



ONLINE REGISTRATION AND APPLICATION FORM FOR



Serving Reno, Sparks, Washoe & Douglas County

REGIONAL LICENSING AND PERMITS

REGISTERING FOR AN ONLINE ACCOUNT:

1. Access the ONENv website: <https://aca-prod.accela.com/ONE>
2. Click “REGISTER FOR AN ACCOUNT” in the upper, right hand corner OR under the log in section

The screenshot shows the top portion of the ONENv website. On the left is the logo for 'one' (Regional Licensing & Permits). To the right is a blue banner with the text 'Serving Reno, Sparks, Washoe & Douglas County'. Below the banner is a navigation menu with links: Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, Planning, Short Term Rentals, and more. A search bar is located below the menu. On the right side of the page, there is a 'Login' section with fields for 'User Name or E-mail' (containing 'adamian@douglasnv.us') and 'Password'. Below the password field is a 'Login >' button. At the bottom of the login section, there are links for 'Remember me on this computer', 'I've forgotten my password', and 'New Users: Register for an Account'. The 'Register for an Account' link is highlighted in yellow.

3. The website will redirect you to a page showing General Disclaimer and Privacy Policy, check the box, acknowledging “**I have read an accepted the above terms,**” then click “**Continue Registration**”.

The screenshot shows a scrollable box containing the following text:

General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the accuracy or timeliness of any of the information provided, or as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer viruses or other malware of any kind, or use of any proprietary information or intellectual property]. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections. All trademarks and service marks or other proprietary information or intellectual property rights of any kind contained in or displayed on this Web site are the property of their respective owners and are subject to all applicable laws. Any commercial or other unauthorized use of the materials stored on this Web site is

I have read and accepted the above terms.

4. Complete all the information required on the following page and under “Contact Information” select “ADD NEW”

Account Registration Step 2: Enter/Confirm Your Account Information

Login Information

Enter your User Name and Password. You must also enter a unique email address

* User Name: 

AnnReno

* E-mail Address:


annreno9898@yahoo.com

* Password: 

.....

* Type Password Again:

.....

* Enter Security Question: 

what is the name of my dog

* Answer: 

Rocco

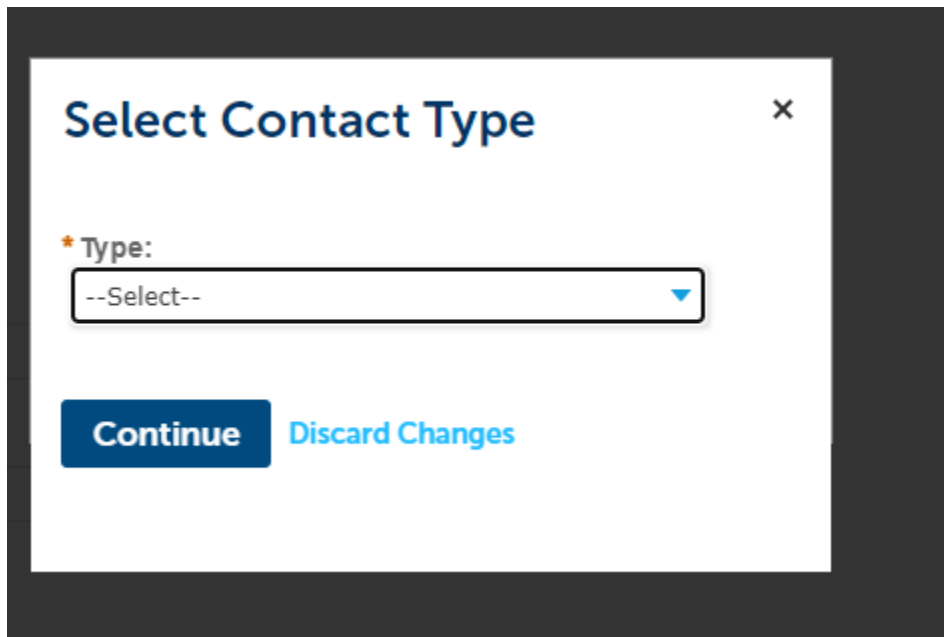
Contact Information

Choose how to fill in your contact information.

 **This section is required. Please add one record.**

Add New

5. Next you will be asked to select contact type, either Individual or Organization. Select one and hit CONTINUE



Select Contact Type ×

* Type:

--Select-- ▼

Continue

Discard Changes

6. Please complete the Contact Information in full. Then click CONTINUE.
7. You will now review all the information entered and you will then hit CONTINUE REGISTRATION.
8. The next page will confirm that **“your account has been created successfully.”**
9. You can then login immediately or at a time convenient for you.

CREATING AN ONLINE APPLICATION:

1. Go to <https://aca-prod.accela.com/ONE>, once the webpage has loaded enter your login name and password and hit LOGIN
2. At the top of the menu, select SHORT TERM RENTALS

The screenshot displays the top navigation menu of the Accela ONE web application. The menu items are: Home, Building, Business Licensing, Enforcement, Engineering, Fire, Health District, Planning, Short Term Rentals (highlighted in yellow), and more. Below the navigation menu is a secondary menu with items: Dashboard, My Records, My Account, and Advanced Search. The main content area begins with a personalized greeting: "Hello, Ann Damian". Below the greeting are two side-by-side panels. The left panel is titled "Saved in Cart (0)" and contains a "View Cart" button; the text inside reads "There are no items in your shopping cart right now." The right panel is titled "My Collection (0)" and contains a "View Collections" button; the text inside reads "You do not have any collections right now."

- Next page you will need to check the box to accept that you have read and accepted the terms

Online Application

Welcome to Agency's Online Permitting System. Using this system you can submit and update information, pay fees, print your final record all from the convenience of your home or office, 24 hours a day.

Please "Allow Pop-ups from This Site" before proceeding. You must accept the General Disclaimer below before beginning.

General Disclaimer

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I have read and accepted the above terms.

[Continue Application »](#)

- On the next page enter the street no. and the street name and hit SEARCH

Enter Short Term Rentals Location

* Street No.:	* Street Name:	Street Type:	Direction:
<input type="text" value="1234"/> - <input type="text" value="To"/>	<input type="text" value="Main"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/>
Unit Type:	Unit No.:		
<input type="text" value="--Select--"/>	<input type="text"/>		
City:	State:	Zip:	
<input type="text"/>	<input type="text" value="--Select--"/>	<input type="text"/>	

[Search](#)

[Clear](#)

5. On the following page the address, city, state, zip code, parcel number and owner name will appear. Just below that you will select DOUGLAS COUNTY – VACATION HOME RENTALS

■

[Search](#)

Select Services(10 services found):

- ▶ **Building OTC**
Select the OTC permit Application to be submitted
- ▶ **Douglas County - Vacation Home Rentals**

[Continue Application](#)

6. After you select this, click the check box next to DOUGLAS COUNTY – VHR WAITLIST APPLICATION, then hit CONTINUE APPLICATION
7. On the next page, hit CONTINUE APPLICATION. The next page will begin the application process.