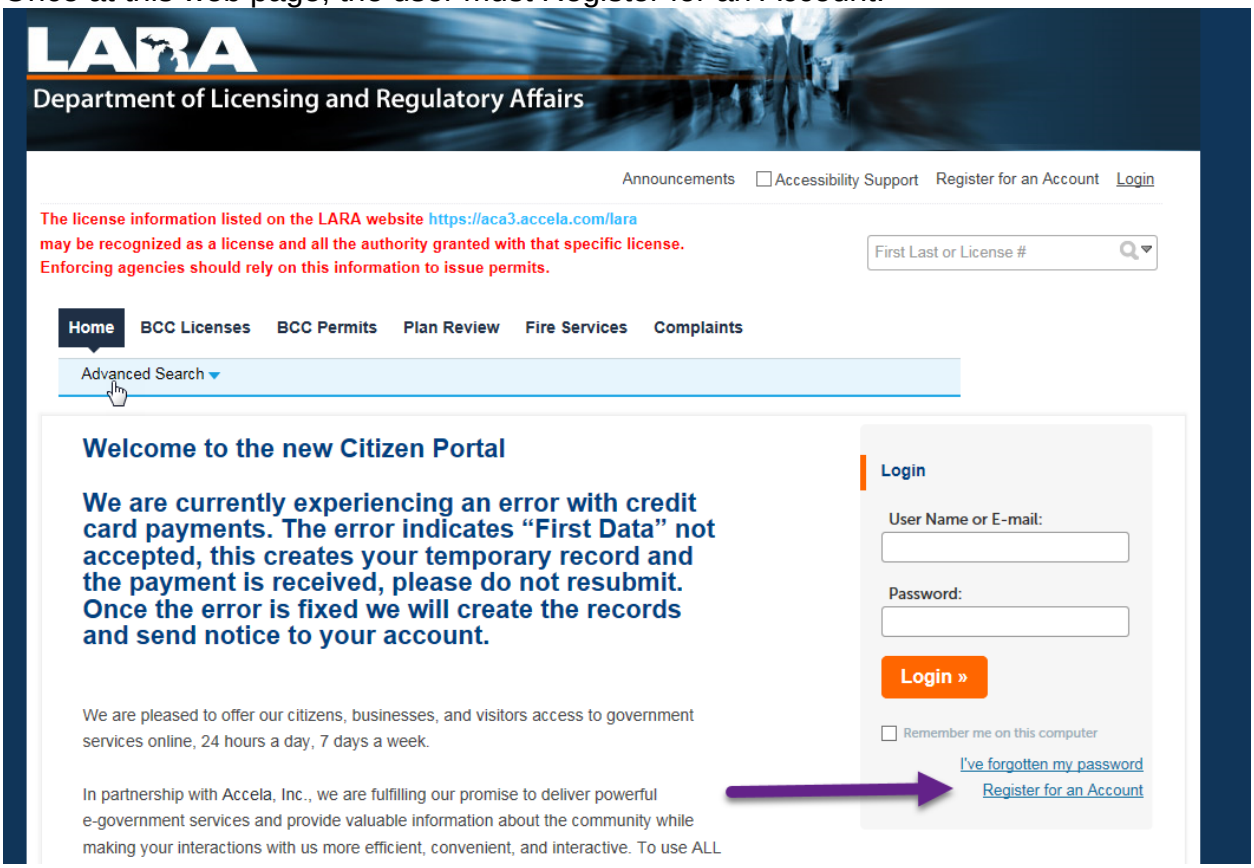
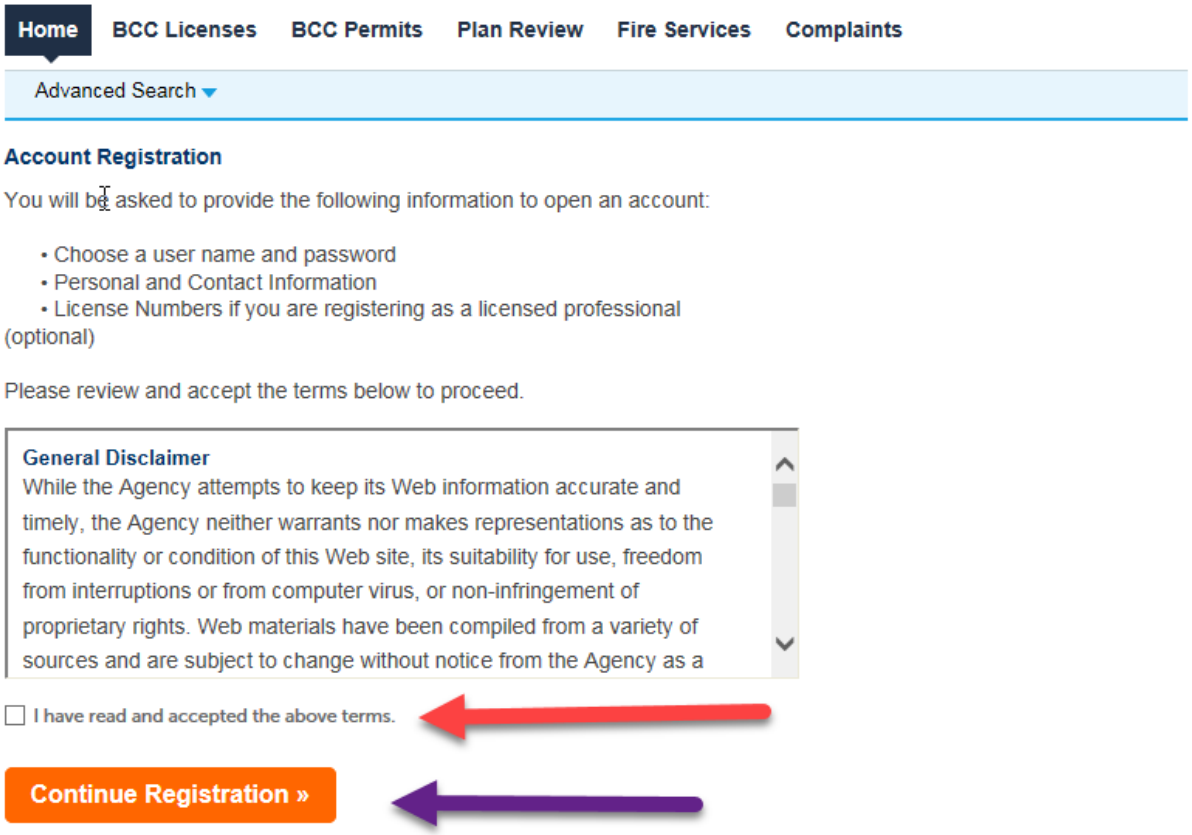
Citizen Portal for Accela

