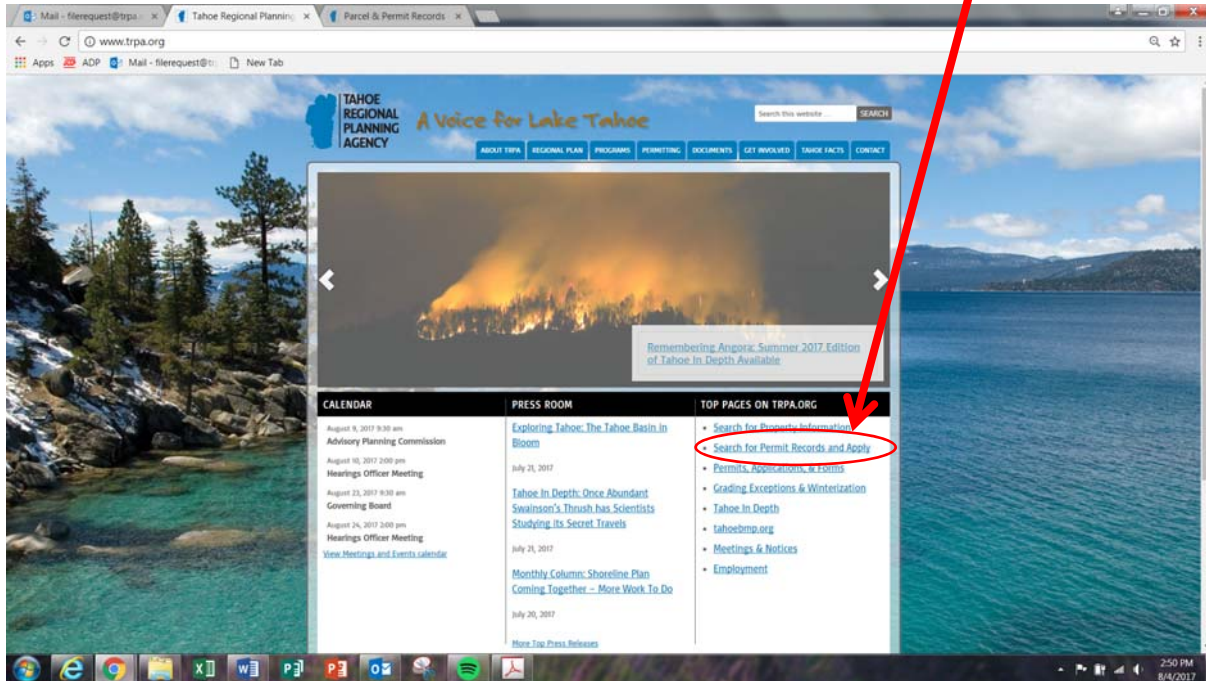


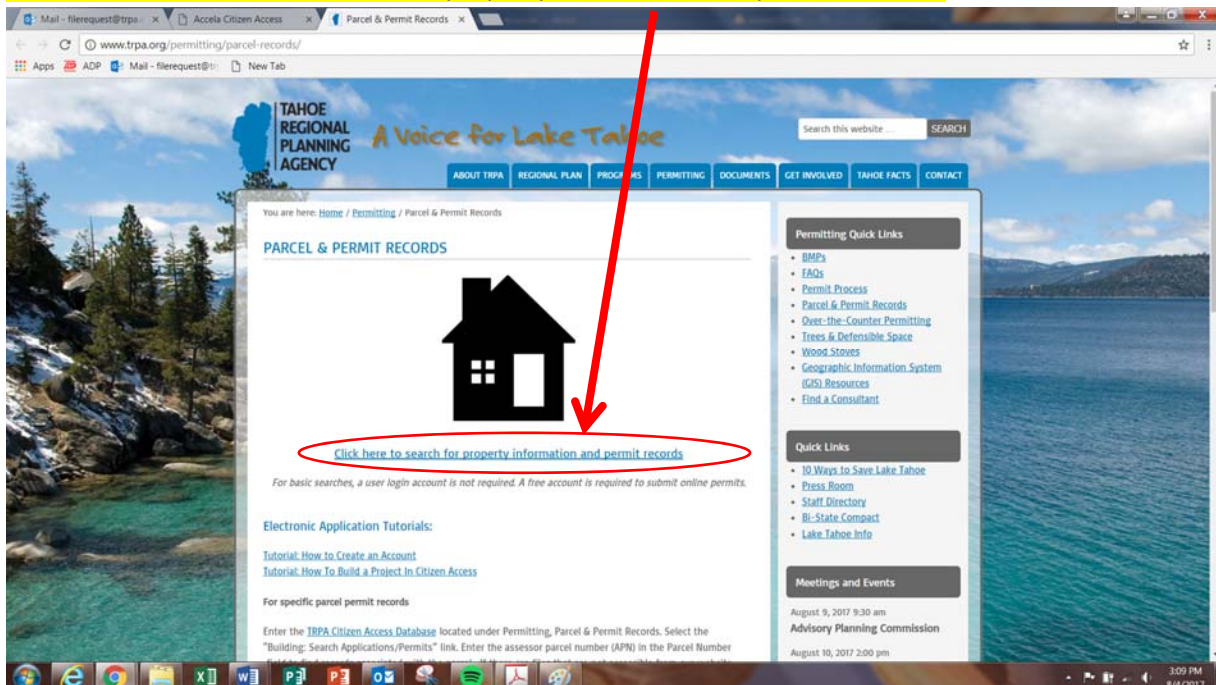
How to create a New Account for the TRPA Online Citizen Access Portal

