

Basic Steps for ACA Users

As an ACA user you will be communicating with the Bureau directly through the program. Below are some basic screen shots to help get you started on the functions of Accela Citizen Access.

The Home Page has a heading titled “Dashboard”. Once you click on Dashboard you will see this page.

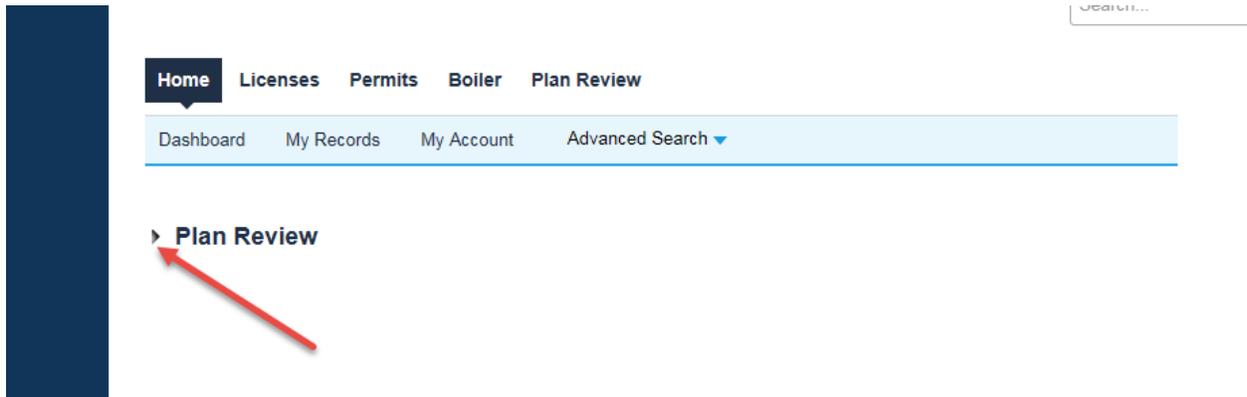
The screenshot shows the dashboard interface for a public user. At the top, there is a navigation bar with 'Dashboard' selected, and other options like 'My Records', 'My Account', and 'Advanced Searchid'. Below the navigation bar, the user is greeted with 'Hello, Public User'. A notification bar indicates 'Action Required (0)' with a help icon and a '- Hide' button. A message states 'There are no actionable items which need your attention right now.' Below this, there are two main sections: 'Saved in Cart (2)' and 'My Collection (0)'. The 'Saved in Cart' section lists two items: 'Plan Review' (16TMP-000475, \$0.00) and 'BCC Plan Review' (16TMP-000476, \$125.00), with a 'Cart Total' of \$125.00. The 'My Collection' section shows a message: 'You do not have any collections right now.' At the bottom, there is a 'Work in progress' section with a 'View All Records' button. Below this is a table with the following data:

Record Name	Record ID	Module	Creation Date	Action
Plan Review	16TMP-000475	PlanReview	3/24/2016 12:00:00 AM	Resume Application

You will see your login name and Actions Required. Currently Actions Required is not set up to display Plan Review Actions that are needed such as Fees Due or Awaiting Client Response. So for now disregard the (0) by Actions Required.

The Dashboard will display Applications that are not complete, any “Collections” and your Cart. Collections will be a valuable tool that you will want to use when you have several projects or

phases to projects related to the same facility or building. The View All Records button will take you to all projects in which you have completed the Application steps.