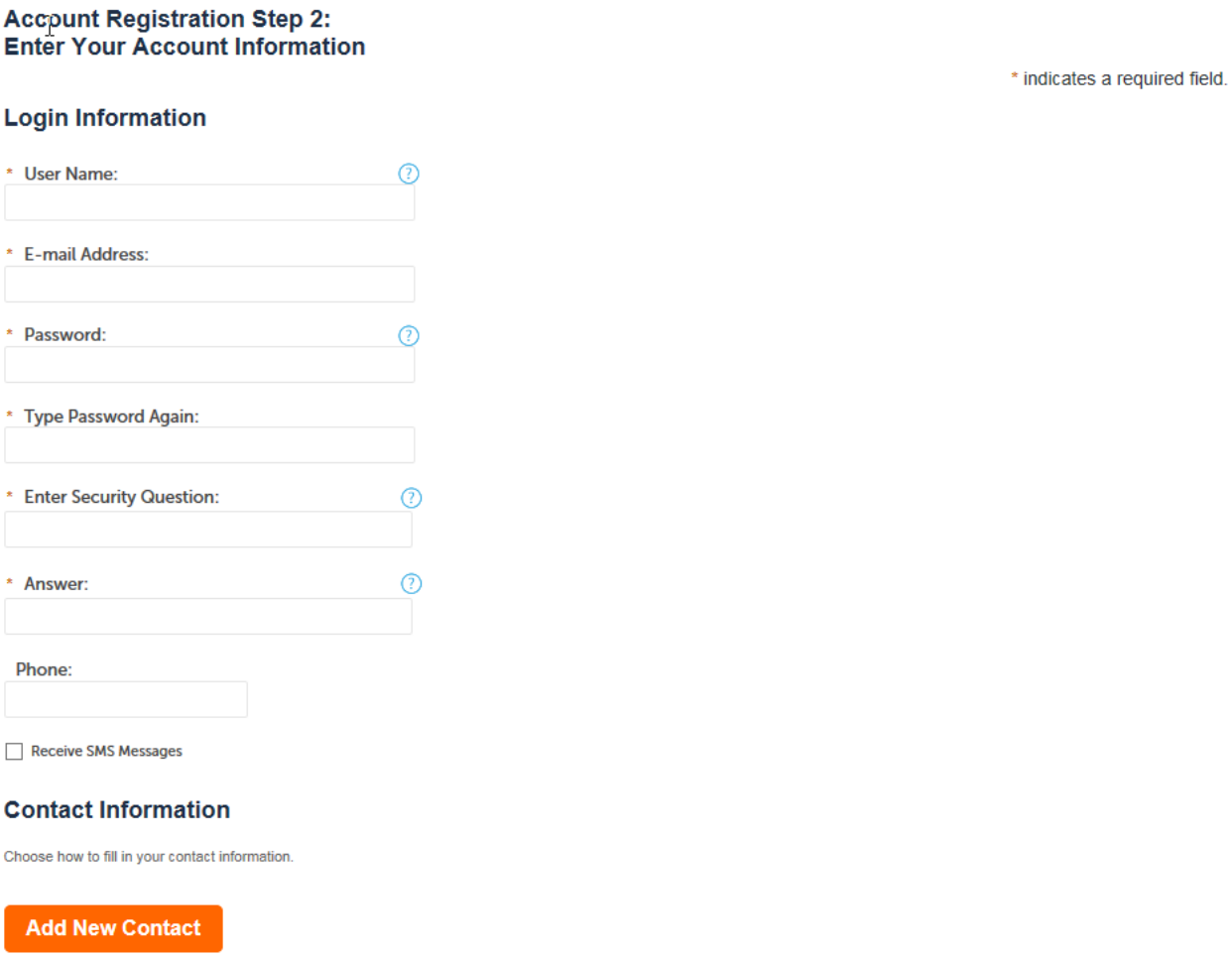
The new Accela Database used by the Bureau of Fire Services, Storage Tank Division, allows tank owners and their designees the opportunity to submit Applications for Installations of regulated storage tanks electronically to the state for the first time. The Accela Citizens Access (ACA) website can be found at https://aca3.accela.com/lara/ . Once at this web page, the user must Register for an Account.



