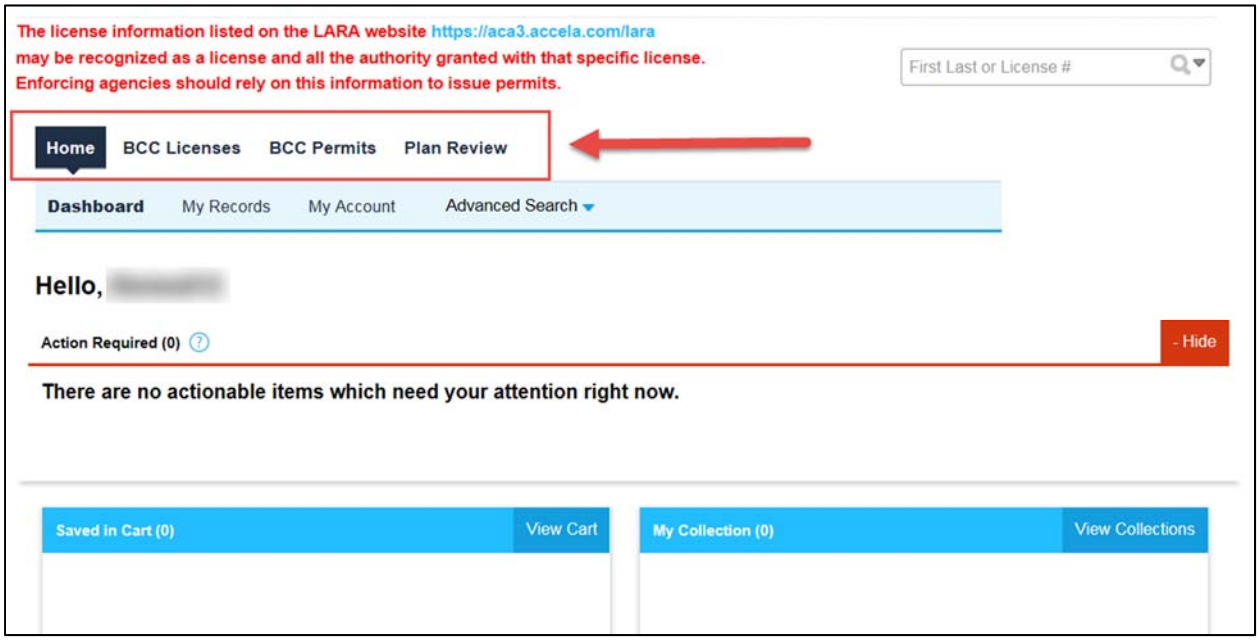
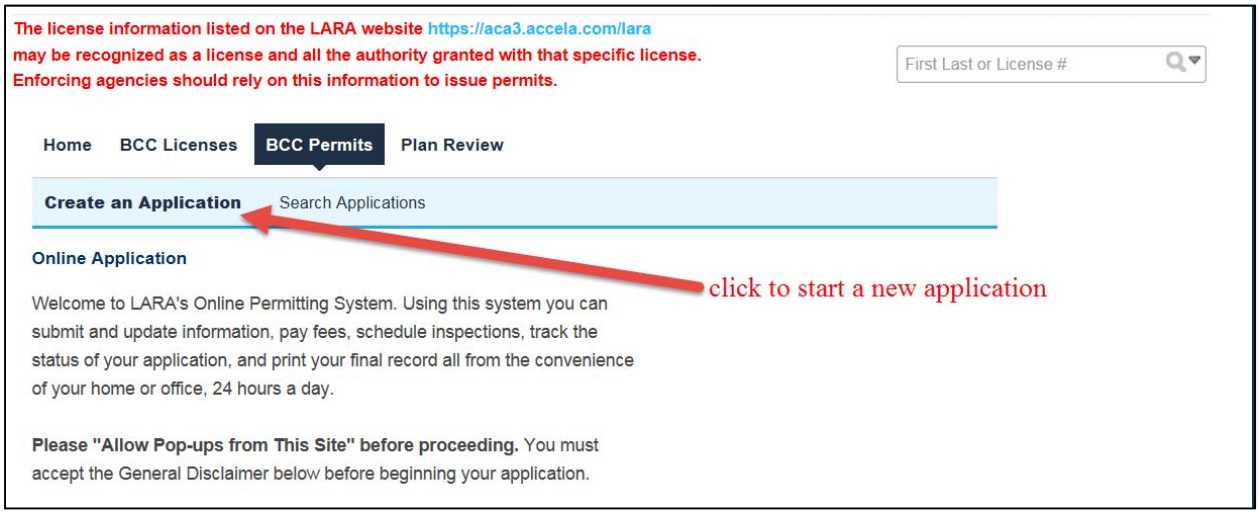
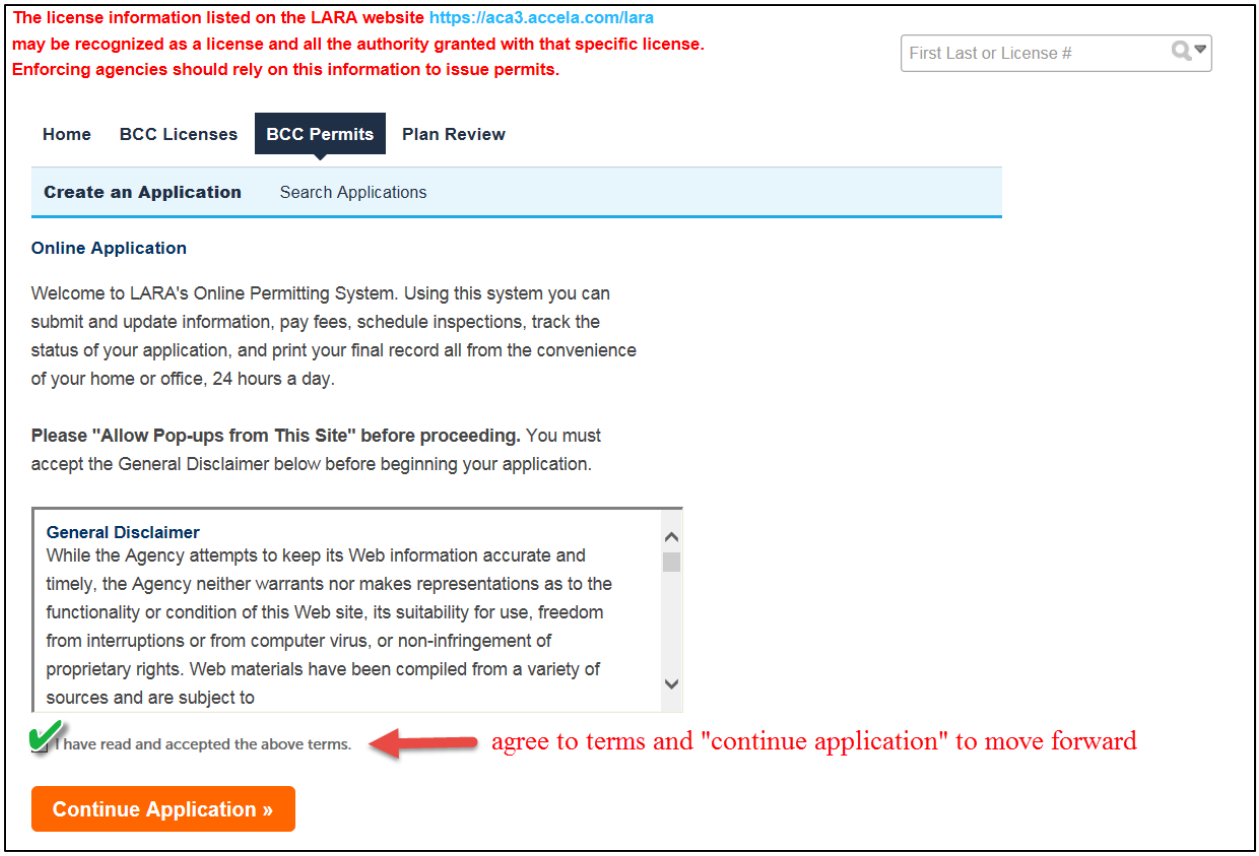
ACA Guide (Create Application)

-Accela Citizen's Access offers the opportunity to apply for licenses, permits, and plan review online.