Step 1: Access the TRPA Online Citizen Access Portal

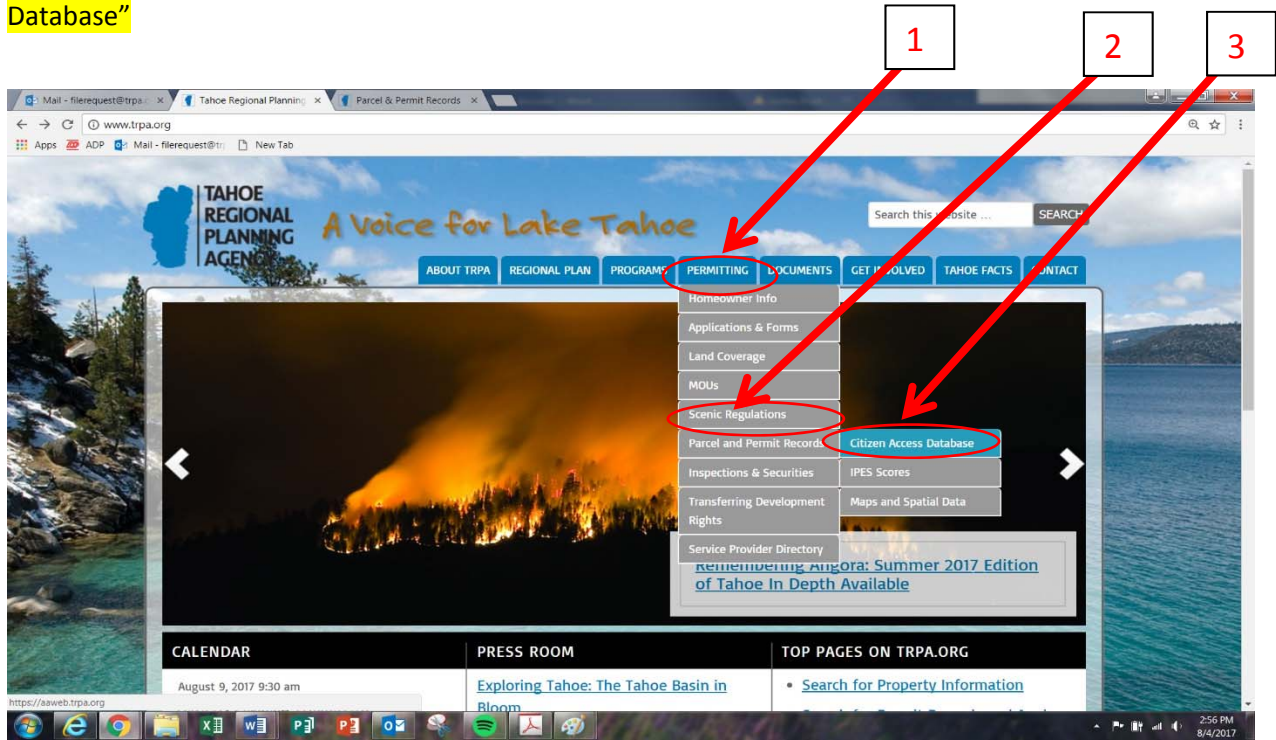
Option 1: from www.trpa.org, click "Search for Permit Records and Apply"



