Access ACA Online via CobbCounty.org

1. Visit [www.cobbcounty.org](http://www.cobbcounty.org)
2. Click on “Doing Business”

3. Select “Building Inspections.”

4. This will open D&I’s “Inspection Information” page. Click the “Online Inspections Portal” image underneath “About Inspections.”
1. To register a new account, click on “Register for an Account”.

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)

Review the Disclaimer and accept the terms to proceed. Click on “Continue Registration.”

3. Login Information: Fill in all fields.
   a. Username: Keep this easy to remember!!
   b. 4-32 characters. May contain numbers and these special characters: @_.-
   c. Password: Keep this easy to remember!!
   d. 8-20 characters.

4. Contact Information: Click “Add New”
   a. Select the Contact Type.

5. Fill in all fields. Click “Continue.”
   a. A dialogue box will appear. Click “Continue.”
   b. Contact added successfully. This will appear above your newly added contact. Click “Continue Registration.”
6. Your New Account has been created.
7. Login with the credentials you created.