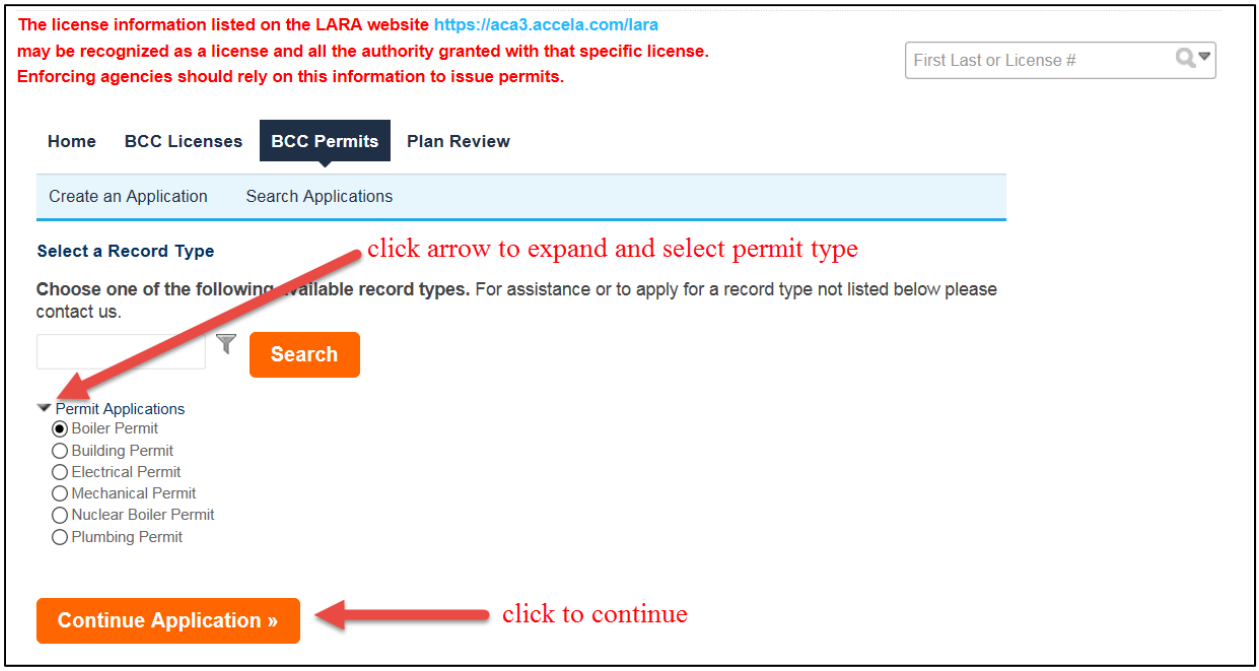
-Sign into ACA and arrive at dashboard. You can select which type of review/license/permit to apply for.



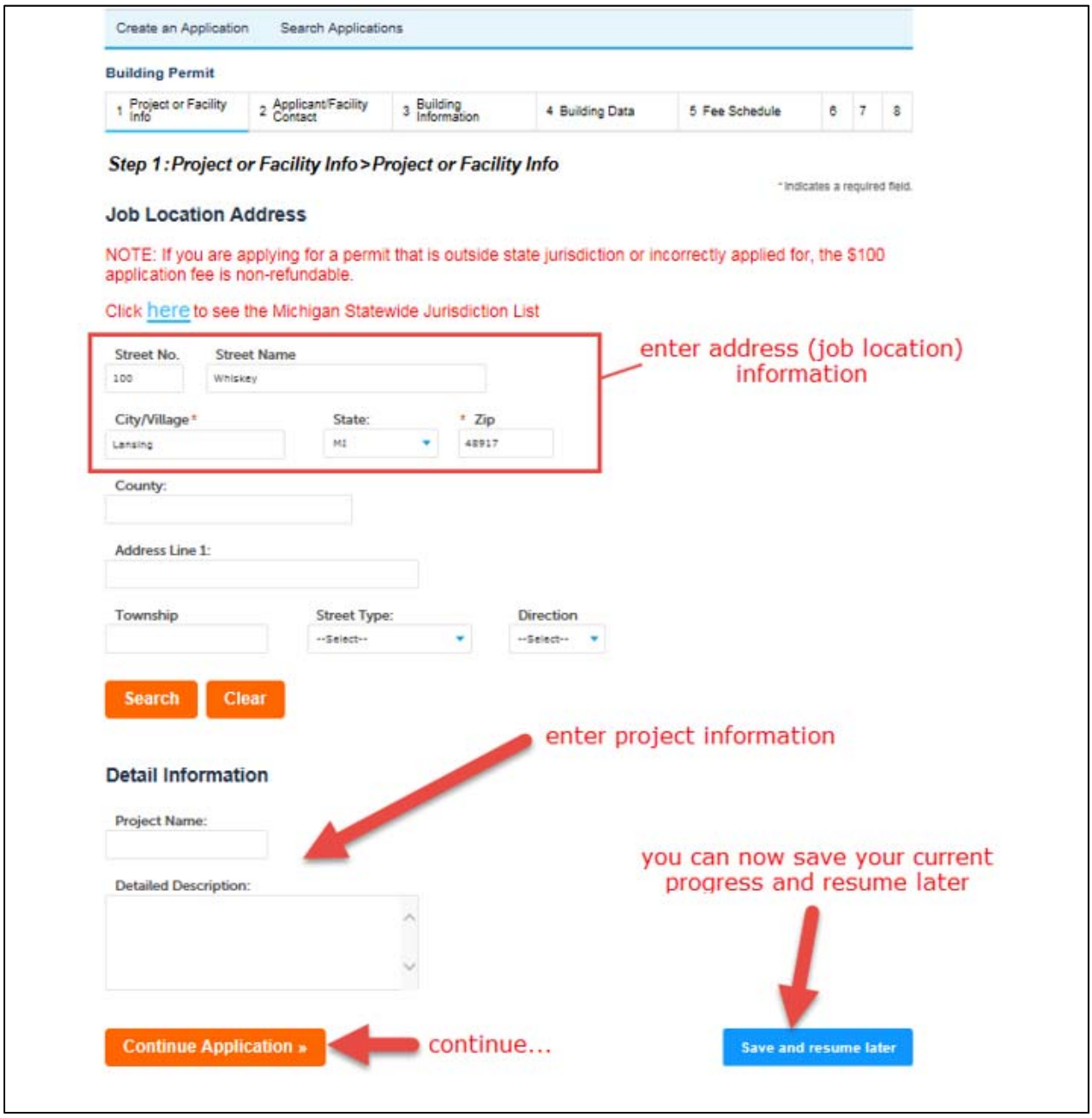




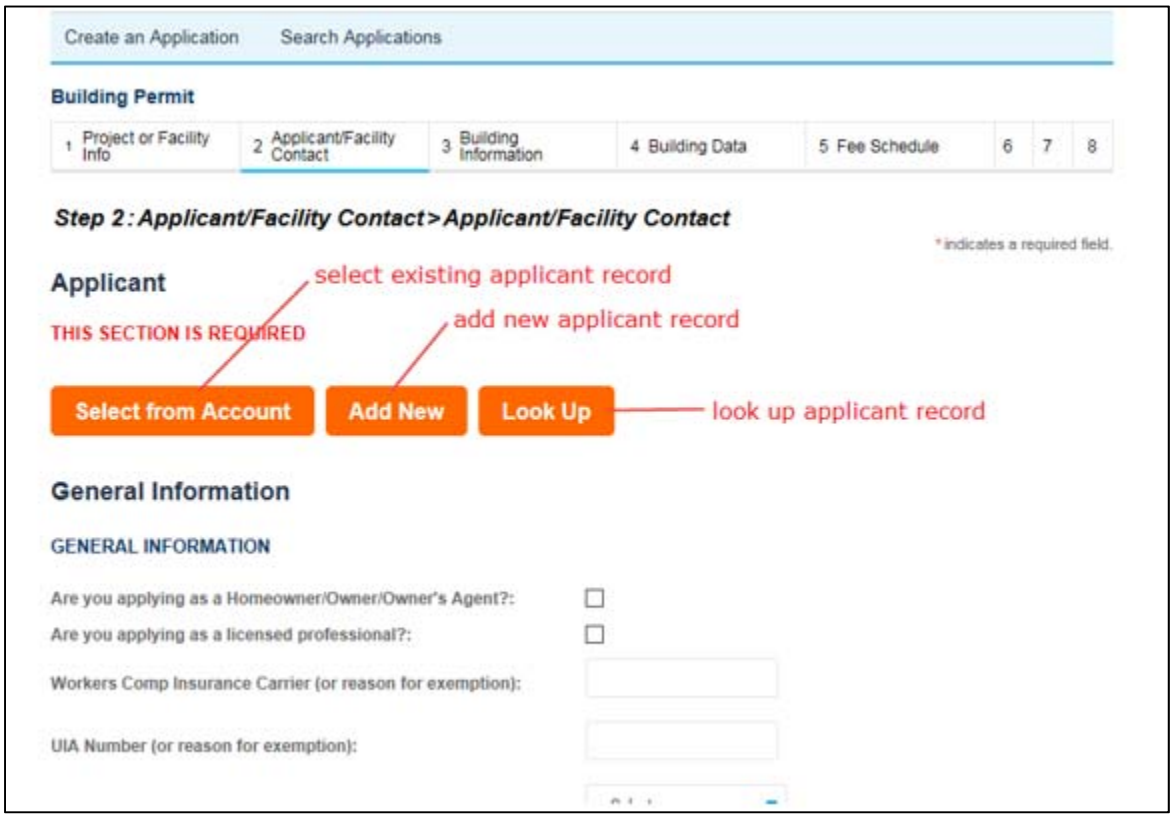
-At this point you can choose which subsection you wish to apply for (i.e. – Permits/*Building Permit*)



