

# COUNTY OF SUFFOLK



**EDWARD P. ROMAINE**  
SUFFOLK COUNTY EXECUTIVE

DEPARTMENT OF HEALTH SERVICES

**GREGSON H. PIGOTT, MD, MPH**  
Commissioner

## Suffolk County Citizen's Portal

Welcome to the Suffolk County Citizen's Portal. If you already have a portal account but need help logging in, please continue to the "Login Instructions" section below. If this is your first time on the website and need assistance registering for an account, please proceed to the "Registering for an Account Instructions" section below.

### Registering for an Account Instructions:

1. You must first register for a Public User Account via the following web page:  
<https://aca-prod.accela.com/SUFFOLKCO/Welcome.aspx>.
2. Click either "Register for an Account" or "Create an Account".

A screenshot of the Suffolk County Citizen's Portal registration page. The header features the county seal and text: "Suffolk County Citizen's Portal", "Department of Consumer Affairs", and "Department of Health Services - Environmental Quality". A navigation bar includes "Home", "Environmental Quality", and "Consumer Affairs". A search bar is present. The main content area is titled "Sign In" and contains two input fields: "USER NAME OR E-MAIL: \*" and "PASSWORD: \*". A "Forgot Password?" link is below the password field. A large blue "Sign In" button is at the bottom of the sign-in section. Below the sign-in section, there is a "Not Registered?" link and a "CREATE AN ACCOUNT" button, both highlighted with red boxes in the original image. The footer includes the Public Health logo and contact information for the Division of Environmental Quality.

DIVISION OF ENVIRONMENTAL QUALITY  
360 Yaphank Avenue, Suite 2B, Yaphank, NY 11980  
Phone (631) 852-5800 Fax (631) 852-5825

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3. Fill out all required fields. Read and Accept the Terms of Service then click "Continue".

## Login Information

### STEP 1 OF 2: ACCOUNT DETAILS

\* Required Fields

USER NAME: *
E-MAIL ADDRESS: *
PASSWORD: *
TYPE PASSWORD AGAIN: *
ENTER SECURITY QUESTION: * Select ▼
ANSWER: *

I have read and accepted the above terms and conditions. [Terms of Service](#)

**CONTINUE**

4. Select the appropriate Contact Type. Most users will create the account as an "Individual". Fill out the appropriate fields and click Submit.

*Note: the more information included in this step, the less information you may need to fill in later as you create/submit applications.*



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## Select Contact Type

STEP 2 OF 2: CONTACT DETAILS

Individual  
 Organization

---

\* Required Fields

FIRST: \*

MIDDLE:

LAST: \*

PHONE 1:

NAME OF BUSINESS:

PHONE 2:

ADDRESS LINE 1:

PHONE 3:

CITY:

STATE:

ZIP:

FAX:

E-MAIL:

**Submit**



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5. You should land on a summary page indicating that you've successfully registered for the Suffolk County Public Portal, at which point you can login to your account.

The screenshot shows the Suffolk County Citizen's Portal registration confirmation page. At the top, there is a banner with the Suffolk County seal and the text: "Suffolk County Citizen's Portal", "Department of Consumer Affairs", and "Department of Health Services - Environmental Quality". Below the banner, there are links for "Register for an Account" and "Login". A search bar is located on the right side. The main content area features a green success message: "Your account is successfully registered. Please sign into your account to create, view, or amend your application(s)." Below this, a blue bar indicates "Account Information" with the following details: User Name: TestUser3, E-mail: [redacted], Password: [redacted], and Security Question: In what town or city was your first full time job?. Another blue bar indicates "Contact Information" with the following details: b.c., 360 Yaphank Ave, [redacted], Phone 2: [redacted], Phone 3: [redacted], and Fax: [redacted]. A "Login Now" button is highlighted with a red box at the bottom left.



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## Login Instructions

1. To login to the Suffolk County Citizen's Portal you should be on the "Home" tab, which you can access here: <https://aca-prod.accela.com/SUFFOLKCO/Welcome.aspx>

Suffolk County Citizen's Portal  
Department of Consumer Affairs  
Department of Health Services - Environmental Quality

Register for an Account Login

Search...

Home Environmental Quality Consumer Affairs

Advanced Search

Sign In

USER NAME OR E-MAIL: \*

PASSWORD: \*

Forgot Password?

Sign In

Remember me on this device

2. You should log in with the credentials you created when you first registered. You can use your chosen username or the email address you used when setting up your account along with your selected password.
3. After you enter in your credentials, click the "Sign In" button.
4. If you forgot your password, please click the "Forgot Password" button and follow the instructions that follow.
  - a. You'll be asked to provide the email address that you have linked to your account.
  - b. If this email address is recognized by our system, you'll be asked to provide the answer to the security question you set up when registering.



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- c. If your security answer is correct, you will receive an email to the email address you provided with a temporary password that you can use when you login to the system.
- d. After you log into the system with this temporary password you can update your password from the Account Management section of our website, which can be accessed from the top menu:

Suffolk County Citizen's Portal  
Department of Consumer Affairs  
Department of Health Services - Environmental Quality

Logged in as [redacted] Collections (0) Cart (1) Account Management Logout

Search...

Home Environmental Quality Consumer Affairs

Dashboard My Records My Account Advanced Search

Hello [redacted]

Saved in Cart (1)	View Cart	My Collection (0)	View Collections
Single Family Residence Applic... [redacted] 03/11/2023	\$465.00		

5. Once you're logged into the system you, you can navigate to the Environmental Quality tab. From here you can view your existing applications or create a new application.
6. To create a new application, please click "Create and Application" tab. You will then need to review and accept the terms and conditions.
7. From here you can expand the appropriate section of our application menu, select the application you'd like to create, and click "Continue Application".



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[Home](#) **Environmental Quality** [Consumer Affairs](#)

**Create an Application** [Search Applications](#)

## Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.



**Search**

### ▼ General

- DEQ Complaint

### ▼ Office of Ecology

- IA Transfer
- SIP Application

### ▼ Office of Pollution Control

- Environmental Site Assessment / UIC Evaluation
- Global Containment
- Swimming Pool
- Tank Closure
- Tank Installation / Registration

### ▼ Office of Wastewater Management

- Garbage Company Application
- Other Than Single Family Residence Application
- Realty Subdivision Application
- Single Family Residence Application

### ▼ Office of Water Resources

- Certified Well Driller Application
- Private Well Sample Request Application
- PWS Improvement Application

### ▶ Link License

**Continue Application »**



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