Once you have reached the Account registration Page, please read the disclaimer and click on the box that indicates you have read and agree to the terms for this program and then click Continue registration.



Proceed to fill out the data fields listed. All items marked with a star or asterisk have to be filled out to use this program.

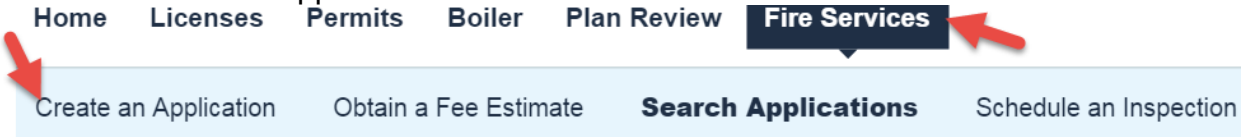


Once all of the required information is entered, click Continue registration. If there are errors, the program will let you know. If not, you will get a congratulations message and verification of your information, followed by a Continue to Login button. Click this if you are ready to enter an application into the system. The following steps and Procedure will show you the steps to take to enter an application into the system. In this example, an FL/CL Tank is being entered into the system. The same steps would be used for a UST, an LPG, CNG, or Hydrogen tank, just make sure to choose the appropriate Record type in the steps listed below for the tank you wish to enter.

