

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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