City of Fort Worth – Accela Citizen Access – Register for an Account

Before you create an account, understand that anyone can search for a permit the City has issued through Accela Citizen Access permitting system without having to register for an account. Information is limited to the public. Only the account an application was created under is able to view ALL documents and information.

With this in mind, you may choose to create ONE account for multiple users or SEPERATE accounts for individual users depending if your company has one office or multiple divisions/offices that work for multiple utility companies.

Again, documents and information may be viewed ONLY by the account an application was created under. People get sick, take vacations or sometimes leave unexpectedly so decide what is best for your company to avoid unnecessary delays when obtaining permits.

Follow the steps below. Contact Development Services 817-392-2222 with any questions.

**Step 1:** Go the following link: [https://accela.fortworthtexas.gov/citizenaccess/](https://accela.fortworthtexas.gov/citizenaccess/)

**Step 2:** Click on *Register for an Account*
**Step 3:** Read through the *General Disclaimer*, **Check box** and click *Continue Registration*

**Step 4:** Fill out the highlighted fields under **Login Information**, then click *Add New*
**Step 5:** Fill out the highlighted fields under **Contact Information**, then click **Continue**

![Contact Information Form]

**Step 6:** Once filled out, click **Continue** and the message below will be displayed in a pop-up. Click **Continue**

![Message Pop-up]

**Step 7:** The following message will appear when successfully creating your account.

![Success Message]