

Citizen Access Registration Process

1. Open your web browser and navigate to <https://my.lincoln.ne.gov/CitizenAccess/Login.aspx>
2. If you are a new user, click on the **Register Now** button in the lower left hand corner of the screen.

Accele Citizen Access - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Accele Citizen Access

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Notice:
This feature requires registration and/or login, please login to continue.

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now >

Login
User Name or E-mail:
Password:
Login >
 Remember me on this computer
[I've forgotten my password](#)
New Users: [Register for an Account](#)

3. After reading the General Disclaimer, click on the check box next to accept the terms online access to Accela Citizen Access and click the **Continue Registration** button to continue the registration process.

Accela Citizen Access - Mozilla Firefox

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Accela Citizen Access

https://mytest.lincoln.ne.gov/CitizenAccessDev/Account/RegisterDisclaimer.aspx

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Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

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I have read and accepted the above terms.

[Continue Registration >](#)

4. Fill out the registration form with the required information. Fields marked with an * are required and must be entered to continue. Click the **Continue Registration** button to finish the registration process.

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[Building](#)

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Account Registration Step 2: Enter Account Information

* indicates a required field.

Login Information

* User Name: 

* E-mail Address:

* Password: 

Password Strength
 Requirements

* Type Password Again:

* Select a Security Question: 
 

* Answer: 

Contact Information

* First: Middle: * Last:

Name of Business:

* Address Line 1:

* City:

* State:
 

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax: * Preferred Method of Contact:
 

[Continue Registration >](#)

5. After the registration is complete, the information you used to register will be displayed and you will receive an email confirming the registration process. Click on the Login link at the top right hand side of the page.

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https://mytest.lincoln.ne.gov/CitizenAccessDev/Account/RegisterConfirm.aspx

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Your account has been created successfully. You will receive additional instructions by e-mail.

Your account has been successfully created.
Congratulations. You have successfully created an account with the Agency. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

User Name:

Home Phone:

Work Phone:

Mobile Phone:

Preferred Method of Contact:

Fax:

- At the login screen, enter the email address followed by the password you selected during the registration process. Click the **Login** button to continue.

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New Users: [Register for an Account](#)

- Once logged into Accela Citizen Access, you can Search existing applications or apply for a new permit application.

Accela Citizen Access - Windows Internet Explorer

https://mytest.lincoln.ne.gov/CitizenAccessDev/Welcome.aspx?TabName=Home&TabList=Home%7C0%7CBuilding%7C1%7CHealth%7C2%7CF

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Accela Citizen Access

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[Collections \(0\)](#) |
 Logged in as: **Online User** |

Search...

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Welcome Online User
 You are now logged in.

What would you like to do today?
 To get started, select one of the services listed below:

General Information Lookup Property Information Search for a Licensee	Planning Search Applications
Public Works Create an Application Search Applications	Building Search Applications Obtain a Fee Estimate Create an Application Schedule an Inspection
Health Search Applications	