

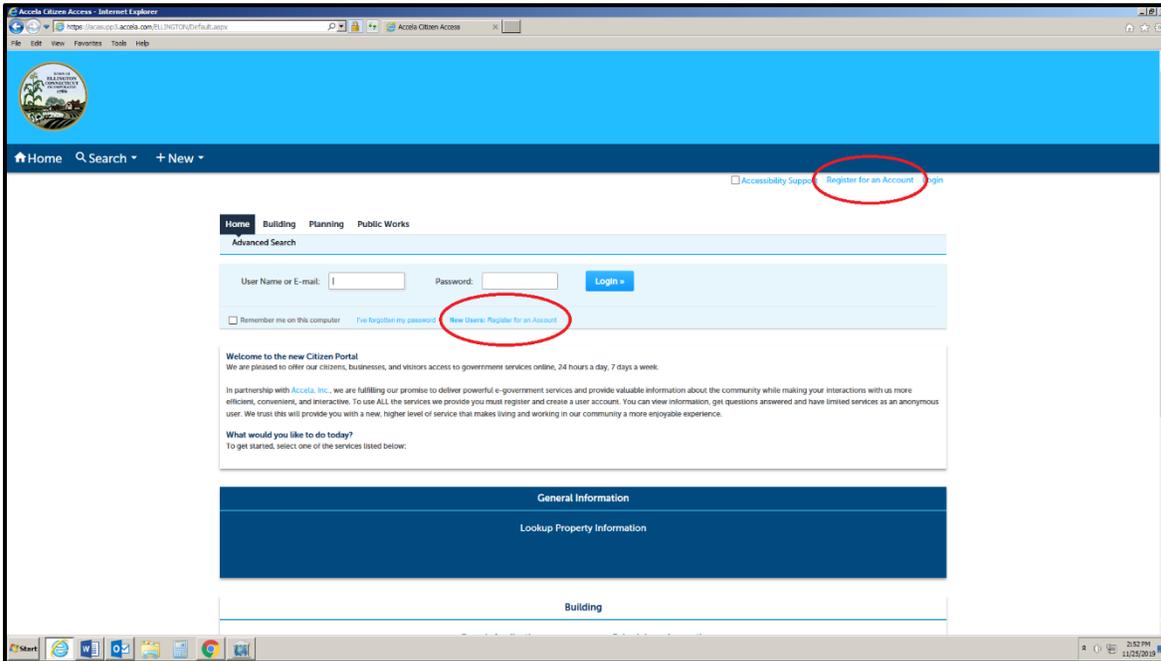
Getting Started with Ellington 's Online Permitting System



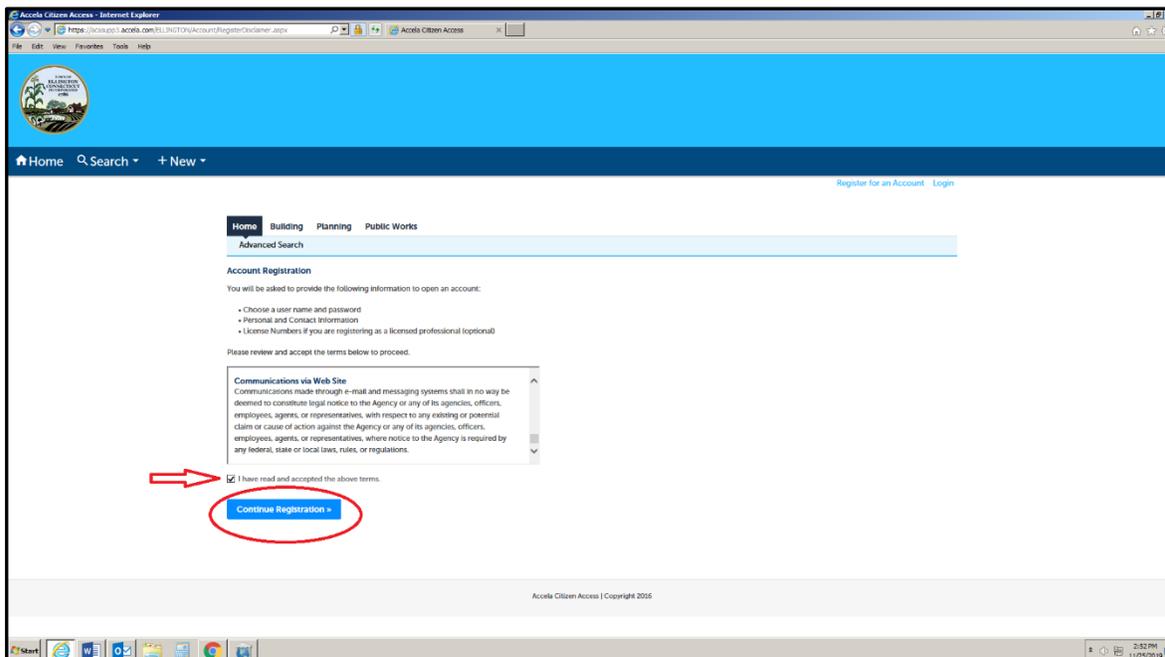
Click the link on our website or type the following, exactly as it appears, into your browser:

