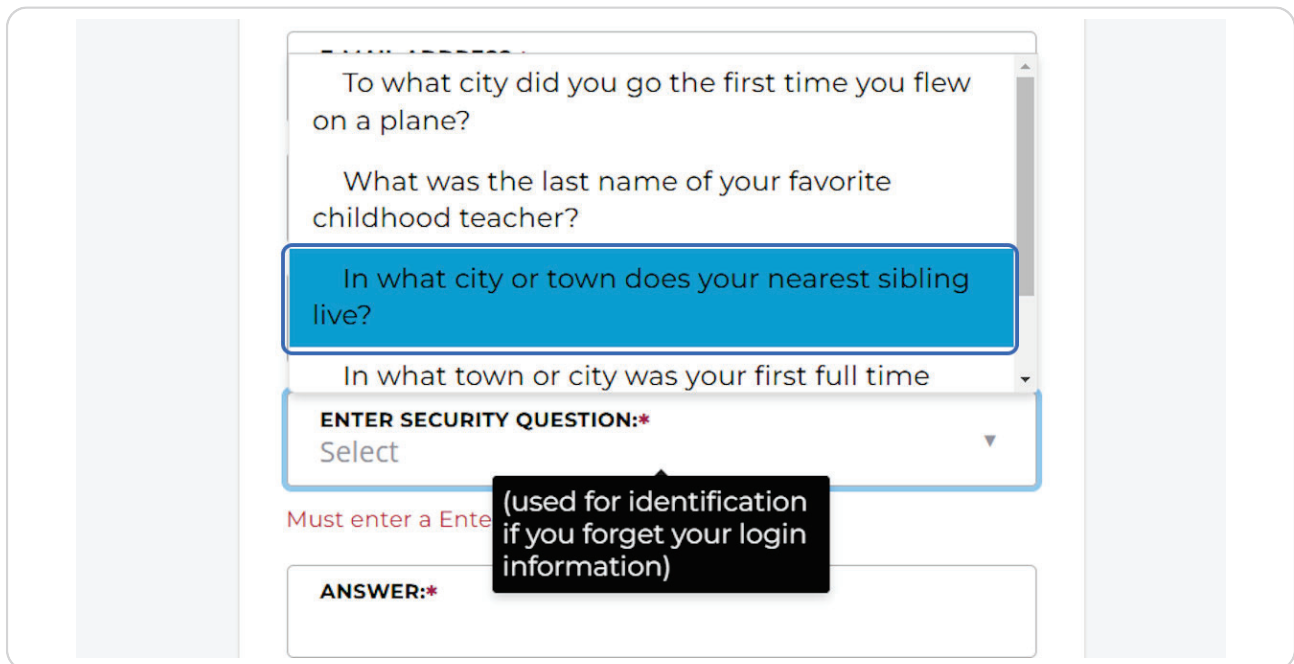
Must enter a Enter

ANSWER:*

(used for identification if you forget your login information)

STEP 6

Select a question you won't forget the answer to.



E-MAIL ADDRESS:*

To what city did you go the first time you flew on a plane?

What was the last name of your favorite childhood teacher?

In what city or town does your nearest sibling live?

In what town or city was your first full time

ENTER SECURITY QUESTION:*

Select

Must enter a Enter

ANSWER:*

(used for identification if you forget your login information)

STEP 7

Type your answer.

ENTER SECURITY QUESTION:*

In what city or town does your nearest sibling live?*

ANSWER:*

ABC City

STEP 8

1. Click on the blue Terms of Service hyperlink to read the terms. You must agree to the Terms of Service to register for an account. 2. Check the box to agree that you have read, understand, and agree to the Terms of Service.

2.

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

CONTINUE

1.

BACK

STEP 9

Click on continue.

ANSWER:
ABC City

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

CONTINUE

BACK

STEP 10

Click on a contact type.

Select Individual if you are registering on behalf of yourself only.

Select Organization if you will be working in DallasNow on behalf of a business.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

☐ Individual

☐ Organization

BACK

STEP 11

Type your first name.

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Please remember to include a mailing address in this section at the bottom of the page.

☒ Individual
☐ Organization

*** Required Fields**

FIRST:* John

MIDDLE:

STEP 12

Type your middle name, if you have one.

This is not a required field.

☒ Individual
☐ Organization

*** Required Fields**

FIRST:* John

MIDDLE: Sample

STEP 13

Type your last name.

☒ Individual
☐ Organization

* Required Fields

FIRST:*John

MIDDLE:Sample

LAST:*Customer

STEP 14

Type in name of business, home phone number, and work phone number, if desired.

These are not required fields.

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:*

STEP 15

Type your mobile phone number.

WORK PHONE:

MOBILE PHONE:* 972-555-5555

E-MAIL:*

STEP 16

Type your e-mail address.

MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

Add Address

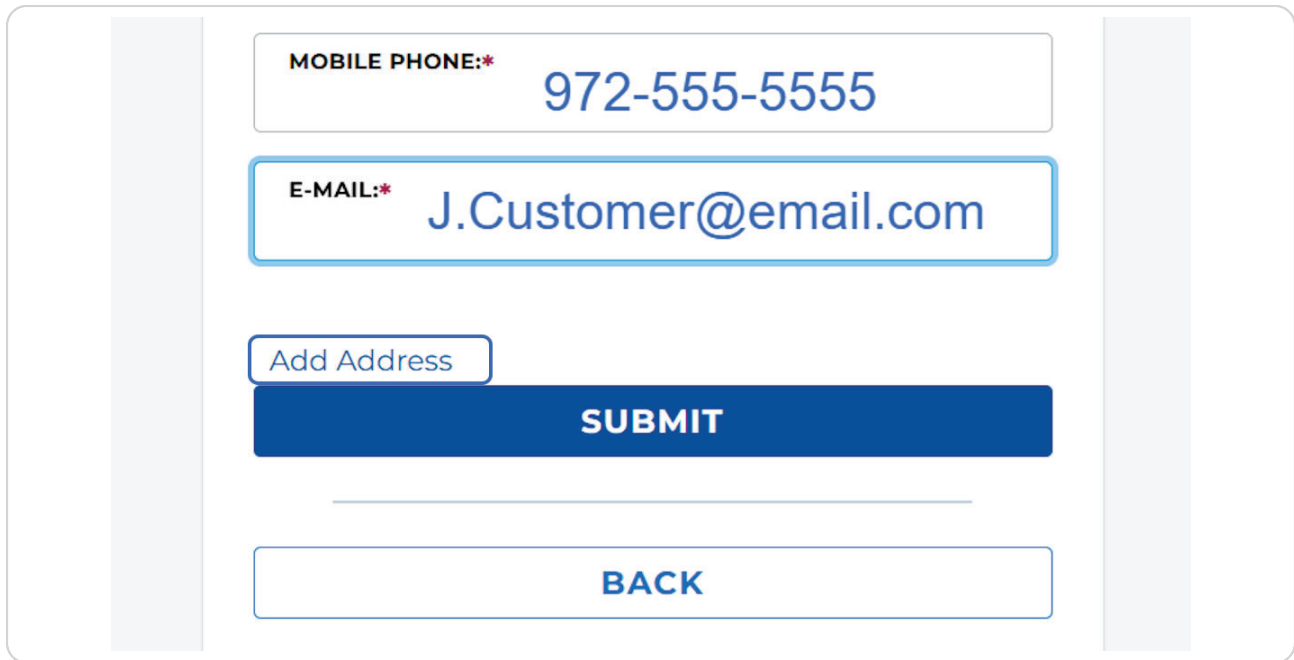
SUBMIT

BACK

STEP 17

Click add address, if desired.

This link will open a window to allow you to add your address information. This is not required at this time, and can be added after account registration.



MOBILE PHONE:* 972-555-5555

E-MAIL:* J.Customer@email.com

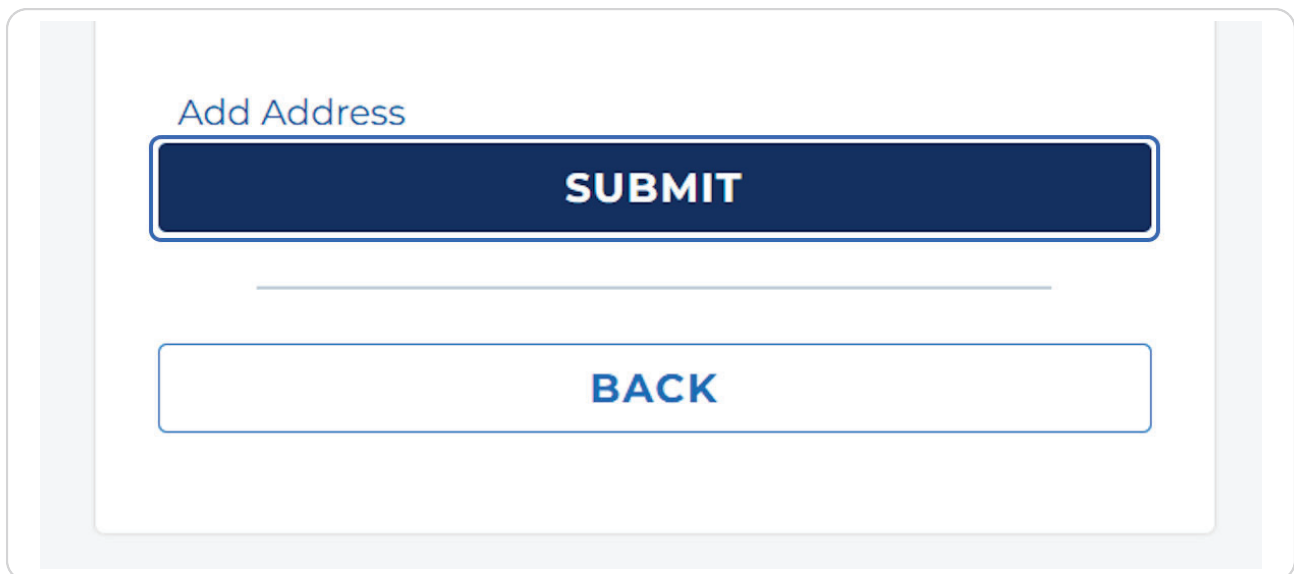
Add Address

SUBMIT

BACK

STEP 18

Click on submit.



Add Address

SUBMIT

BACK

STEP 19

Check your email, and click the complete registration link.

Note: If you do not see the email to confirm your account registration, please be sure to check your junk or spam folder.

