

CREATING AN ACCOUNT WITH ACCELA CITIZEN ACCESS

The screenshot shows the Town of Harwich website header with navigation links: Home, Search, New, Return to Town of Harwich, Accessibility Support, Register for an Account, and Login. Below the header is a search bar and a welcome message. A navigation menu includes Home, Board Of Health, Building, Planning, Conservation, and Zoning. The main content area features a 'Please Login' section with instructions for existing users and a 'New Users' section for registration. A 'Notice' section provides browser compatibility information. On the right, a 'Login' form includes fields for 'User Name or E-mail' and 'Password', a 'Remember me on this computer' checkbox, and a 'Login' button. A red circle highlights the 'Remember me on this computer' checkbox and the text 'New Users: Register for an Account' below it.

CREATING A USERNAME AND PASSWORD

By creating an account, you will be able to submit applications and pay for permits.

Your account can save all of your pertinent information such as licenses, workers compensation information and contact information.

All fields with a red asterisk (*) are REQUIRED to be completed.

The screenshot shows the 'Account Registration Step 2: Enter/Confirm Your Account Information' form. It includes a navigation menu with Home, Board Of Health, Building, Planning, Conservation, and Zoning. Below the menu is an 'Advanced Search' dropdown. The form is titled 'Account Registration Step 2: Enter/Confirm Your Account Information' and includes a legend indicating that a red asterisk (*) denotes a required field. The 'Login Information' section contains the following fields: 'User Name:' (required), 'E-mail Address:' (with 'harwichhealth' entered), 'Password:' (required, masked with dots), 'Type Password Again:', 'Enter Security Question:' (required), and 'Answer:' (required). The 'Contact Information' section is partially visible, starting with the instruction 'Choose how to fill in your contact information.' and an 'Add New' button. A 'Continue Registration >' button is located at the bottom of the form.

Contact Information x

* First: Middle: * Last:

Name of Business:

Country:

* Address Line 1:

* City:

* State:

* Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

Add new contact information. Make sure to fill in all of the required fields (the ones with the red asterisk *).

A box will pop up saying the information is not found, click continue to create a new account. Click Continue.

Now your account is set up and you are able to personalize it with your license types and additional contacts.

You need to log out and back in to start this personalization process.

From the Home page, select My Account.

You can add a license or contact at any time. Having saved licenses and contacts allows you to select the license/contact during application submittals instead of entering the information each time.

The screenshot shows the Harwich Health online permitting website. At the top, there is a navigation bar with links for Home, Search, and User. Below this, a user is logged in as Harwich Health, with links for Collections (0), Cart (0), Account Management, and Logout. A welcome message is displayed, along with a search bar and a note about a convenience fee for online payments. The main navigation menu includes Home, Board Of Health, Building, Planning, Conservation, and Zoning. A secondary menu below it contains Dashboard, My Records, My Account (highlighted with a yellow circle), and Advanced Search. The page content includes a greeting "Hello, Harwich Health" and two panels: "Saved in Cart (0)" with a "View Cart" link, and "My Collection (0)" with a "View Collections" link. Both panels indicate that there are no items or collections currently.

Home Board Of Health Building Planning Conservation Zoning

Dashboard My Records My Account Advanced Search

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Citizen Account

Login Information

Edit

User Name: DemoUser
 E-mail: health@town.harwich.ma.us
 Password: *****
 Security Question: What Town are we in?

License Information

You may add professional license(s) to your public user account by clicking the Add a License button. Your professional license(s) may need to be validated by the agency before you can use it.

Showing 0-0 of 0

State License #	License Type	Issued On	Expired Date	Status	Action	Created
No records found.						

Inspectors/Evaluators must be in the Harwich database in order to come up in a search.

You must enter your State License Number. If it does not come up, try entering SE or SI as a prefix to the number (ex. SI 670 or SI670). If you are still having trouble, contact our office to make sure you are in our database.

Once you find it, click "connect"

Contact Information

Add a Contact

Showing 1-1 of 1 | Download results

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Harwich		Health	Harwich Health Department			Individual	Approved

You are able to add additional contacts to your account. This may be useful if you are a company with more than one employee that will be submitting reports or permit applications.

Attachments

The maximum file size allowed is 16 MB.
 ItemTypes.mimeType are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Size
No records found.							

Add

Attachments such as workers compensation forms or certifications can be added here. A box will pop up allowing you to upload a document from your computer.

Trust Account Information

Showing 0-0 of 0

Account ID	Agency	Balance	Description	Status	Ledger Account
No records found.					

Trusted Account information allows you to add a "delegate". This feature allows someone to submit applications on your behalf as well as make payments.

Delegates

Add a Delegate

People who can access my account
None

People whose account I can access
None