<https://aca3.accela.com/ellington/Default.aspx>

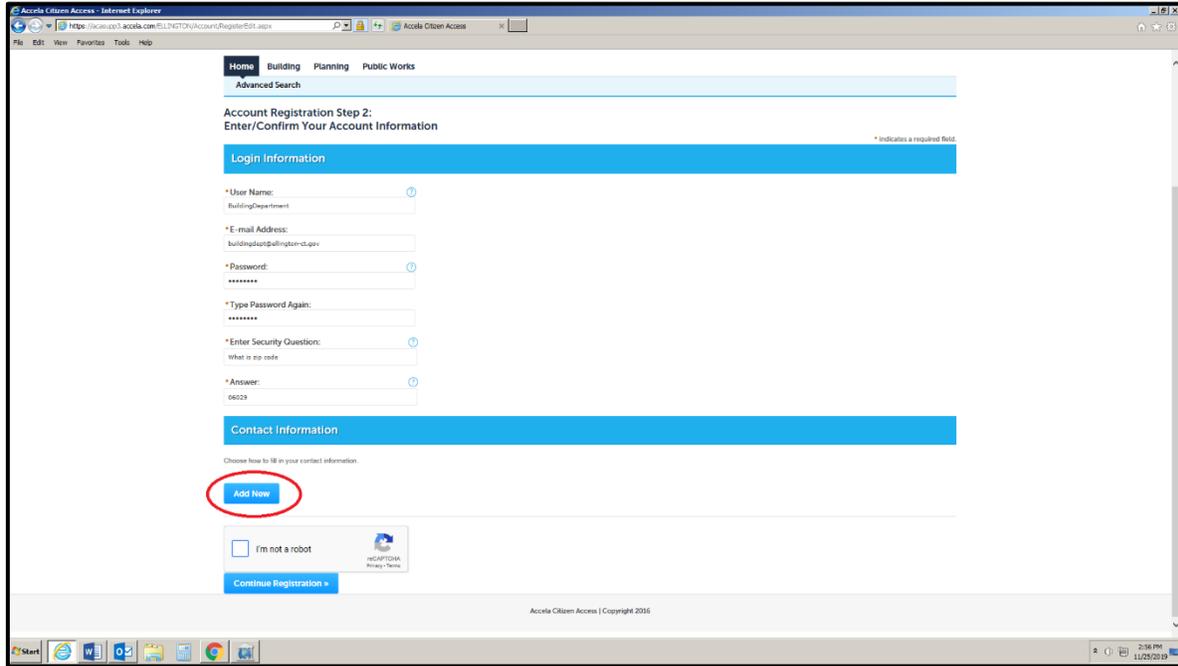
Which will bring you to this page. You will click on **Register for an Account**.