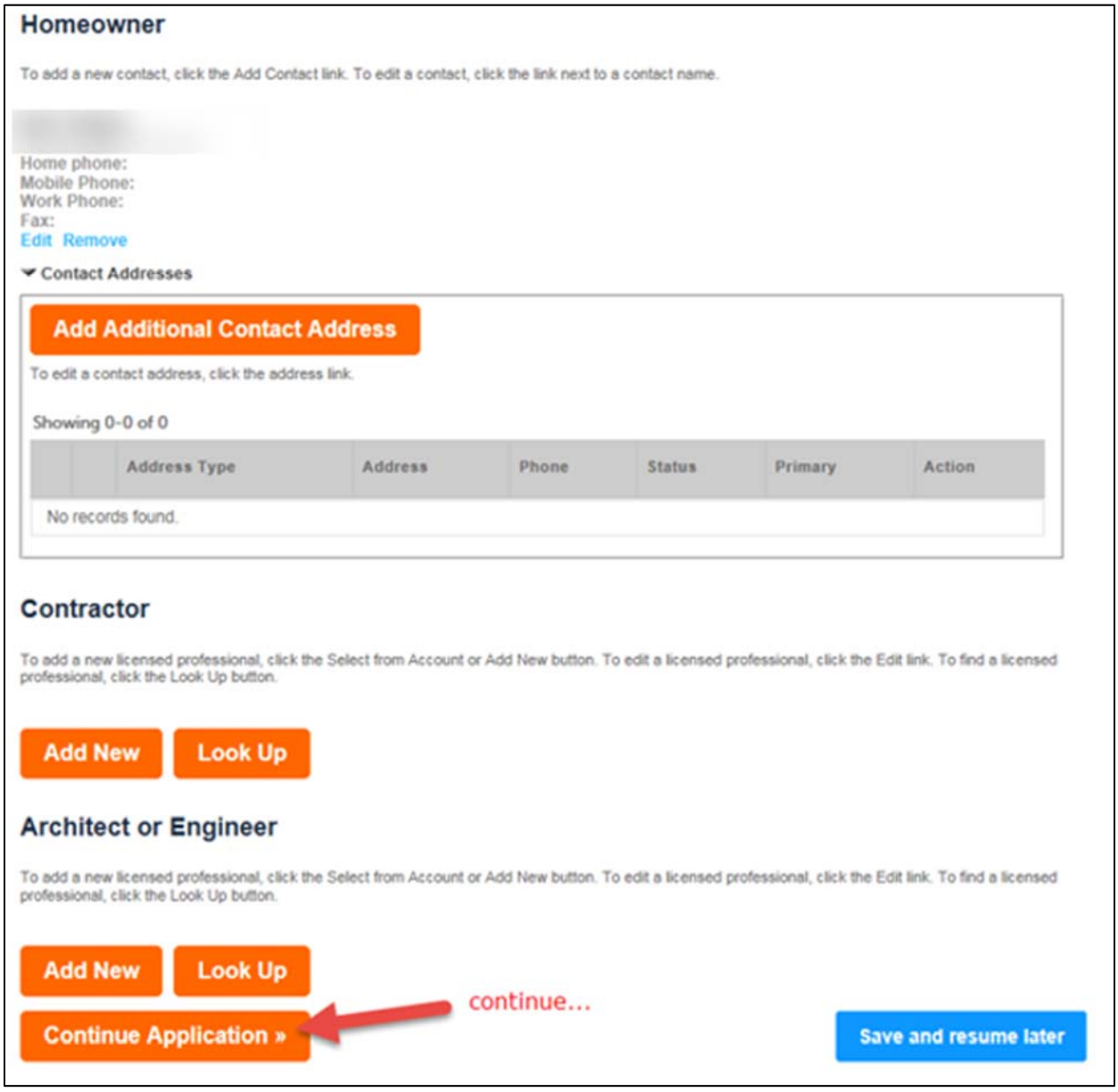
-The process of collecting information for the application will now begin. The first section will require information about the project or facility.



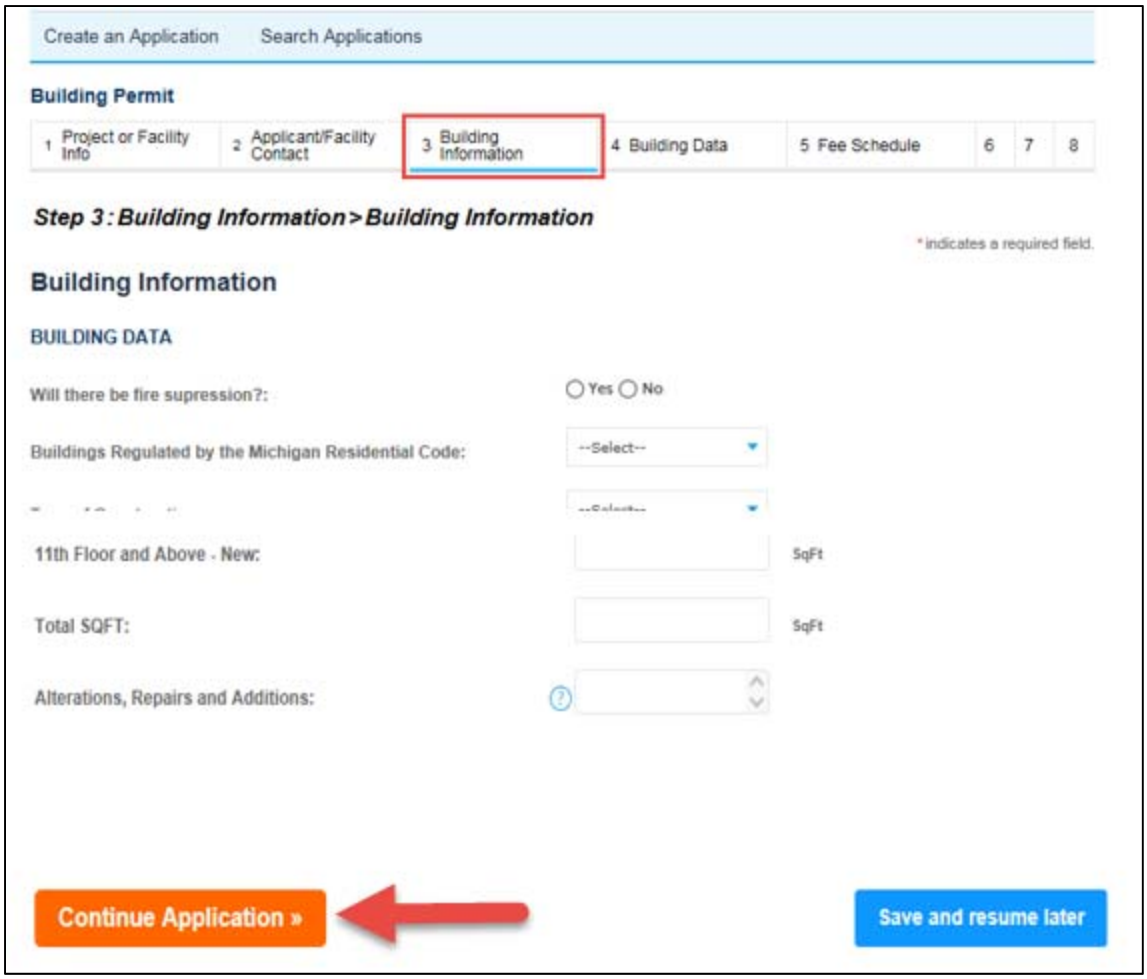
-Section 2 will require information about the applicant/facility contact.