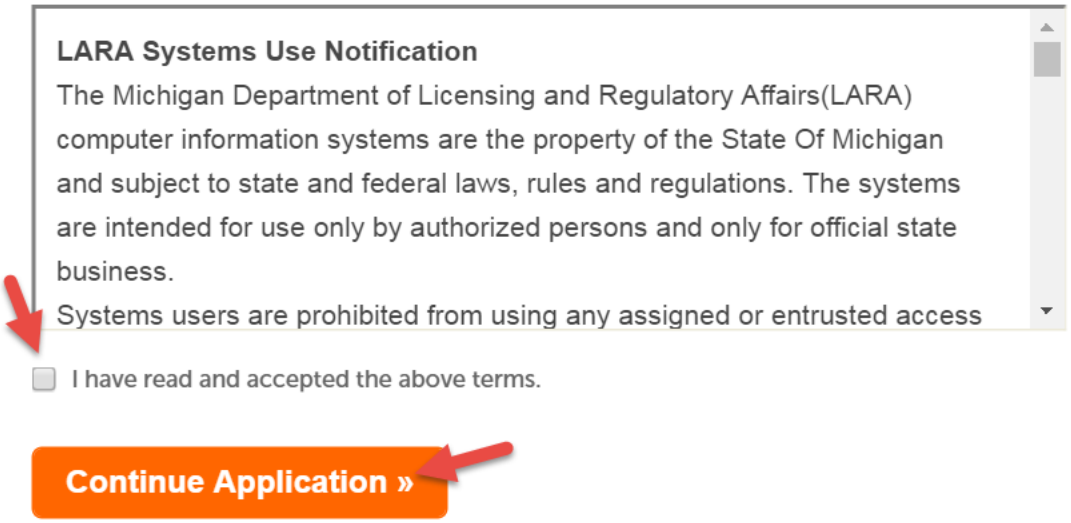
Procedure

Once logged into ACA

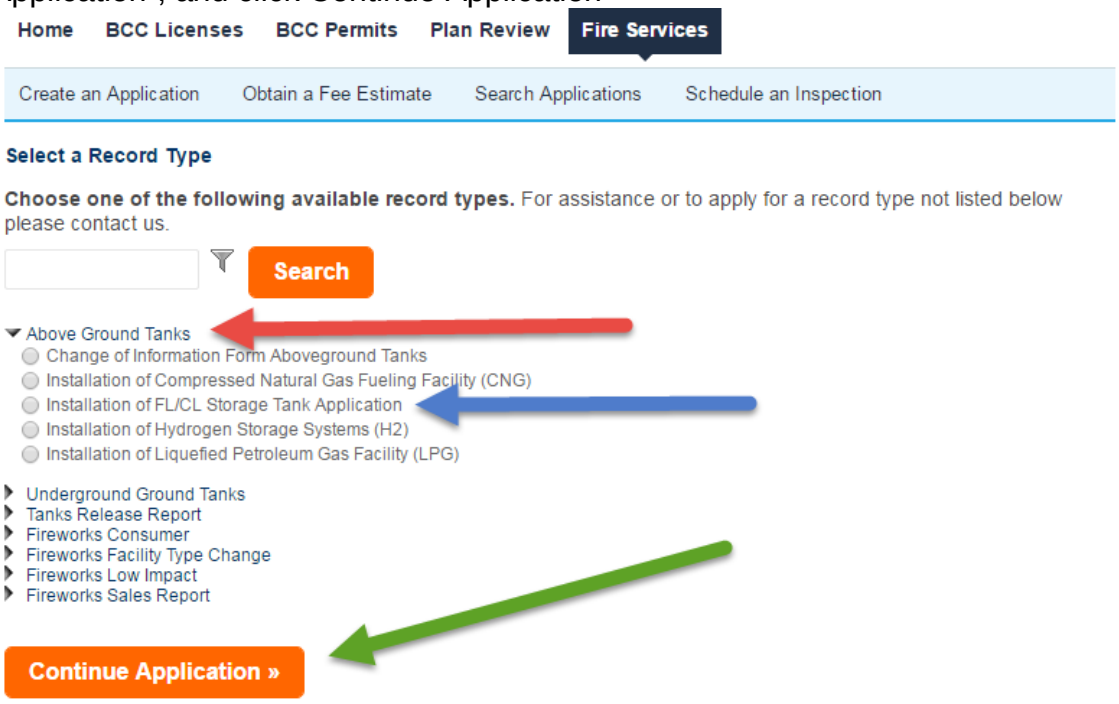
- Click on “Fire Services”
- Click on “Create an Application”