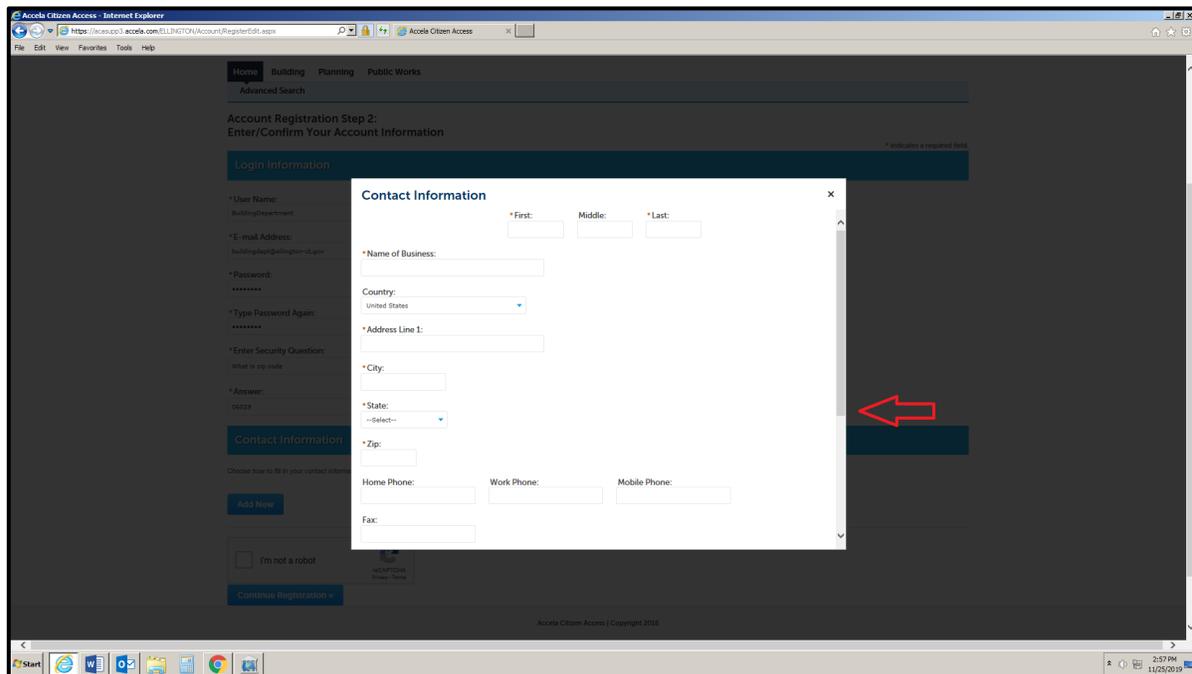
The next page will show you the terms of using the program. After you scroll through and read the terms, click on the check box next to **"I have read and accepted the above terms."** A will appear in the box. Next click on **Continue Registration**.



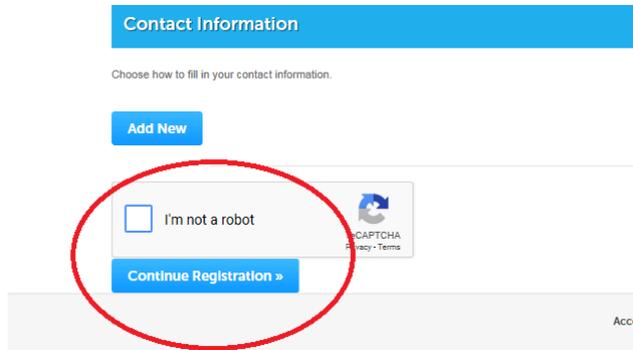
The next page is where you can pick your username and password as well as enter all of your contact information. Any box with a * next to it needs to be filled in. **Remember to save your username and password.**



Next click on **Add New** under the Contact Information. A box like the one below will pop-up and you can fill in all of your contact information. Be sure to use the grey slide on the right hand side to scroll down and enter all information.



Once all of your contact information is entered, click continue and you will return to the previous page with your username and password information. At the bottom of the page, click on the box next to ***I am not a robot.*** Follow the instructions in the box that pops up.



Next you should see the below page which lets you know you are registered. **Please make note of your username and password.**