-Continue filling out section 2 of the application then click “continue application” to move to the next.

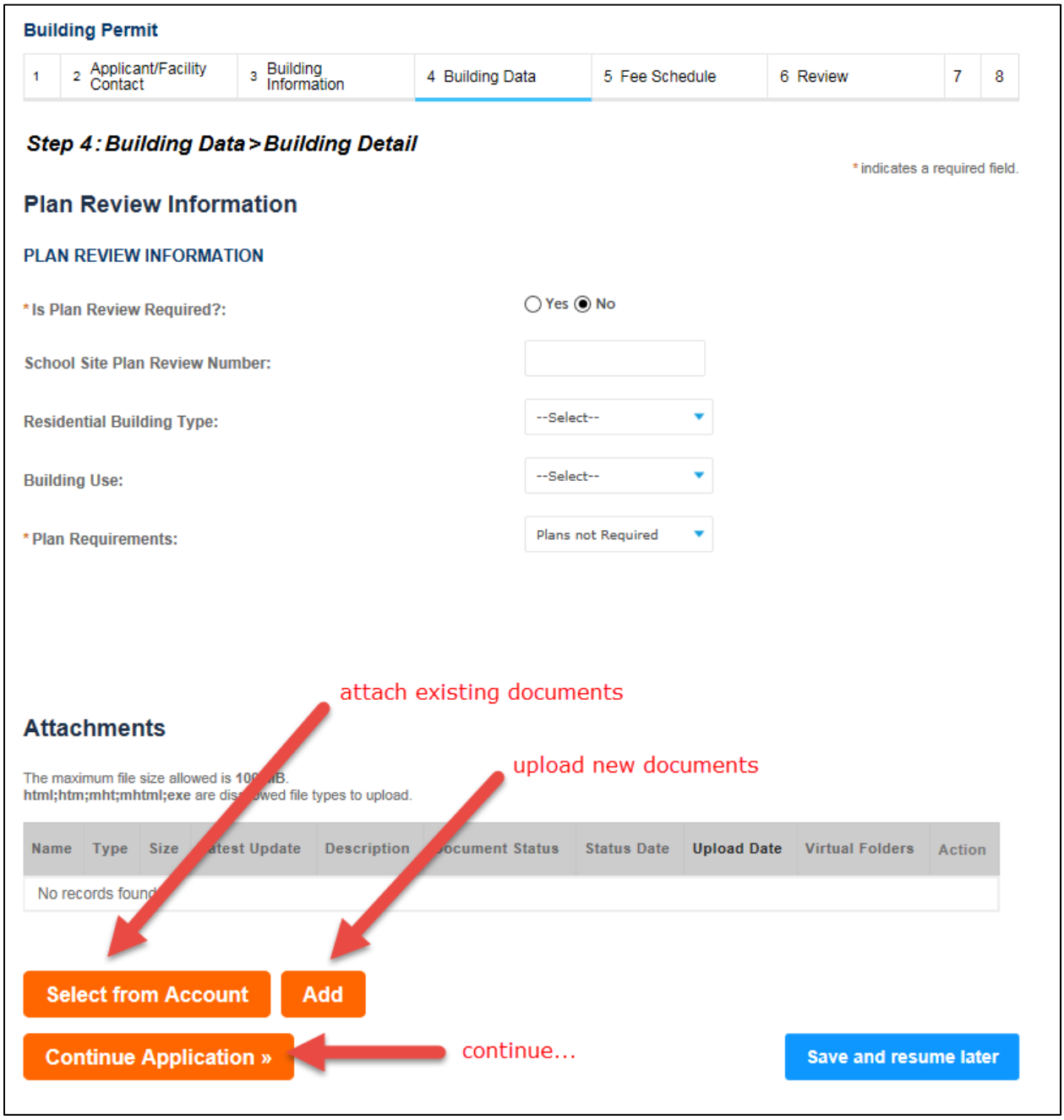


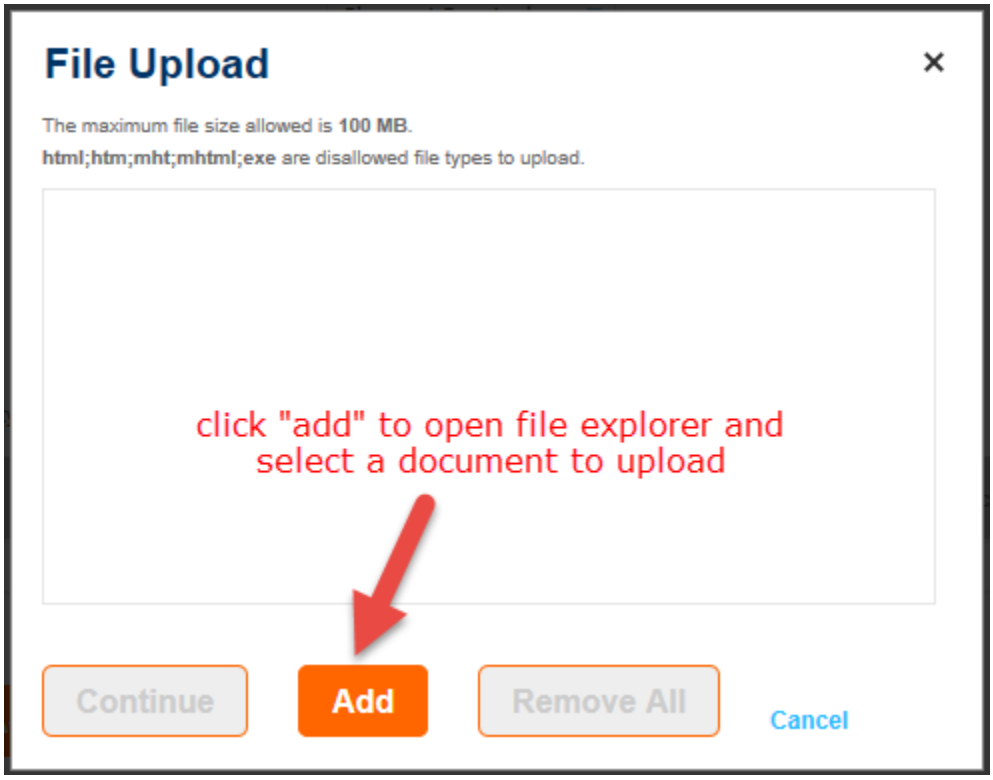
-Section 3 will gather building information.

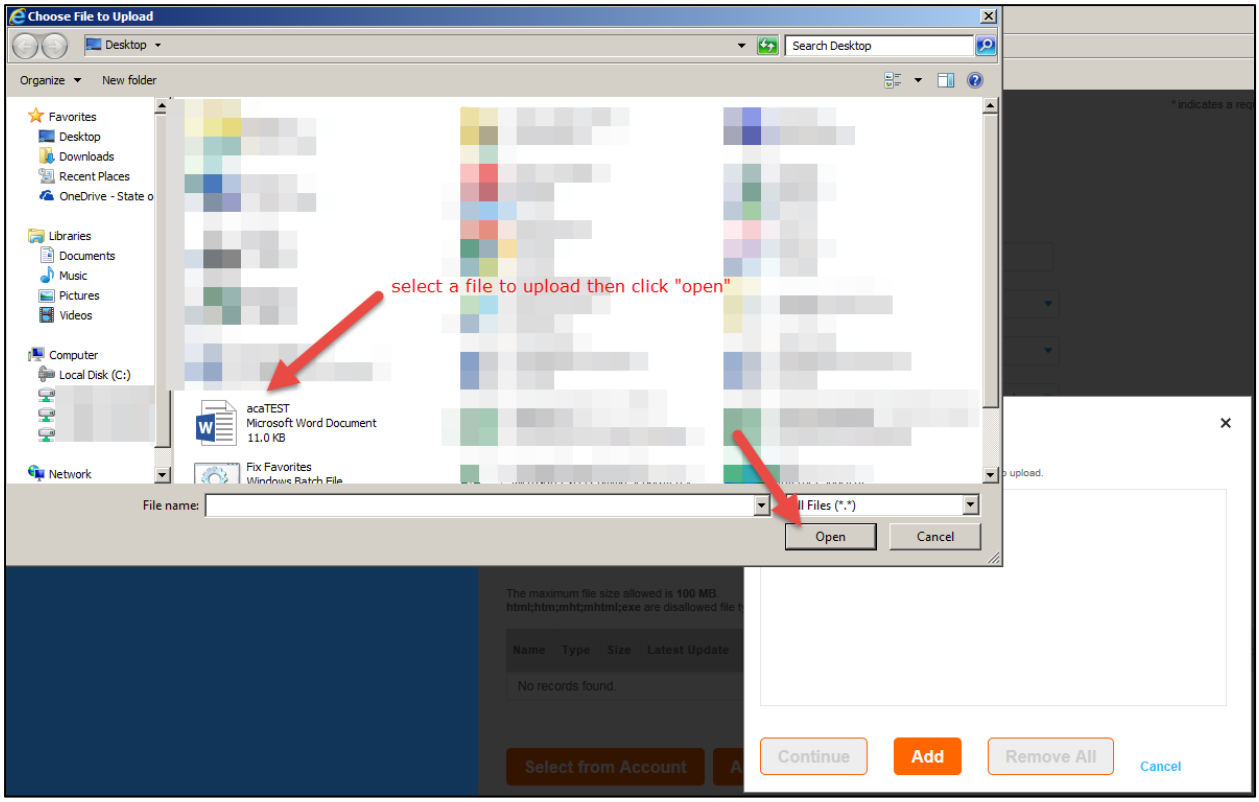


-Complete section 3 and click “continue application” to move to section 4.

