# How to Register for an Account

**TDOT**
Department of Transportation

January 2023

# Getting Started

- Proceed to **TDOT HD** (**https://aca-prod.accela.com/TDOT/Default.aspx**)
- On this homepage, select "Register for an Account"

# Getting Started

- Fill in the required fields under "Login Information."

- Review the Terms of Service by clicking on the link. Click the box to indicate you have read, understand, and agree to the Terms of Service.

- When all fields are filled, click "CONTINUE" to advance to the next step.

## 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, understand, and agree to the Terms of Service ⧉

**CONTINUE**

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# Getting Started

- Select the type of account you are creating.
- Individual
  - Account for a single customer
- Organization
  - Single account for multiple customers/overall business account. For example, an LLC that will have multiple users.

## Select Contact Type

**STEP 2 OF 2: CONTACT DETAILS**

○ Individual

○ Organization

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Note: Functionally, the accounts act the same in use.

# Getting Started

- Once a contact type is selected, fill in the remaining fields.

- If you have an additional mailing address, please click "Add Address."

- If all information is correct, please click Submit to continue.

## Select Contact Type

**STEP 2 OF 2: CONTACT DETAILS**

○ Individual

● Organization

**＊Required Fields**

**FIRST: ＊**
TDOT

**MIDDLE:**
R1

**LAST: ＊**
Traffic

**NAME OF BUSINESS:**
R1 Traffic

**HOME PHONE:**
(865) 594-2456

**WORK PHONE:**
(865) 594-2456

**MOBILE PHONE:**
(865) 594-2456

**E-MAIL:**
TDOT.R1.Traffic@tn.gov

**ADDRESS | Delete**

**COUNTRY/REGION:**
United States ✕ ⌄

**ADDRESS TYPE:**
Mailing ✕ ⌄

**ADDRESS LINE 1:**
7238 Region Lane

**ADDRESS LINE 2:**

**CITY:**
Knoxville

**STATE:**
TN

**ZIP CODE:**
37914

＋ **Add Address**

**Submit**

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# Congratulations!

- Your account has successfully been registered.
- Click "Login Now" to begin submitting entrance permit applications.

Additional information: **TDOT**

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