- Check Accept terms and click Continue

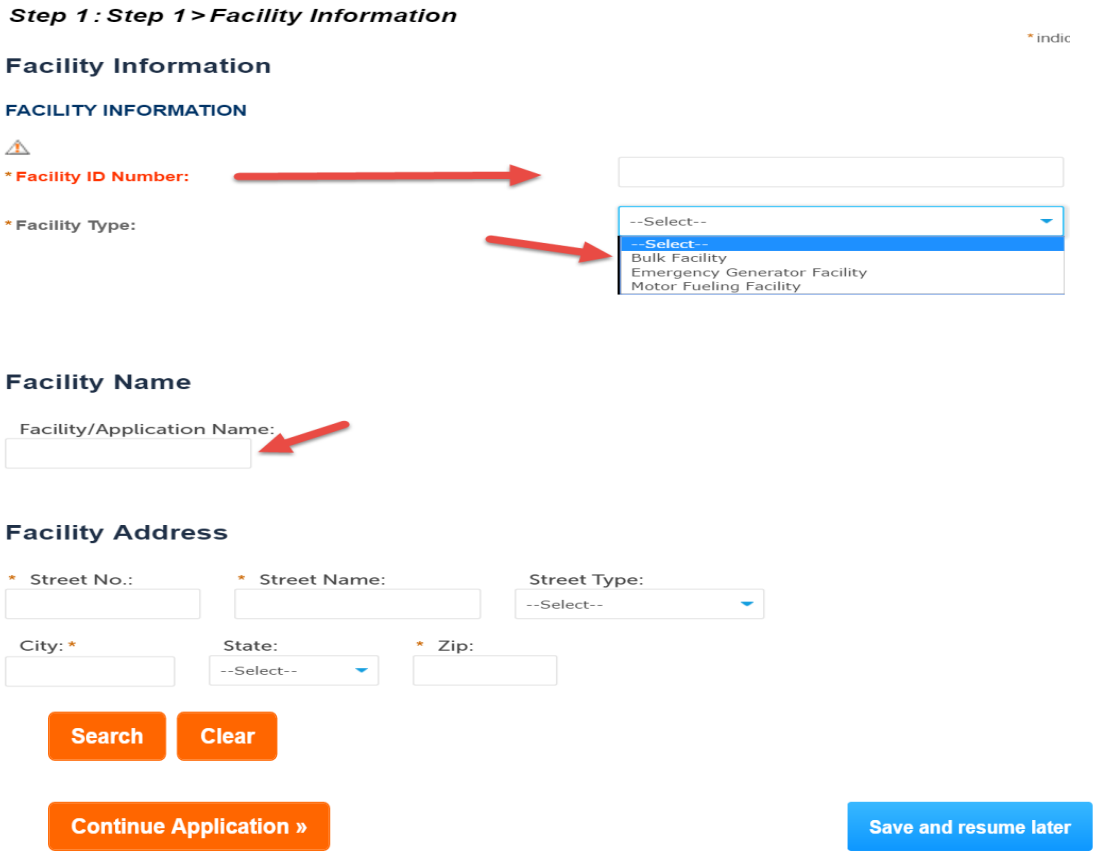


- Select Above Ground Tanks and then “Installation of FL/CL Storage Tank Application”, and click Continue Application



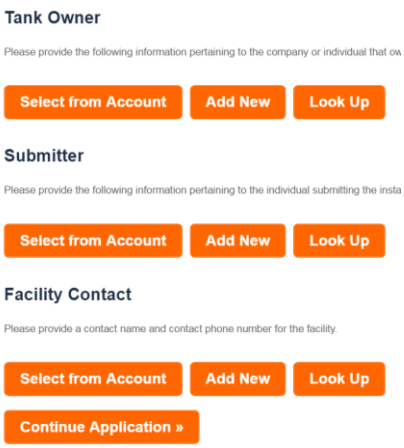
- In **Step 1**, Fill in Facility information.

Enter Facility ID Number, address for facility.



Selecting SEARCH allows selection from previously entered list of addresses; or enter facility information.

Select Continue Application.