-Section 4 will ask for further building information (building data) as well as offer the opportunity to upload documents to submit as attachments with the application.




File Upload
The maximum file size allowed is 100 MB.
html;htm;mht;mhtml;exe are disallowed file types to upload.
click "add" to open file explorer and
select a document to upload
Continue
Add
Remove All
Cancel


Choose File to Upload
Desktop
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New folder
Favorites
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Recent Places
Libraries
Documents
Music
Pictures
Videos
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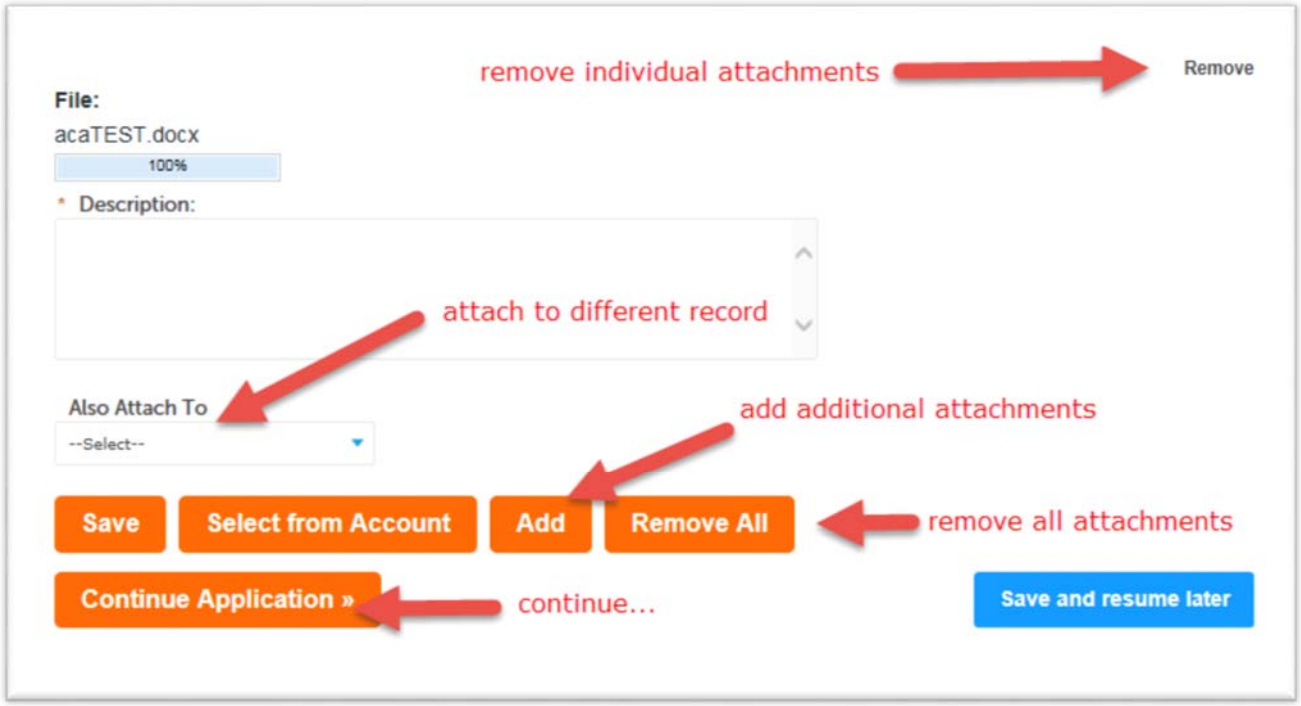
remove individual attachments
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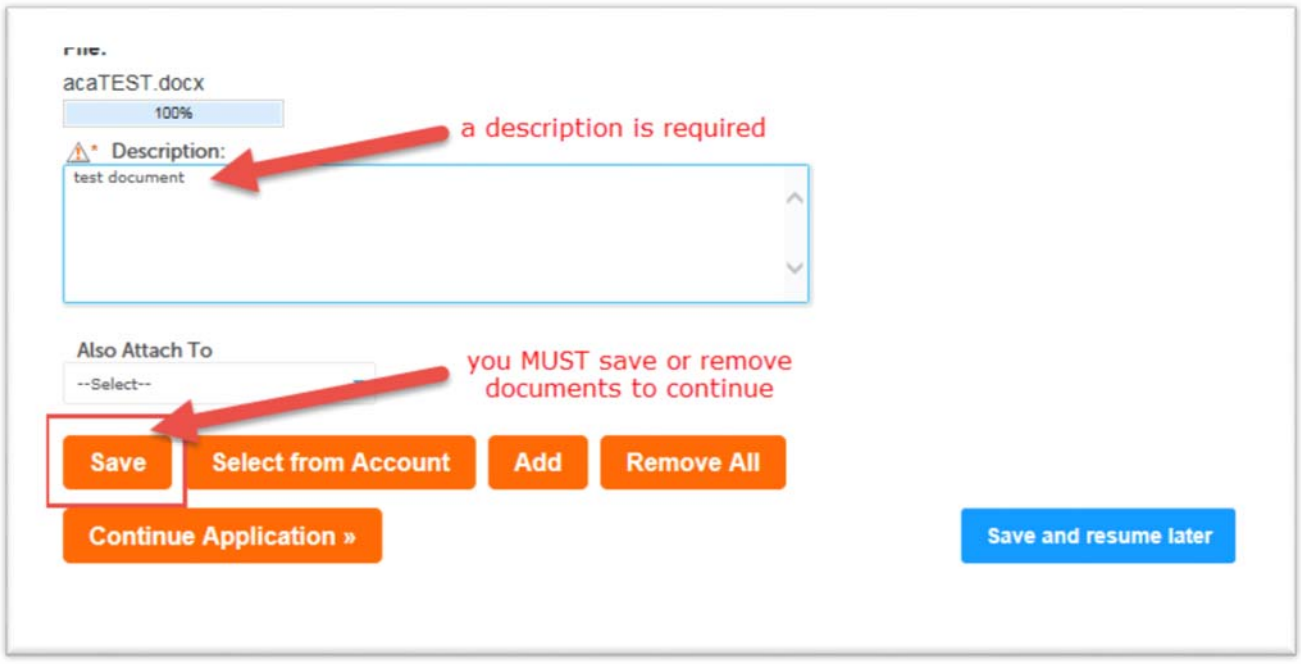
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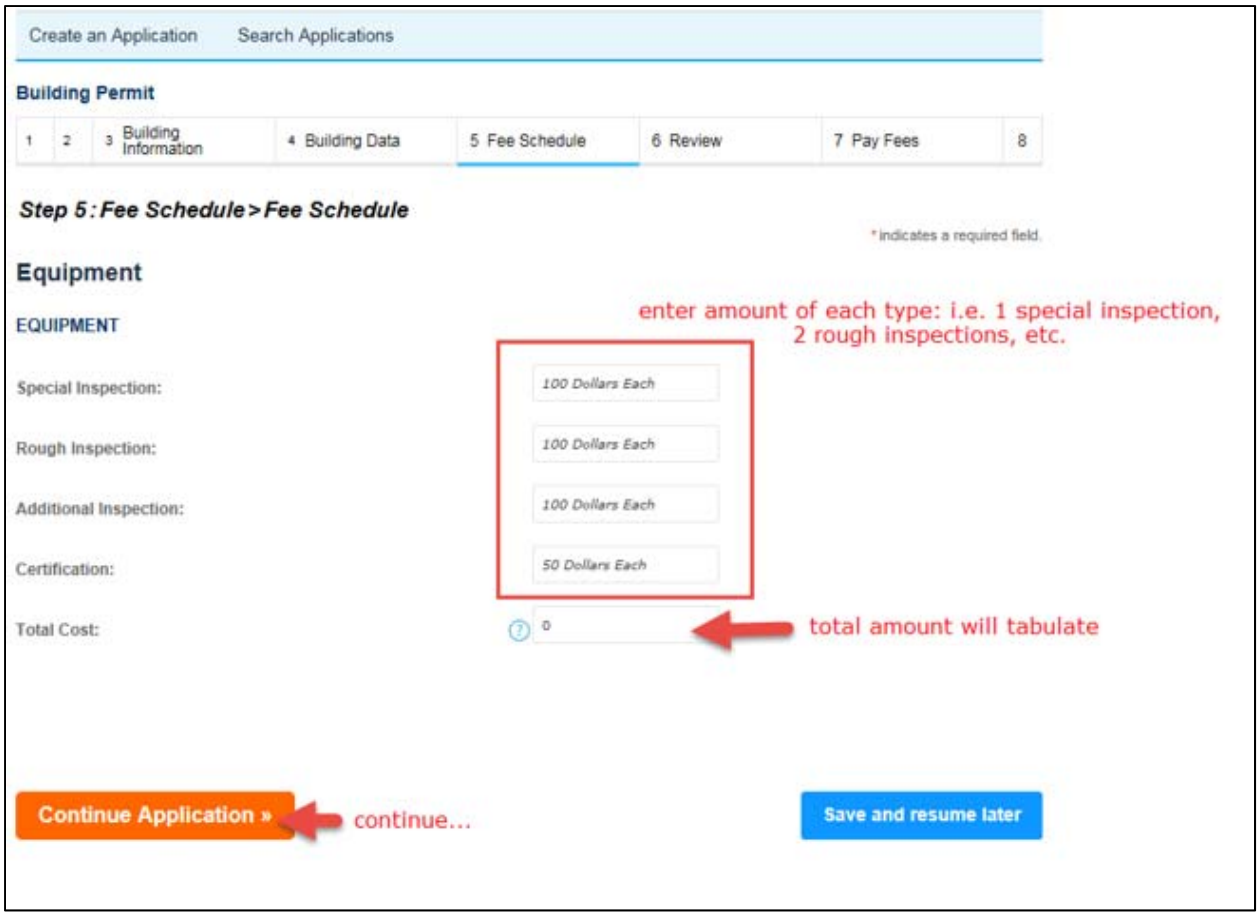
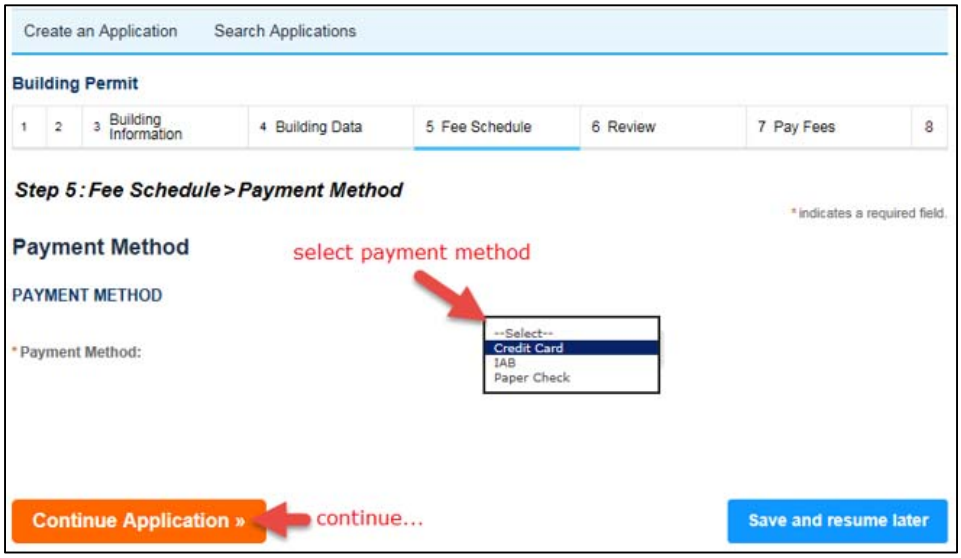
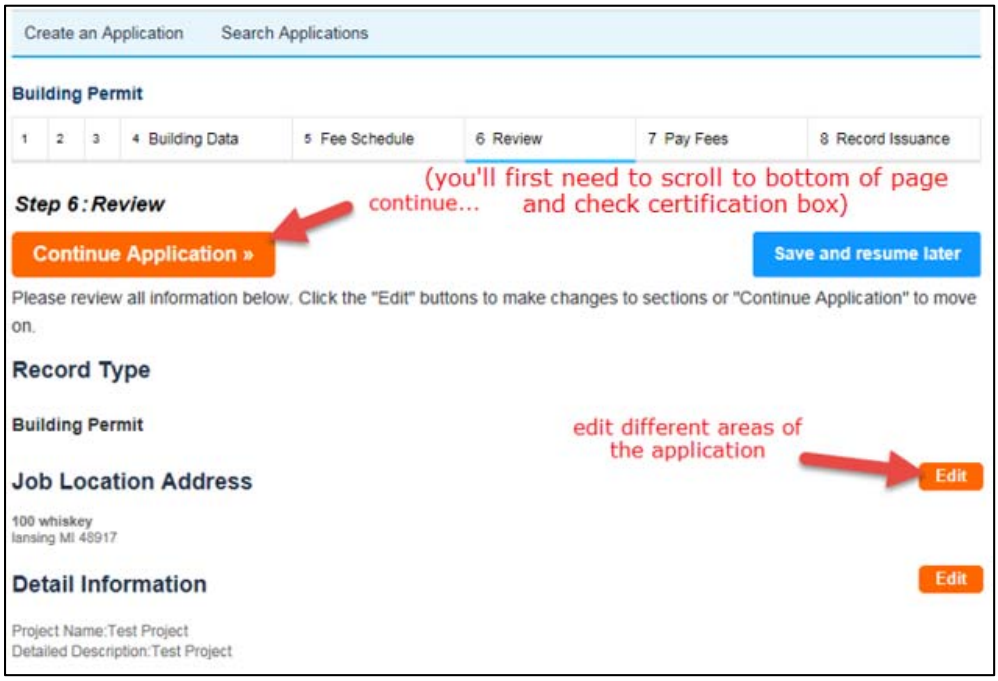
-Section 5 will request information about types of inspections requested to tabulate a fee.



