

County of Sacramento ACA – Register for a User Account

July 14, 2017

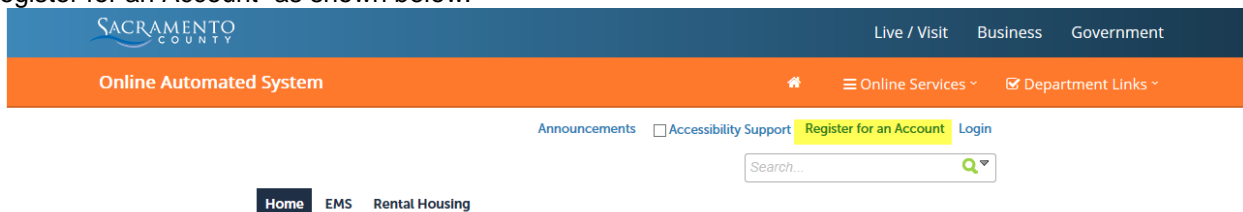
Prerequisite Information!

1. This website supports Microsoft Internet Explorer version 11 or higher and the latest versions of Google Chrome and FireFox, Safari and Microsoft Edge. Using other browsers or other versions of Internet Explorer may cause this site to not function as expected.
2. You must be logged in to use this service.
3. Fee Estimates and Partial Applications are automatically purged from the system 30 days after the initial request is made.
4. Adobe Acrobat Reader is required for viewing and printing reports, receipts and permits.
5. The examples used in this document reference a Building Inspection application. The same guidelines hold true for other online applications (e.g. Planning, Code Enforcement, Business Licenses, etc...).
6. There is a convenience fee charged by the County's 3rd-party payment processor for this service. You will have an opportunity to review the fee prior to completing your payment.
7. Screen shots in this document are subject to change without notice. Even if the screen is different the general flow should be easy to follow.

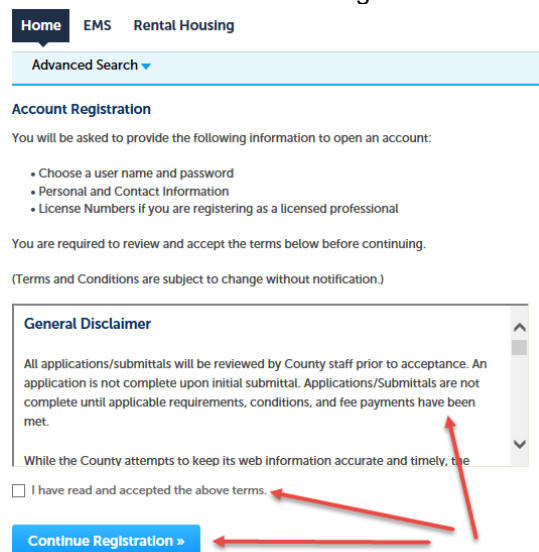
Register for a User Account

Open your browser and navigate to: <https://actonline.sacounty.net>

Click "Register for an Account" as shown below:



Read the General Disclaimer, check the box and click "Continue Registration".



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Complete the Login and Contact information sections in Step 2. Required fields will have a gold asterisk by them. Complete the sections then click the Add New button to select a contact type from the dropdown list.

Click the dropdown arrow to see the list of contact types. If you are not sure what to select, choose Applicant. Then click Continue.

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Fill in the required fields only on the Contact Information section. Then click Continue.

Contact Information

*First: Middle: *Last: Name of Business:

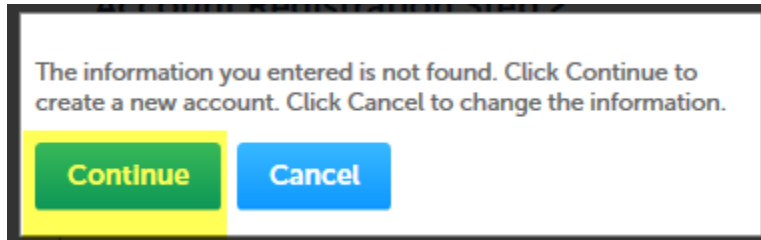
*Address Line 1: *City: *State: *Zip:

Home Phone: Work Phone: Mobile Phone:

*E-mail: Driver's License Number: Driver's License State:

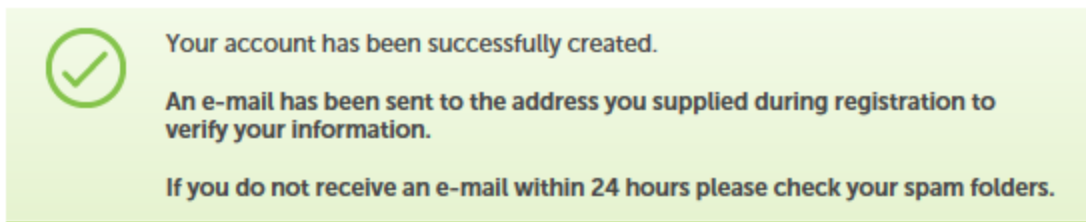
[Discard Changes](#)

You will see a small popup, click Continue.



Then click "Continue Registration"

Your account has been created and you should be able to log in now.



County of Sacramento

ACA – Register for a User Account

July 14, 2017

Login to your User Account

Enter your E-Mail address and password, and then click the “Login” button:

Home EMS Rental Housing

Advanced Search ▾

Please Login

With the exception of “FBN Search”; Use of this website requires [REGISTRATION](#) and [LOGIN](#). Please click the “Register for an Account” link above or if you already have an account click the “Login” link above.

New Users

If you are a new user you may [register](#) for a free 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.

Contractors

After completing registration please proceed to the your account management page to attach your professional licenses to your account. Once your information has been verified you will be able to track all cases in our Automated Permit System that your licenses are attached to.

[Register Now >](#)

Login

E-Mail Address:
 X

Password: [?](#)

[Login >](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)