Next, select "Click here to search for property information and permit records"

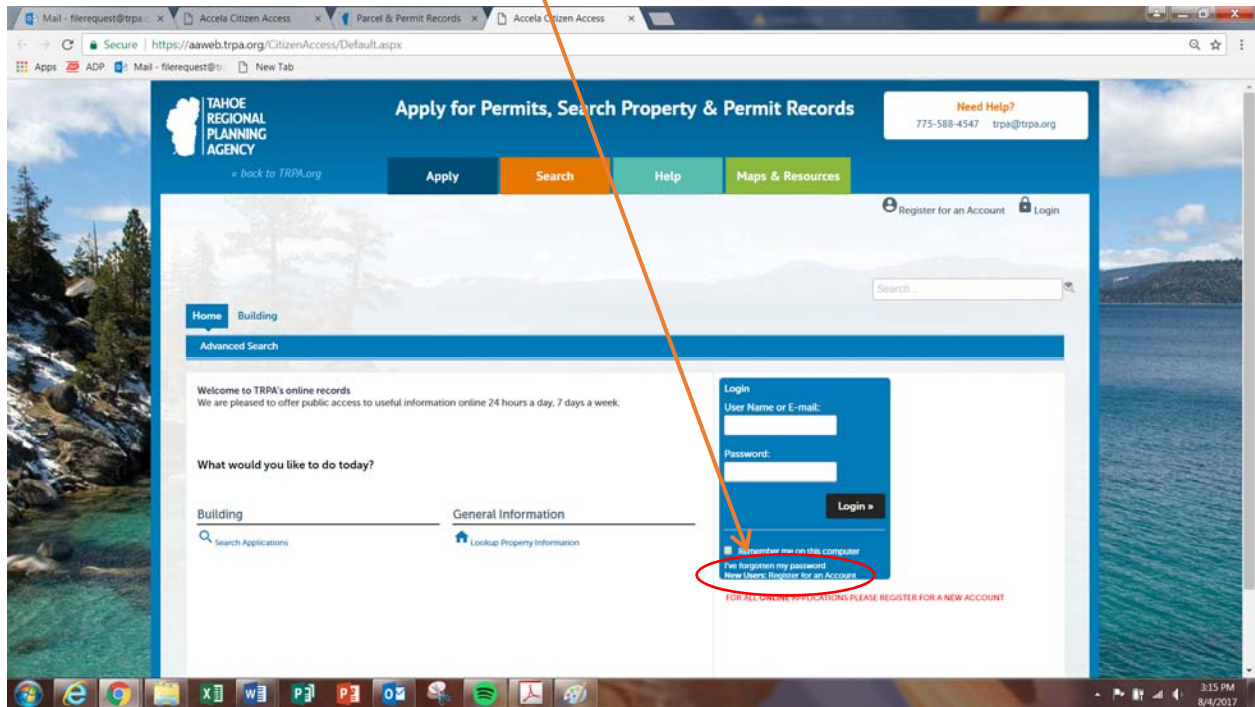


Option 2: click on "Permitting", then select "Parcel and Permit Records", then select "Citizen Access Database"