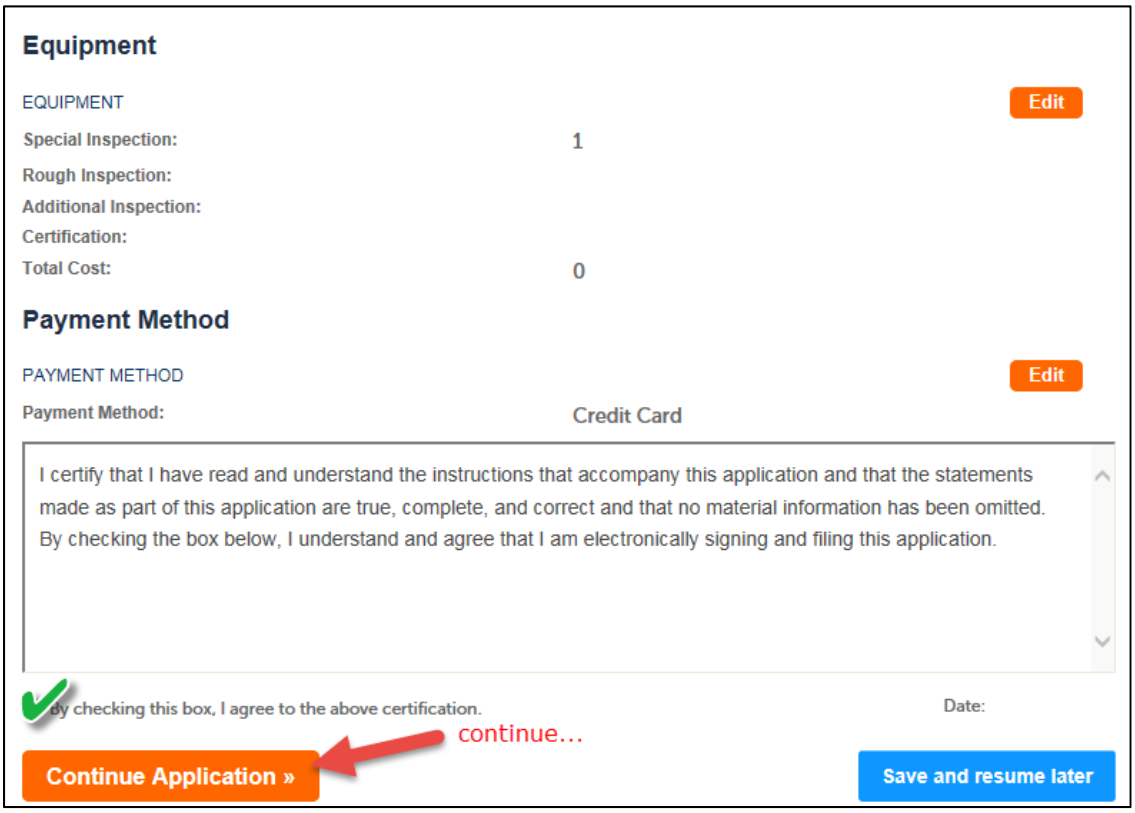
-Continuing the application at this point will bring you to the “payment method” subsection of the fee schedule section (5.)



