User Account Registration Process

1. Open your web browser and navigate to: http://vcca.ventura.org, which is an informational web page that contains resources to assist you in navigating the system.

2. From the VC Citizen Access informational web page, click on the Go To Citizen Access Now link in the navigation bar at the top of the page to access the system. If you have difficulty viewing the system, please make sure you are using an internet browser that is compatible to the system. A list of compatible internet browsers is available on the information web page.

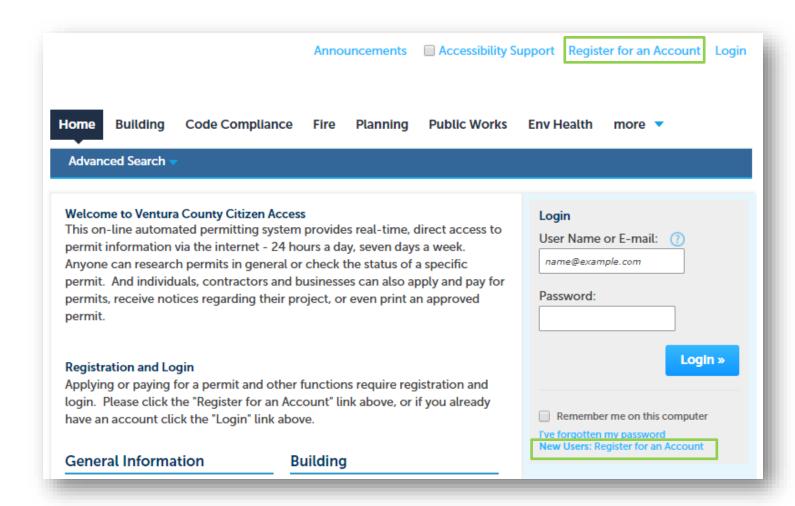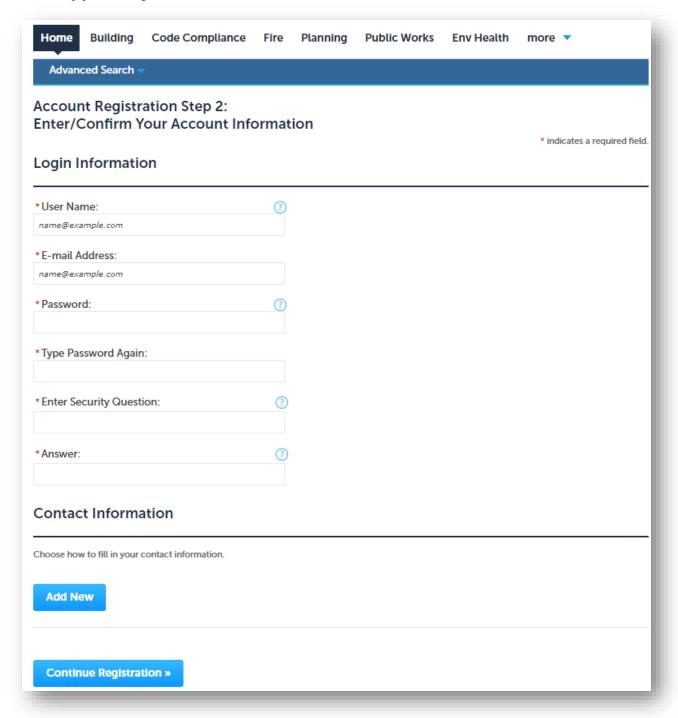3.   To create a user account in VC Citizen Access, click on the Register for an Account hyperlink in the upper right-hand corner of the Home page, or, click on the New Users: Register for an Account hyperlink under the Login box on the right-hand side of the page.

4. After reading the General Disclaimer, click on the check box to accept the terms to access VC Citizen Access and click the Continue Registration button to continue the registration process.

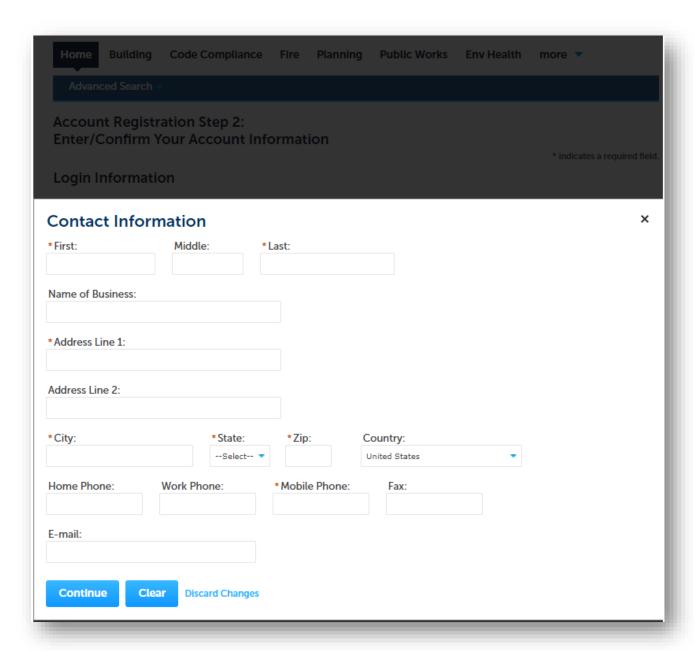5. Fill-out the required information in the registration form. Fields marked with an asterisk (*) are required and must be entered.
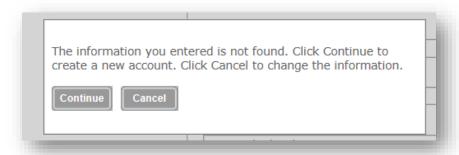
6. To add contact information to the registration form, click Add New.

You will see a pop-up window in the middle of the screen where you fill-out your contact information. Fields marked with an asterisk (*) are required and must be entered.

Once you have filled out your contact information, click Continue. If you have never created an account in Citizen Access under this contact information, you will see the following prompt:

The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.

Continue   Cancel

Click Continue. The system is acknowledging that your contact information does not currently exist in our database.

7.   After you have filled out the entire registration form, click the Continue Registration button to complete the registration process.

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Account Registration Step 2:
Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name: ⓘ
john.smith2@ventura.org

* E-mail Address:
john.smith2@ventura.org

* Password: ⓘ
••••••••

* Type Password Again:
••••••••

* Enter Security Question: ⓘ
who is this?

* Answer: ⓘ
john smith

Contact Information

Choose how to fill in your contact information.

✔ **Contact added successfully.**

John Smith
Home phone:
Mobile Phone:
Work Phone:
Fax:
Edit Remove

Continue Registration »

8. You may login immediately to VC Citizen Access using the user name and password that you created during the registration process.

   If you need technical assistance during the registration or login process, please contact us at Citizen.Access@ventura.org.

9. At any time, you may change or revise your account information. To update your account information, click on the Account Management hyperlink at the top right-hand side of the page.