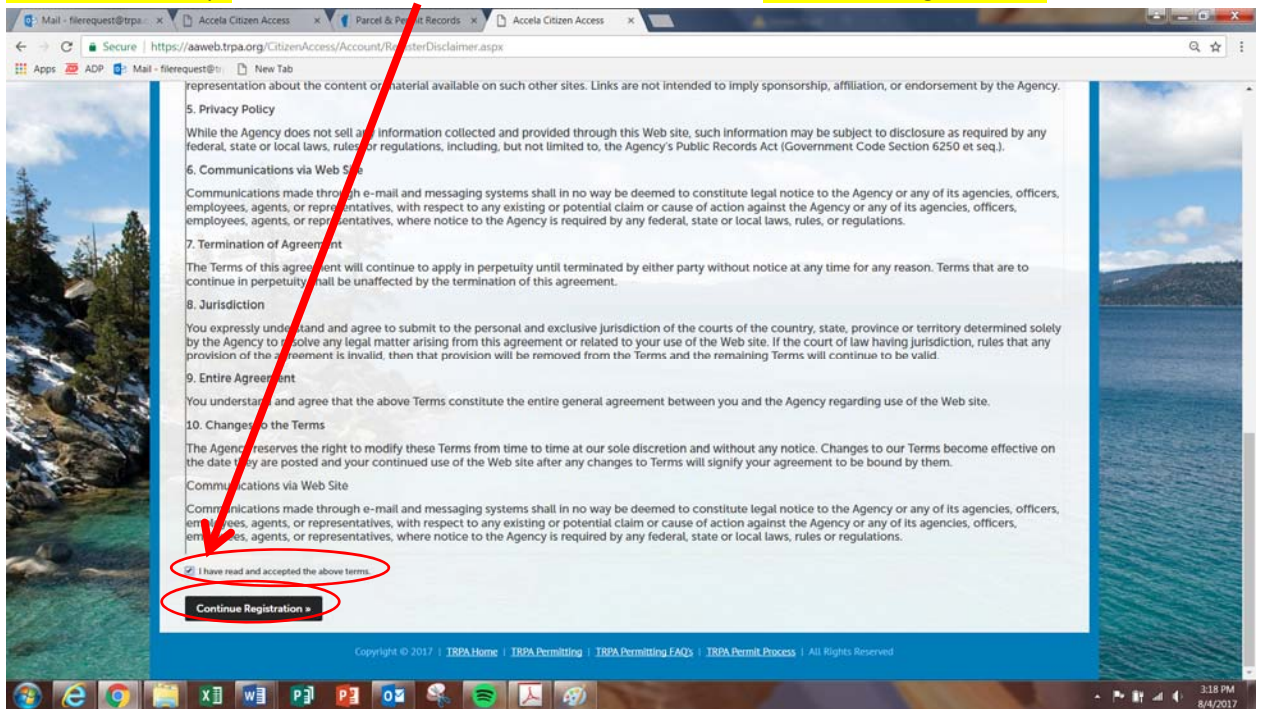


Step 2: Create an Account

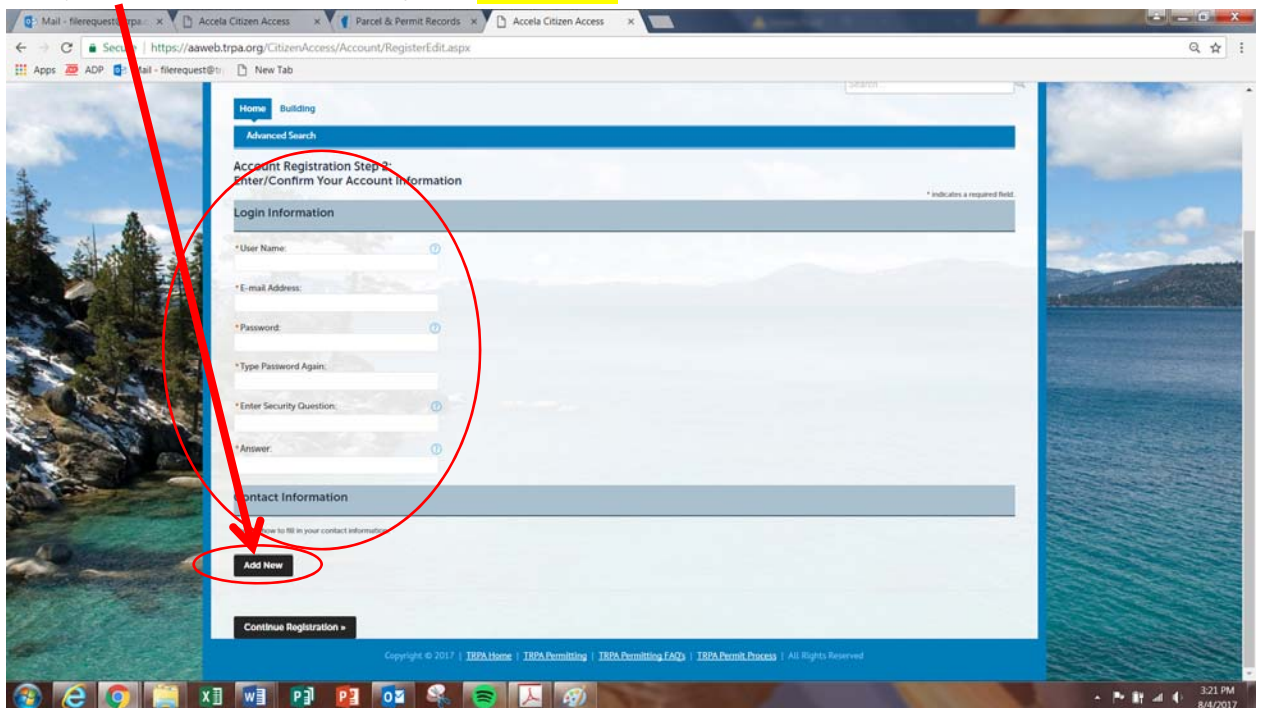
Click on "New Users: Register for an Account"



