

Suffolk County Department of Health Services  
Office of Wastewater Management  
360 Yaphank Avenue, Suite 2C - Yaphank, NY  
11980 (631) 852-5700 or  
HealthWWM@suffolkcountyny.gov

## Personal Identification Number (PIN) Request Form for Accela Citizen Access (ACA) to Existing Applications:

If you are already listed as a contact for an application, but you cannot view the application when logged into your ACA account, then you will need to use a PIN to connect that application to your ACA account. Use this form to request a PIN.  
(use this form if you are already listed as a contact; do not use this form for requests to be added as a new contact)

**Submit this completed form by email to [HealthWWM@suffolkCountyNY.gov](mailto:HealthWWM@suffolkCountyNY.gov) under subject line: PIN Request**

You must submit one form, per person, per record. Note: if you are not listed on the original application, you will not be provided with a PIN to gain access to a file. Such requests will be denied as they will require a modification to the existing contacts, via a transfer form, prior to the release of a PIN.

**A. SCDHS Reference Number:** \_\_\_\_\_

1) Tax Map Number: \_\_\_\_\_

2) Your Name: \_\_\_\_\_

3) Role (i.e. Applicant, Designer, Agent, etc.): \_\_\_\_\_

4) Organization Name (if applicable): \_\_\_\_\_

5) Email: \_\_\_\_\_

6) Phone Number: \_\_\_\_\_

7) Signature: \_\_\_\_\_

The Department will return this form to you with section B completed. Use the information in section B to connect to your existing application. **Follow these steps to use your PIN numbers and get connected:**

- (1) log on, and then click "Environmental Quality". Then, click: "Create an application". Agree to the terms.
- (2) You should get to a screen that says: "Select a Record Type". Drill into "link license" and select "ACA Registration", then continue. You should get to the PIN registration page.
- (3) Click "add a row" (don't click the drop arrow). Enter in the three numbers that were provided to you in section B below. Use all capital letters. Then click submit, and continue application. On the next page, there is nothing more to do except click "continue application" once again. Once the system indicates that the submission was successful, you can leave the page.
- (4) You must log out (use the logout button in the top right of the screen).
- (5) After logging back in, the application will be listed under under your list of records. Click "Environmental Quality" then "Search Applications". Click the blue record ID number to view the application.
- (6) To upload or download documents, click "Record Info" tab > "Attachments".

**B. Internal Use Only: DO NOT SHARE THESE NUMBERS!** (Your client(s) or hired professional(s) will each require their own PIN. Do not share your PIN- if someone else uses this PIN, they may gain unauthorized access to other applications you may have, and you may lose access to those applications!)

1) Reference Number: \_\_\_\_\_

2) Contact Number: \_\_\_\_\_

3) PIN: \_\_\_\_\_