

**MANUAL FOR
ACCELA CITIZEN ACCESS (ACA)**

**PUBLIC USER REPORT OF
REMONUMENTATION DATA
BY COUNTY**

EXCLUSIVELY FOR:

OFFICE OF LAND SURVEY & REMONUMENTATION

BUREAU OF CONSTRUCTION CODES
DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS

This procedure will export the contents of the OLSR Remonumentation table to an EXCEL spreadsheet by a defined county.

1. From a browser, go to <https://aca3.accela.com/lara>. This screen should appear.
2. Click on OLSR, if it is not already selected.

Announcements Accessibility Support Register for an Account [Login](#)

The license information listed on the LARA website <https://aca3.accela.com/lara> may be recognized as a license and all the authority granted with that specific license. Enforcing agencies should rely on this information to issue permits.

First Last or License #

Home BCC Licenses BCC Permits Plan Review Fire Services **OLSR**

Advanced Search ▾

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

Internet Browser Requirements:

1. Minimum Browser Version
 - Internet Explorer 11 or newer
 - Firefox 49 or newer
 - Chrome 53 or newer
2. Other Requirements
 - JavaScript enabled
 - Popups allowed for this site
3. Known Incompatibilities
 - Does not work on iPod, iPad, Android, Blackberry, or any other mobile device

Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)
[Register for an Account](#)

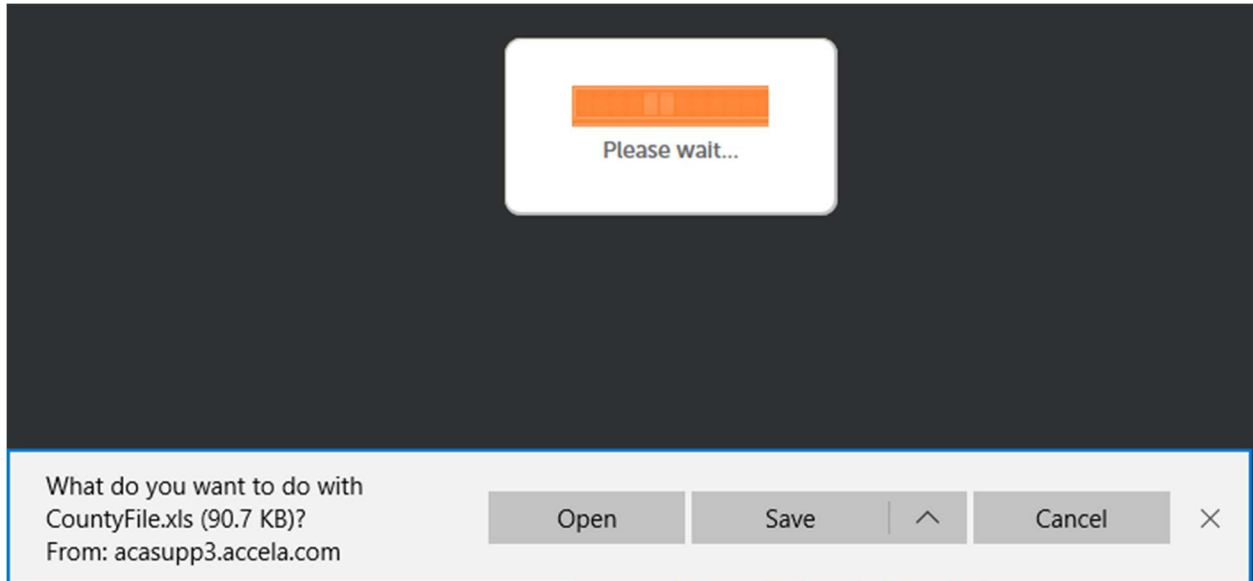
- At the top of the screen is a tab for Reports. Click on the tab. It will list a report called “General – ACA” and another report called “Remon List (EXCEL) Use caps.” Click on the second report.

The screenshot shows the top navigation bar with links for "Register for an Account", "Reports (2)", and "Login". Below this is the header for the "Office of Land Surveys & Remonumentation (OLSR)", "Bureau of Construction Codes", and "Department of Licensing & Regulatory Affairs". A search box labeled "First Last or License #" is visible. The main navigation menu includes "Home", "BCC Licenses", "BCC Permits", "Plan Review", "Fire Services", and "OLSR". A "Search Applications" button is highlighted. Below the navigation is a "Search for Records" section with instructions and a "General Search" dropdown menu. The search form includes fields for "Record Type" (a dropdown menu), "Record Number", "Project Name", "Start Date" (01/10/2017), and "End Date" (01/10/2019). There are also "Search Additional Criteria" options and "Search" and "Clear" buttons.

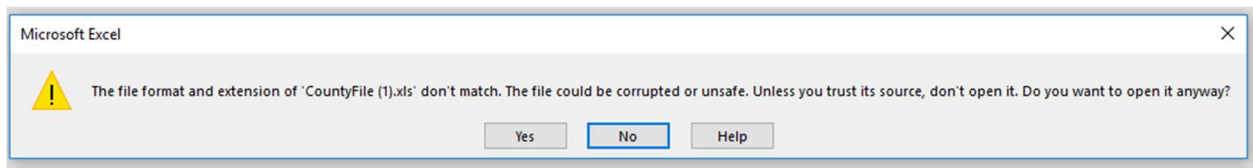
- The report parameters will appear. Enter the county name IN ALL CAPITAL LETTERS and select ‘Submit’.

The screenshot shows a form titled "Please input report parameter(s):". It has a field labeled "* County:" with a text input box. Below the input box are two orange buttons: "Submit" and "Cancel".

5. It will take about a minute to compile the report. It is recommended that the file be opened before it is saved. Choose Open.



6. The following screen may appear in Excel. Choose Yes.



7. The file should open in Excel. From here, the file can be saved to the computer. Any sorting can be done through Excel.
8. When exiting Excel, the window to Accela may still be open. Close it.