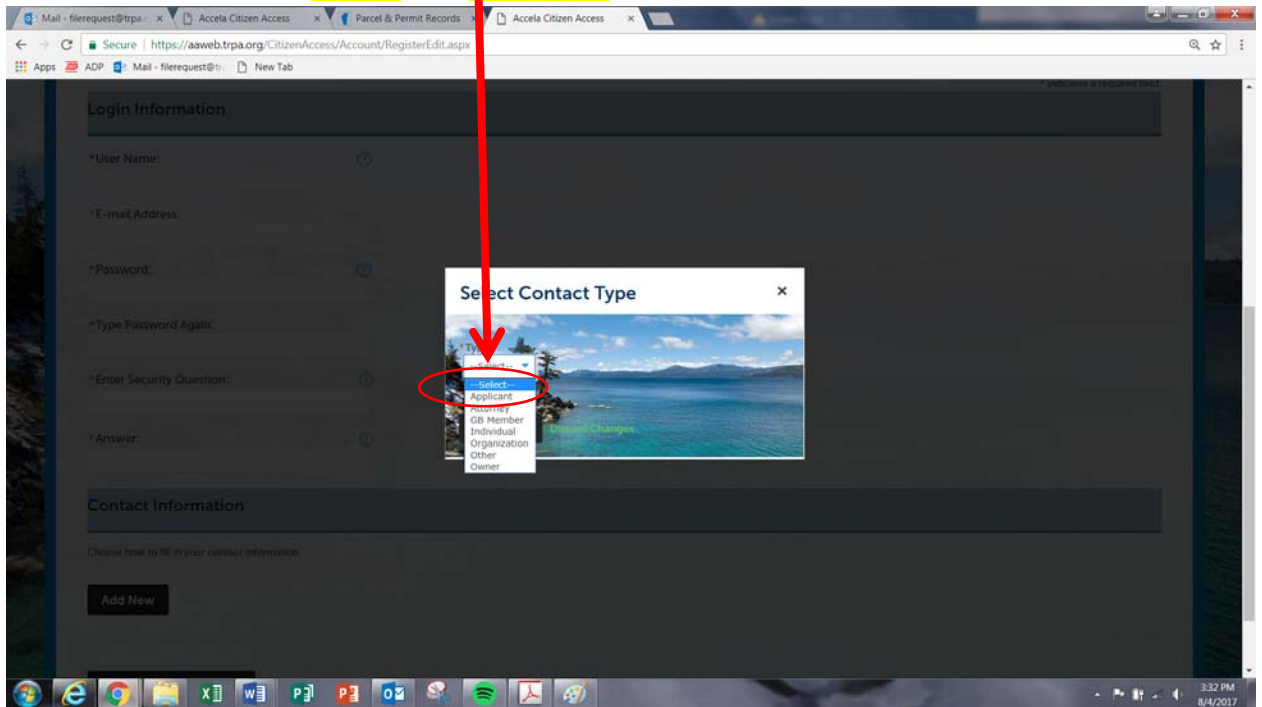
1. Review and Accept the Terms of Use for the website, then click "Continue Registration"



