



REQUEST (Choose One):

Self

On-Behalf

Request By \_\_\_\_\_ Request Date \_\_\_\_\_

New User

Existing User Reactivate

Existing User Remove

First		Mi		Last	
Company					
Job Title		Request Period			
Contact Number		Email Address			
Sponsor Department in the City		Project Name			
Contact Person in the City		Job Title			
Sponsor's Contact Number		Sponsor's Email Address			

ENVIRONMENT

Production

Support

MODULE

Building

Enforcement

Planning

Fire

PURPOSE AND NEED:

Approved By

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Department Head

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Building Official

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Planning Director

Please email to [AccelaUserRequest@oaklandca.gov](mailto:AccelaUserRequest@oaklandca.gov) once you fill the form out. The following information will be provided to you by Administrator via email.

User ID	Password	Environment	URL
		Support/Production	av.supp.accela.com\av.accela.com
New user accounts: <i>User must change Password at next Log in, Password need to reset every 6 months</i>			