How to Create an Account on Citizen's Access

Step 1: Access the TRPA Online Citizen Access Portal

1. Option 1: from <u>trpa.gov</u> hover over <u>Permitting</u> and click "Apply Online"



2. Read the Application Process instructions on this page and then click "APPLY ONLINE":



3. Now that you have reached the application portal you can Create an Account, if you have not already done so, or Log in:



4. Enter login information. All fields with * are required fields.

Home Building		Search
Advanced Search		
	Login Information	
	STEP 1 OF 2: ACCOUNT DETAILS	
	* Required Fields	
	E-MAIL ADDRESS: *	
	PASSWORD: *	
	TYPE PASSWORD AGAIN: *	
	ENTER SECURITY QUESTION: Select	v
	ANSWER: *	
	I have read and accepted the above terms. Terms Service C	of
	CONTINUE	

5. Next, select what type of contact you are and fill out your contact information. Please note that the system will require you to enter the last 4 digits of your zip code. If you don't know them, you may enter "0000." I

STEP 2 OF 2: CONTAC	DETAILS
CONTACT DETAILS FOR: Applicant	× Y
*Required Fields	
FIRST: *	
MIDDLE:	
LAST: *	
NAME OF BUSINESS:	
ADDRESS LINE 1: *	
CITY: *	
STATE: * Select	~
ZIP: *	>
E-MAIL: *	
HOME PHONE: *	
WORK PHONE:	
MOBILE PHONE:	
FAX:	

6. After filling out the info and clicking "Submit," you will have successfully created an account! Please see further instructions for creating a project on TRPA.gov under Apply Online.

	Search	Q •
Home Building		
Advanced Search		
Your account has been created successfully.		