

ACCELERATE



**Account Setup for
Individuals & Property Owners**



Accelerate Account Setup for Individuals & Property Owners

Setting up your Accelerate account is simple and takes only a few minutes. This document will help walk you through the process.

A Reminder

Please remember to enable popups before you begin and check your SPAM/Junk Email settings to be sure they allow emails from the CityofRC.us. Also, although not part of the Accelerate account setup process, if you are a Contractor or other Licensed Professional you must also possess all required insurances and a current City Business License before you can perform any work within the City.

Step 1

- Click the “Register for an Account” provided in either the upper right corner of the Accelerate main page or at the bottom of the Login window
- Review and accept the General Disclaimer

Accelerate Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

General Disclaimer

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I have read and accepted the above terms.

[Continue Registration >](#)

- Provide all required login information

**Account Registration Step 2:
Enter Account Information**

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Select a Security Question:

...Select...

* Answer:

Contact Information

[Add New](#)

[Continue Registration >](#)



Step 2

- Select a contact type (Applicant or Owner) and continue

Contact Information

* Individual/Organization: Preferred Channel:

* First: Middle: * Last: Home Phone:

Name of Business: Mobile Phone:

E-mail: Work Phone:

Birth Date: Gender: Female Male

▼ Contact Addresses

Add Additional Contact Address

Enter the address information and click Save Address. To add a new contact address, click the Add Contact Address link. To edit a contact address, click the address link.

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

Discard Changes

- Provide all required and other pertinent contact information including:
 - Your preferred channel (aka method) of contact
 - Your email address
 - Additional contact address information

Contact Address Information

Address Type:

Address Line 1:

Address Line 2:

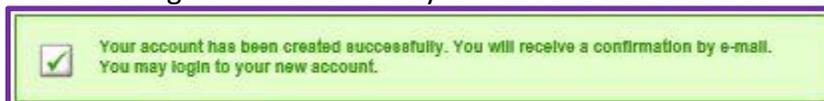
Address Line 3:

City: State: ZIP Code:

Recipient: Phone:

Discard Changes

- Once you've completed providing your contact information and successfully added your contact you can continue the registration process
- The following confirmation that your account was created will display



- You will also receive email confirmation from noreply@cityofrc.us with the Accelerate URL and your login information. You will also receive the URL for the mobile site. Feel free to bookmark these URLs