

## CREATING YOUR CITIZEN ACCESS ACCOUNT

In order to submit an application for a Fire Permit, you first must have a Citizen Access User Account. This is a quick and easy process.

First, access the Citizen Access Permitting Portal [here](#). Choose Register for an Account



### Citizen Access City of Rochester

 

Advanced Search ▾

Read and attest to the disclosure as follows: [Continue Registration](#)

#### Account Registration

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

- Choose a user name and password
- Contact information

Please review and accept the terms below to proceed.

#### General Disclaimer

While the City attempts to keep its Web information accurate and timely, the City neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the City as a result of updates and corrections.

All trademarks and service marks contained in or displayed on this Web site are the property of their respective owners. Any commercial use of the materials stored on

I agree to the

[Continue Registration »](#)

**Enter Email Address (this will be your user name)**  
**Password. (Requirements below)**  
**Verify Password.**  
**Security Question**  
**Answer (case sensitive)**  
**Mobile Phone number.**

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

#### Login Information

---

\* User Name:

\* E-mail Address:

\* Password:   
Medium Requirements

\* Type Password Again:

\* Enter Security Question:

\* Answer:

Mobile Phone:

**Help** x

Must contain:

- 8-20 characters
- At least 1 upper-case letter (A,B,C,...)
- At least 1 number (0,1,2,...)
- You may use special characters (!,\$,%,...)

Cannot include User Name  
 Cannot reuse previous 4 passwords  
 Password expires every 180 days

---

#### Contact Information

Choose how to fill in your contact information.

Add

**Enter Contact Information Continue**

**Contact Information** x

\* First:  Middle:  \* Last:

Name of Business:

\* Address Line 1:

Address Line 2:   
(i.e. Suite, Unit, Apt., etc.)

\* City:  \* State:  \* Zip:

\* Home Phone:  Work Phone:  Mobile Phone:  Fax:

\* E-mail:

Continue Clear Discard Changes

## Verify Information Submitted. Edit as needed. [Continue Registration](#)

### Contact Information

Choose how to fill in your contact information.

✔ **Contact updated successfully.**

**Jane Testing**  
**Test Company**  
201 4 ST SE

Rochester MN 55904

Home phone:555-555-1111 Mobile Phone:555-555-3333 Work Phone: 555-555-2222 Fax:

[Edit](#) [Remove](#)

[Continue Registration »](#)



**Your account is successfully registered and activated.**  
A welcome email has been sent with your account information.  
You can now login with your account information.

Congratulations. You have successfully registered an account.

#### Account Information

User Name:	PublicUserFireTest
E-mail:	julietunz@gmail.com
Password:	*****
Security Question:	Dog's Name
Mobile Phone:	507-328-2800

#### Contact Information

Jane Testing	Home Phone: 111-111-1111
Test Company	Work Phone:
201 4 ST SE	Mobile Phone:
	Fax:

## You will receive a verification email and now you are ready to create an application.

Welcome to the City of Rochester's Citizen Portal [Inbox x](#)

**Accela\_Mail** <accela\_mail@rochestermn.gov>  
to me ▾

Welcome Jane Testing to the City of Rochester's Citizen Portal!

Thank you for registering for an online account with the City of Rochester. Your account has been activated. Your account information is below.

Username: PublicUserFireTest  
Contact Name: Jane Testing  
Business: Test Company  
Address: 201 4 ST SE Rochester MN 55904