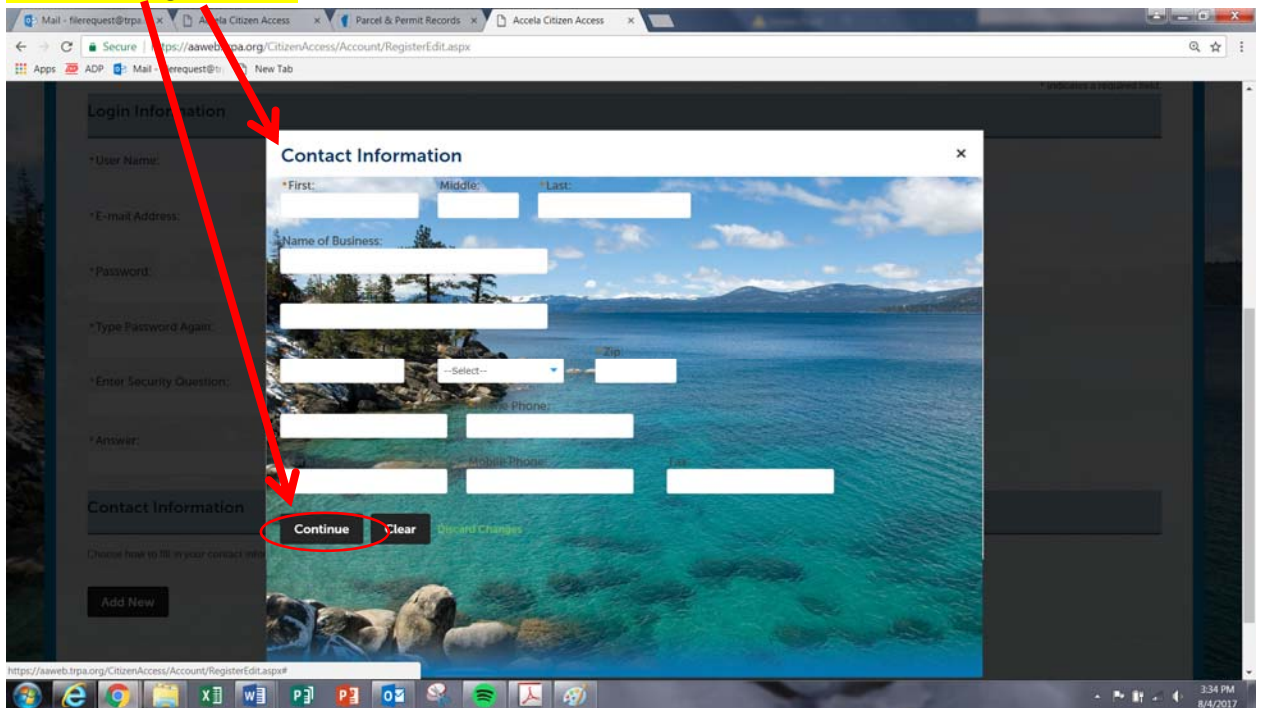
2. Enter your new account information. Create your own User Name and enter your email address. Then create a password for your account and select a security question and answer. Then, under **Contact Information**, click "Add New."



3. Enter the correct contact **"Type,"** then **"Continue."**



4. Enter all required fields in **"Contact Information,"** then select **"Continue."** When prompted, click **"Continue Registration."**



Congratulations! Your account has been created successfully. You can now return to the Login page to continue your application process.

