



The Environmental Health division of Health and Human Services is now using an online process to apply for Food Licenses.

In order to apply for a Food License, you must first create a short registration Account in the City of Hartford Public Portal.

Here is the URL needed to create the Account. <https://aca-prod.accela.com/hartford> .

After you create the Account, you are able to login to the Accela City of Hartford Public Portal and create an application.

Here is an outline to follow

1. Click on **Home** at the top left of the screen
2. Look for **Health and Human Services** in the middle of the screen
3. Click on **Create an Application**
4. Choose **Food Retail** on the next page
5. Choose the food application that you require

In this case, choose **Temporary Food Service Application**. You will be able to pay on line.

Please call 860-757-4760 or email billw001@hartford.gov for assistance with any questions.

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