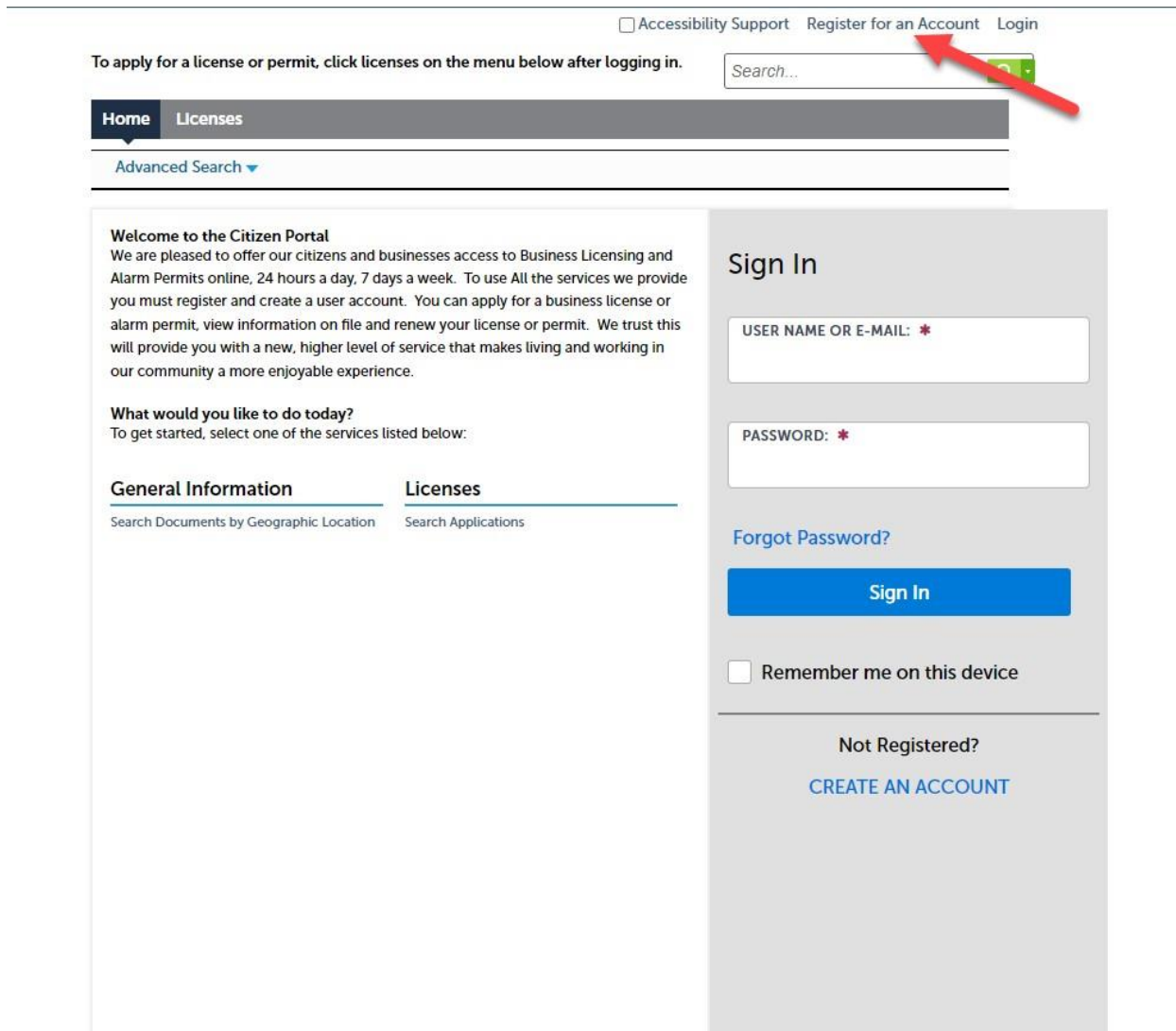


How to Register a New Account Guide

Step 1- Navigate to <https://aca-prod.accela.com/scottsdale/Default.aspx> From the main page, select “Register for an Account”.



Step 2- Enter all Required Fields below - Then click continue.

*for businesses enter shared email i.e. apayable@scottsdale if multiple users

Enter your User Name and Password. You must also enter a unique email address

*** Required Fields**

USER NAME: *


E-MAIL ADDRESS: *


PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *
Select ▼

ANSWER: *

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

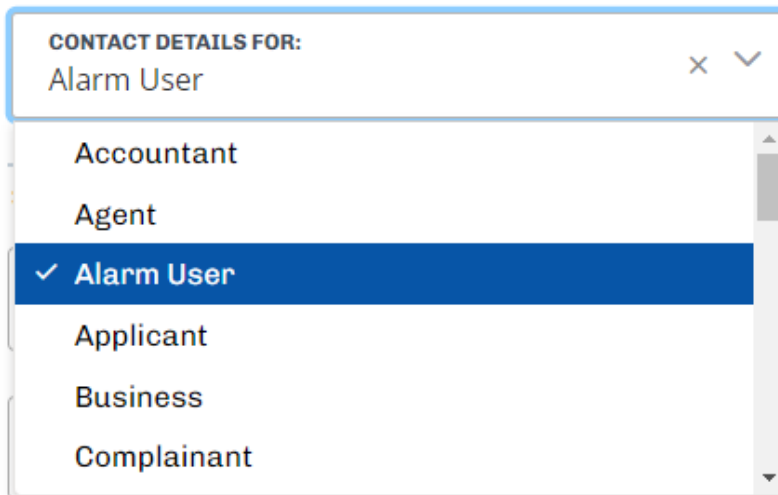
I'm not a robot 
reCAPTCHA
Privacy - Terms

CONTINUE

Step 3- Select Alarm User as your Contact Type

Select Contact Type

STEP 2 OF 2: CONTACT DETAILS



A screenshot of a web application interface showing a dropdown menu for selecting a contact type. The dropdown is titled "CONTACT DETAILS FOR: Alarm User" and contains a list of options: Accountant, Agent, Alarm User (selected), Applicant, Business, and Complainant. The "Alarm User" option is highlighted with a blue background and a white checkmark. The dropdown has a close button (x) and a downward arrow (v) in the top right corner.

Contact Type
Accountant
Agent
✓ Alarm User
Applicant
Business
Complainant

Step 4- Complete alarm user contact details

*Required Fields

FIRST: *

MIDDLE:

LAST: *

NAME OF BUSINESS:

HOME PHONE:

WORK PHONE:

MOBILE PHONE:

E-MAIL:

Step 5 - Enter Mailing address, click submit

ADDRESS

ADDRESS TYPE:
Mailing X v

Mailing

ADDRESS LINE 1:

ADDRESS LINE 2:

ADDRESS LINE 3:

CITY:

STATE:
Select v

ZIP CODE:

COUNTRY/REGION:
Select v

+ Add Address

Submit

Back



Your account has been created successfully. You can login immediately using your User Name and Password

Congratulations. You have successfully registered an account.