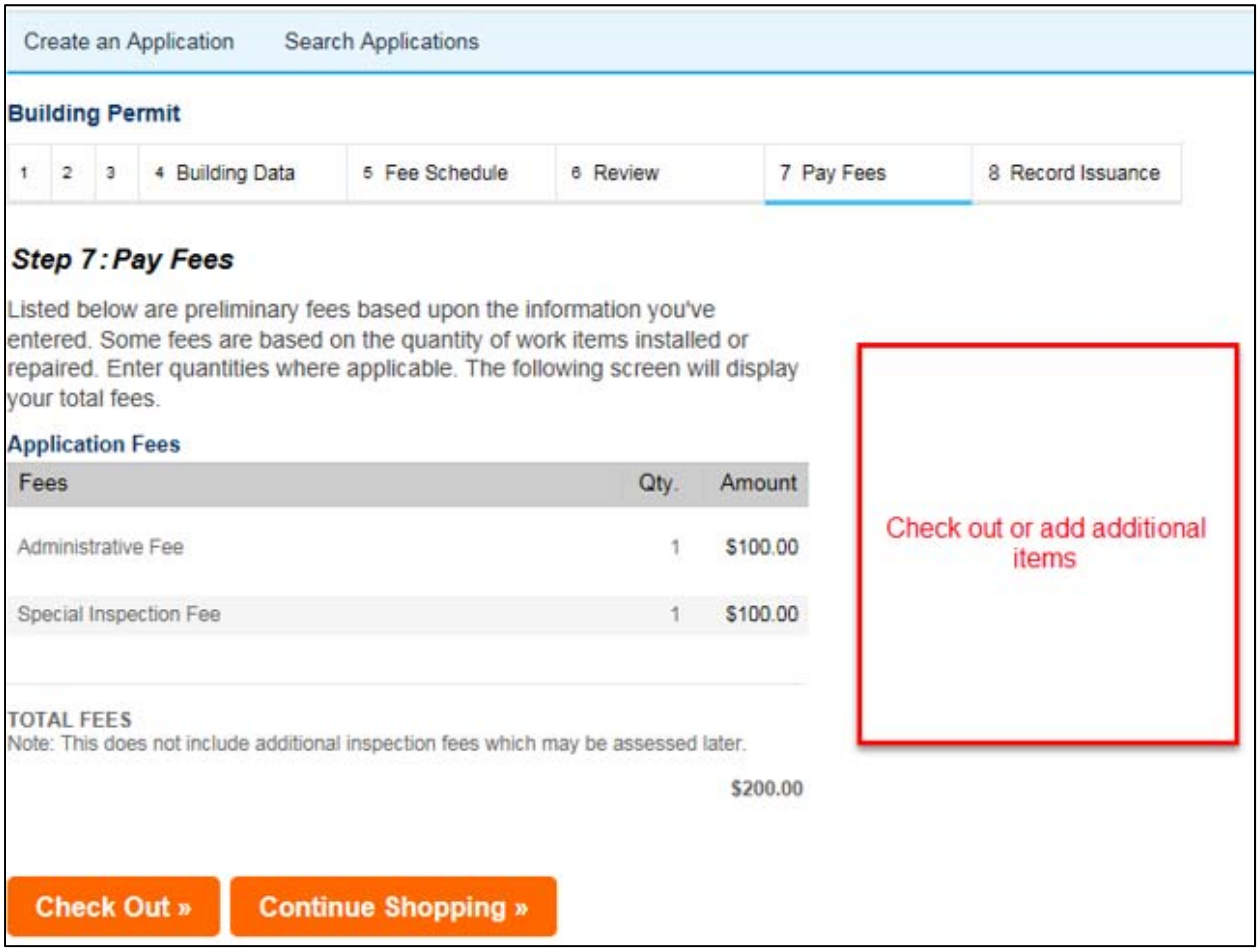
-Section 6 represents an opportunity to review your application before final submittal. All previously filled sections can be edited if necessary.

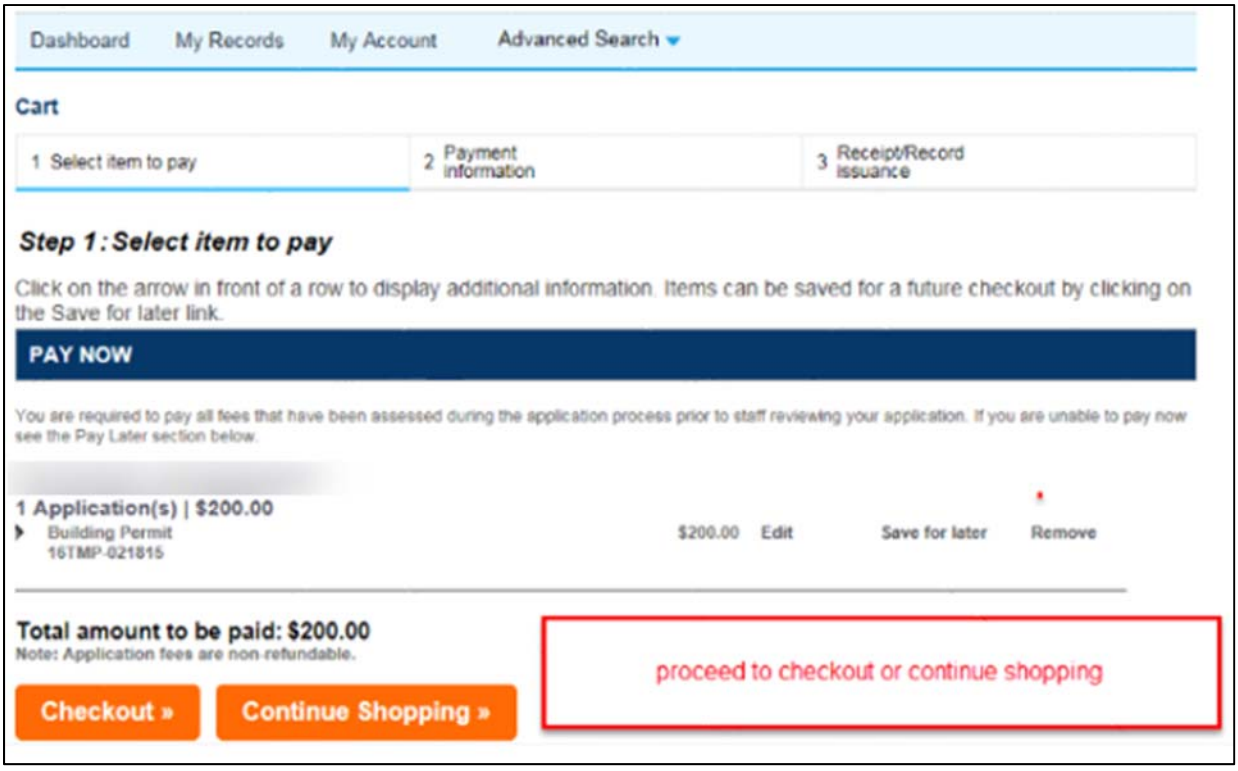


-When you are satisfied with the review, check the certification box and continue.