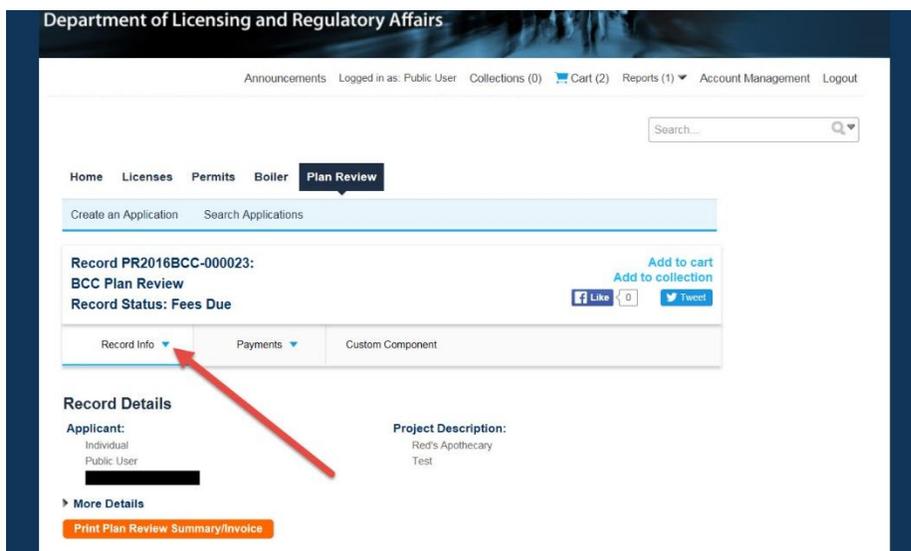


Click on the small arrow next to Plan Review. ACA uses these little arrows or boxes to expand lists or comments. Once you click this it will expand the list. You will want to find your project number on the list and then click on the Project Number.

The screenshot shows the expanded 'Plan Review' table. The table has 8 columns: Date, Project Name, Address, Record Number, Record Type, Status, and Action. A red arrow points to the 'Record Number' column for the first row, which is 'PR2015BFS-000221'.

<input type="checkbox"/>	Date	Project Name	Address	Record Number	Record Type	Status	Action
<input type="checkbox"/>	12/11/2015	test	3101, United States	PR2015BFS-000221	Fire Safety Plan Review	Fees Due	Pay Fees Due
<input type="checkbox"/>	12/11/2015	BFS 12A test	3101 Technology, Lansing MI 48910 United States	15TMP-004039	Fire Safety Plan Review		Resume Application
<input type="checkbox"/>	12/04/2015	max fee test	3101, lansing United States	15TMP-003927	Fire Safety Plan Review		Resume Application
<input type="checkbox"/>	12/04/2015	max fee test 4	3101, lansing United States	15TMP-003929	Fire Safety Plan Review		Resume Application
<input type="checkbox"/>	12/03/2015	EPC Report Test	3101, United States	PR2015BFS-000207	Fire Safety Plan Review	Awaiting Client Reply	
<input type="checkbox"/>	12/02/2015	BFS test	3101 technology, Lansing MI 48910 United States	PR2015BFS-000201	Fire Safety Plan Review	Fees Due	Pay Fees Due
<input type="checkbox"/>	12/02/2015	BFS Max Fee Test	3101 technology, lansing MI 48910 United States	15TMP-003893	Fire Safety Plan Review		Resume Application
<input type="checkbox"/>	11/30/2015	testing BFS app	3101 technology, lansing MI 48906 United States	PR2015BFS-000193	Fire Safety Plan Review	Received	Pay Fees Due
<input type="checkbox"/>	11/23/2015	BFS Testing EPC	3101 Technology BLVD, lansing MI 48906 United States	PR2015BFS-000189	Fire Safety Plan Review	In Review	Pay Fees Due

This will lead you to the Record details screen for this project. The Record details screen will have several options for looking up information.



Click on the little arrow to bring up your options.



If you click on the Processing Status you will see where your project is in relation to the Workflow. The Workflow is all of the steps necessary to complete before the project is approved and completed. When you open the Processing Status you will be able to click on small arrows to open comments. If there are comments, they will be from Bureau staff and they will explain what is missing or needed in order to move to the next workflow step.

If you click on Documents you will see what documents have been submitted for this project such as plans or specs. If a Plan has the RESUBMIT button available then you will want to use that to resubmit the revised document. Please read and carefully follow the posted directions for the resubmittal of documents to help ensure a timely review.

