

HOW TO ADD A DELEGATE TO YOUR ACCELA ACCOUNT - SUCH AS A CONTRACTOR AFTER WORK HAS STARTED

Search...

LOG INTO YOUR ACCOUNT AND CLICK HERE

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: JOHNDOE
E-mail: JOHNDOE'S EMAIL
Password: 12345
Security Question:

License Information

Add a License

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

Kettering Registration #	License Type	Business Name	Address Line 1	City	State	Zip	Dayton License #	Ohio L
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No records found.

Contact Information

Add a Contact

Showing 1-1 of 1

First Name	Last Name	Business Name	Address Line 1	City	State	ZIP Code	Home Phone
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JOHN DOE 3600 SHROYER KETTERING OH 45429

Delegates

Add a Delegate

People who can access my account

JANE DOE (JANE DOE'S EMAIL)

Last accessed account on 12/15/2022

Add a Delegate

Actions ▾

People whose account I can access

None

MAKE SURE THE PERSON YOU ARE DELEGATING ACCESS ALREADY HAS AN ACCELA ACCOUNT AND YOU HAVE THEIR EMAIL AND CLICK HERE

MAKE SURE THE PERSON YOU ARE DELEGATING ACCESS ALREADY HAS AN ACCELA ACCOUNT AND YOU HAVE THEIR EMAIL AND CLICK HERE

Add a Delegate ✕

Enter the name and e-mail address of the person to whom you would like to grant delegate access to your account.

* Name

* E-mail Address

Set Delegate Permission


Delegates can view records across all categories unless you choose to restrict them to specific categories.

View Records in all categories [\(Change\)](#)

For the following permissions, the available categories are limited to the ones that you have granted the delegate access to view records.

- Create Applications in all categories [\(Change\)](#)
- Renew Records in all categories [\(Change\)](#)
- Amend Records in all categories [\(Change\)](#)
- Manage Inspections in all categories [\(Change\)](#)
- Manage Documents in all categories [\(Change\)](#)
- Make Payments in all categories [\(Change\)](#)

Add Personal Note

<input type="checkbox"/> I'm not a robot	 reCAPTCHA Privacy · Terms
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[Invite a Delegate](#)

[Cancel](#)

Delegates

Add a Delegate

People who can access my account

None

People whose account I can access

JANE DOE (JANE DOE'S EMAIL)

Invitation received on 12/16/2022

Accept Reject

YOUR DELEGATE WILL NEED TO LOG IN AND ACCEPT THE INVITATION

THEY CAN NOW ADD FILES, PAY BILLS, ETC. BASED ON PERMISSIONS PROVIDED