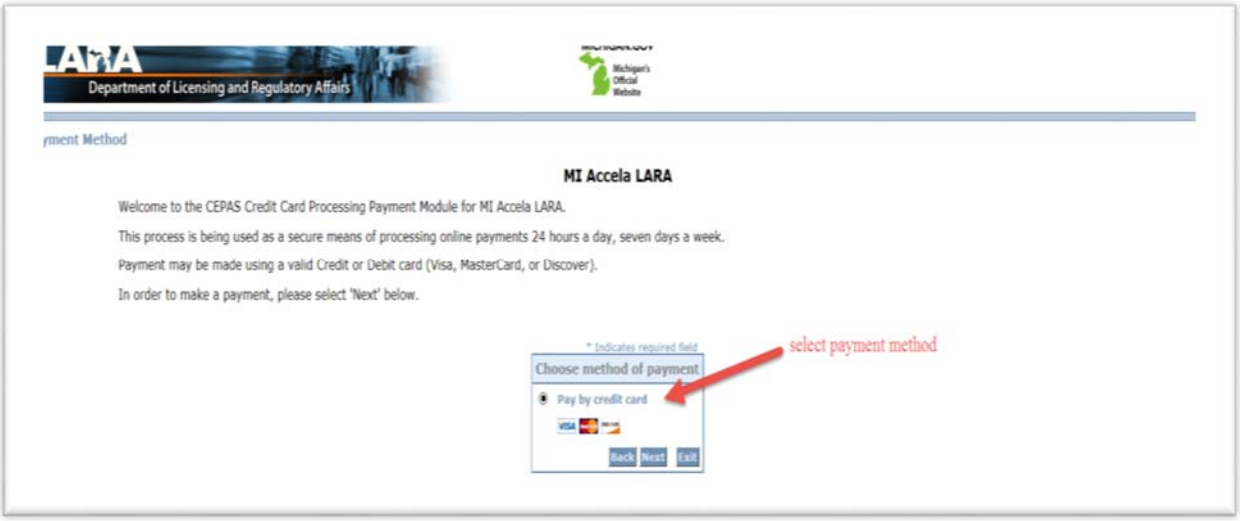


-The next section (7) is where fees are paid. This will be one of two upcoming options to check out and finalize request or continue shopping.





-You will be forwarded to the CEPAS Processing Module. Simply enter the information requested of your payment source. Click “Next” as you complete your entries to move on.



MI Accela LARA

!! Please use credit card billing !! address information

* Indicates required field

Billing Address

*First Name: D

M.I.:

*Last Name: F

Street Line 1:

Street Line 2:

City:

State: Select State

Zip:

Country: UNITED STATES

Phone:

E-Mail:

Payment Details

*Payment Amount: 200.00 USD

Payment Method

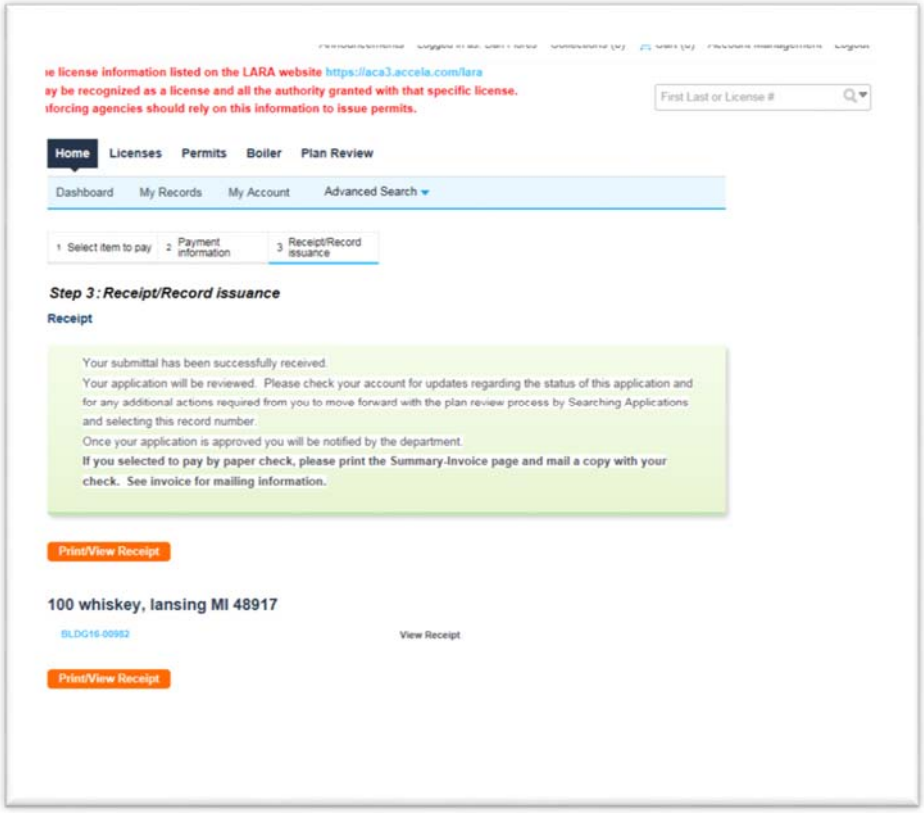
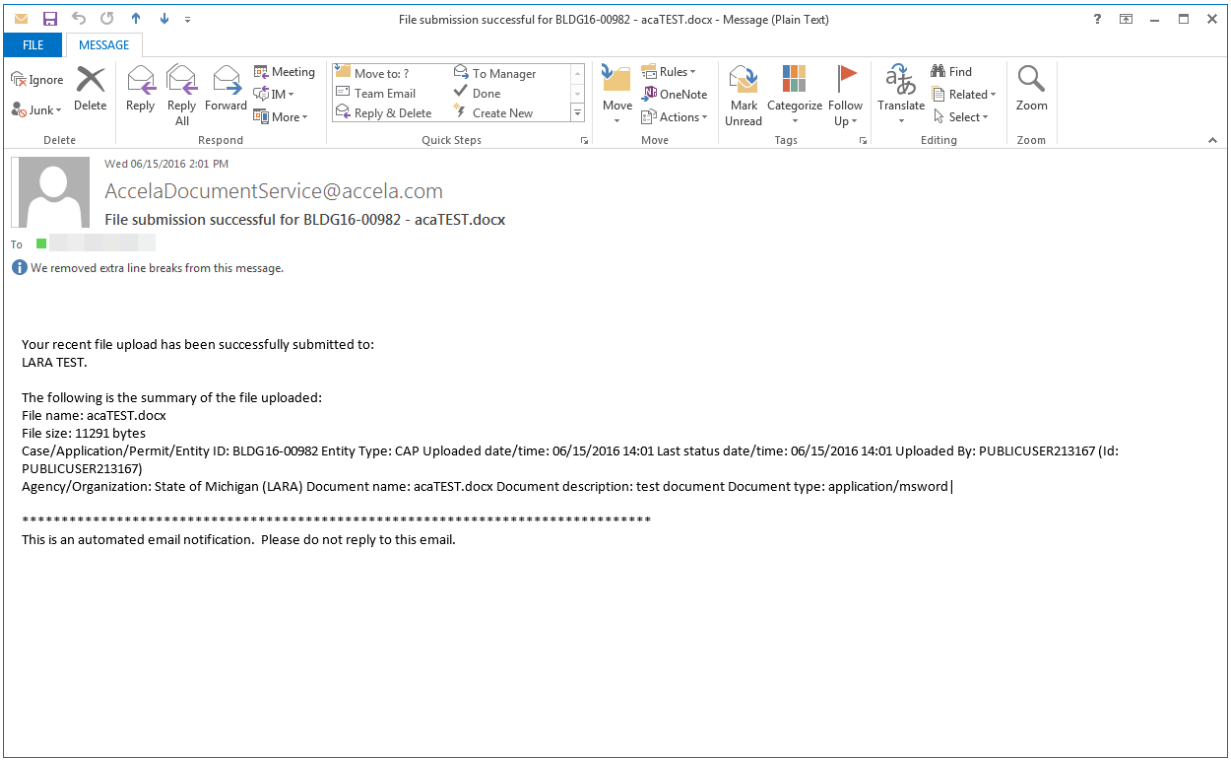
*Name on Card: DF

*Card Number: *

*Expiration Date: * Month 12 * Year 2020

*Card Verification Value(CVV2): What's This?

Back Next Exit

-This is the final screen before your paymet is submitted. “Pay Now” submits your payment and application.

-You will receive an onscreen receipt as well as an emailed receipt for your transaction/application submital. [END]