

COUNTY OF SUFFOLK



EDWARD P. ROMAINE
SUFFOLK COUNTY EXECUTIVE

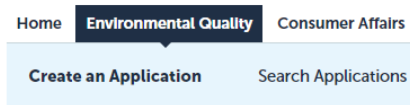
DEPARTMENT OF HEALTH SERVICES

GREGSON H. PIGOTT, MD, MPH
Commissioner

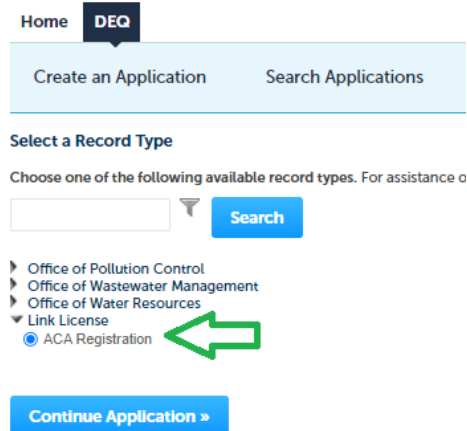
A Personal Identification Number (**PIN**) allows you to link your existing permits / applications to your online account. Users who have existing applications with SCDHS, will receive a PIN upon request. You do not need a PIN to create a new application.

ACA PIN Registration Instructions:

1. If you have not done so already, you must first create a new Public User Account via the following web page:
<https://aca-prod.accela.com/SUFFOLKCO/>.
2. **Login** with your user name and password.
3. After login, click on “Environmental Quality”, and then “**Create an Application**”:



4. Review and accept Terms and Conditions.
5. Click on “**Continue Application**”.
6. Expand “Link License” and select “**ACA Registration**”.



7. Click on “Continue Application”.



DIVISION OF ENVIRONMENTAL QUALITY
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8. Click on “**Add a Row**” if there is only one PIN.

ACA Registration

1 PIN Registration 2 Review 3 Record Issuance

Step 1: PIN Registration > Enter PIN * indicates a required field.

Pin Registration

ACA REGISTRATION

Showing 0-0 of 0

PIN	Record ID	Contact ID
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application >](#)

If there are **more than one PINs**, you can click on the down arrow next to Add a Row, it gives you an option to add as many as 10 rows.

ACA Registration

1 PIN Registration 2 R

Step 1: PIN Registration > Enter PIN

Pin Registration

ACA REGISTRATION

Showing 0-0 of 0

PIN	Record ID
No records found.	

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

- [Add 2 Rows](#)
- [Add 3 Rows](#)
- [Add 4 Rows](#)
- [Add 5 Rows](#)
- [Add 6 Rows](#)
- [Add 7 Rows](#)
- [Add 8 Rows](#)
- [Add 9 Rows](#)
- [Add 10 Rows](#)



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9. Enter the **PIN**, **Record ID** and **Contact ID** as listed on your letter. Use only uppercase letters:

ACA REGISTRATION

* PIN: * Record ID: * Contact ID:

Submit **Cancel**

10. Click “Submit” when complete. You’re not connected yet- please continue.
11. A review / summary page will appear. Verify the record ID (application number). Click on “Continue Application” to proceed.
12. Complete. You are now connected to the application.

DEQ

Create an Application

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

13. Log out and then log back in to update your account.
14. Return to ‘Environmental Quality’ and go to ‘Search Application’.
15. The Record Number associated with the PIN should now appear in your list.



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