



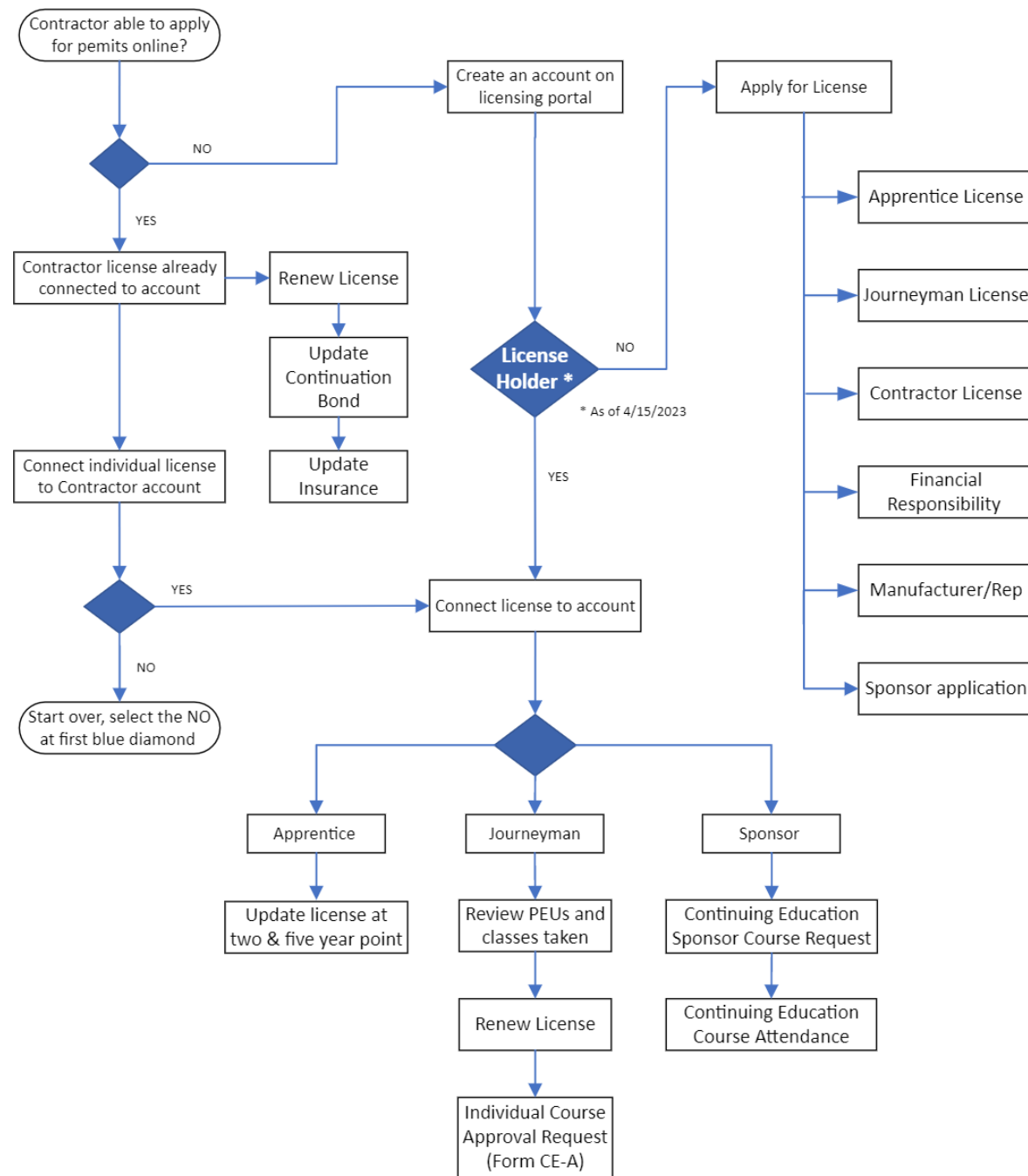
# How To Create An Account On The Licensing Portal

ACCELA – LICENSING PORTAL

# Creating an account is straight forward and will allow you to check status and update information on your license.

- A flowchart of what you can do with an account
- Determine if you already have an account (Contractor) and if you want to attach your individual license to the existing account, or create another account – this option is not recommended for employees

Mechanical Licensing Flowchart



- Locate a link to open the Permit/licensing portal, one can be found on the bottom of the Mechanical Licensing page. Stlouiscountymo.gov search for mechanical license, page available in links section.

- Select either “Create an account” to begin

This site is compatible with the following browsers:  
IE10, IE11, Firefox 32, Chrome 37, Opera 24, Safari 6  
(Use this guide to adjust IE Compatibility)

[ACA Tutorial](#) (Right-Click on link and select "Open in new window")

For customer service requests please [Contact Us](#) with your name, phone number and description of the request.

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**Notice:**  
The browser you are using is not on the list of our supported browsers and versions. For best user experience, it is recommended you use one of our supported browsers and versions:  
Internet Explorer 11  
Edge 15  
Mozilla Firefox 47  
Chrome 55  
Safari 10  
Opera 29

**Sign In**

USER NAME OR E-MAIL: \*

PASSWORD: \*

[Forgot Password?](#)

**Sign In**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

[Construction Permits](#) [Occupancy Permits](#)

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- Review the general disclaimer, then select certification box to continue

[Announcements](#) [Create an Account](#) [LOGIN](#)

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### 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**

Saint Louis County presents the information on this web site as a service to the public. We try to ensure that the information contained herein is accurate and reliable, but it is not guaranteed or warranted. Assessing accuracy and reliability of information is the responsibility of the user. The County shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein.

I certify that I am the owner or license holder authorized to apply for this permit and that I have an agreement with the owner/lease to perform this work; that I am authorized to and do consent to entry onto the premises by St Louis County employees for inspection of work performed under this permit; and that the cost estimates and scope of work are true & correct.

[Continue Registration »](#)

- Fill out your login information, all items are required, then select continue registration

**Account Registration Step 2:  
Enter/Confirm Your Account Information**

**Login Information**

\* User Name:  ?

\* E-mail Address:

\* Password:  ?

\* Type Password Again:

\* Enter Security Question:  ?

\* Answer:  ?

**Contact Information (Registered User)**

Choose how to fill in your contact information.

[Add New](#)

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[Continue Registration »](#)

- Select “Applicant” as contact details for box



- Add required information

- Submit form

### Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

CONTACT DETAILS FOR:  
Applicant

**\*Required Fields**

FIRST: \*

MIDDLE:

LAST: \*

BIRTH DATE: \*

COUNTRY:  
Select

ADDRESS LINE 1: \*

CITY: \*

STATE: \*

ZIP: \*

MOBILE PHONE:

WORK PHONE:


E-MAIL: \*

Submit

Back

- You have successfully created an account, select “Login Now” button

- Depending on your requirements, attach your license to the account or apply for a license

 Your account has been successfully created. You may log in and begin using the site.

Congratulations! You have successfully created an account with St. Louis County. If you have an escrow (trust) account or Contractor License with St. Louis County, your user account must be activated by St. Louis County. If activation is necessary, send an e-mail request to [permits@stlouisco.com](mailto:permits@stlouisco.com) or contact us by phone at 314-615-4100 (Residential Occupancy) or 314-615-5184 (Construction Permits).

### Account Information

User Name:	test37
E-mail:	e@e.com
Password:	*****
Security Question:	To what city did you go the first time you flew on a plane?

### Contact Information

new user	Alternate Daytime Phone:
123 main	Mobile Phone: 1234567890
my@email.com	

[Login Now](#)