Contact information:

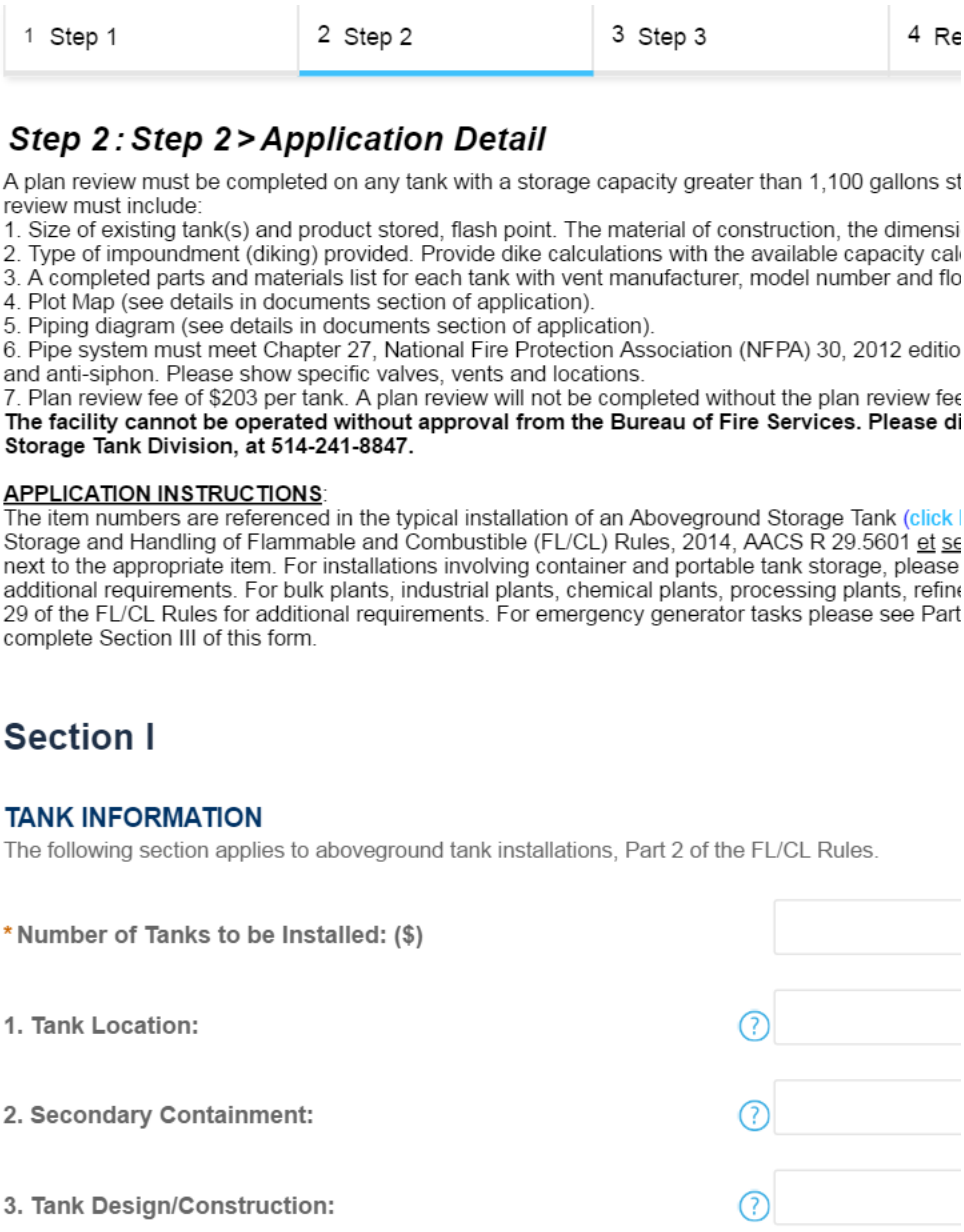
Select “Select from Account” to select from previously entered information.
Select “Add New” to enter new information.

Enter Tank Owner, Submitter/Installer and Facility Contact Information.

Select Continue Application.

- In **Step 2**, fill in information in Custom Field boxes.

Fill in the next 20 or so boxes with Tank information for Bulk facility

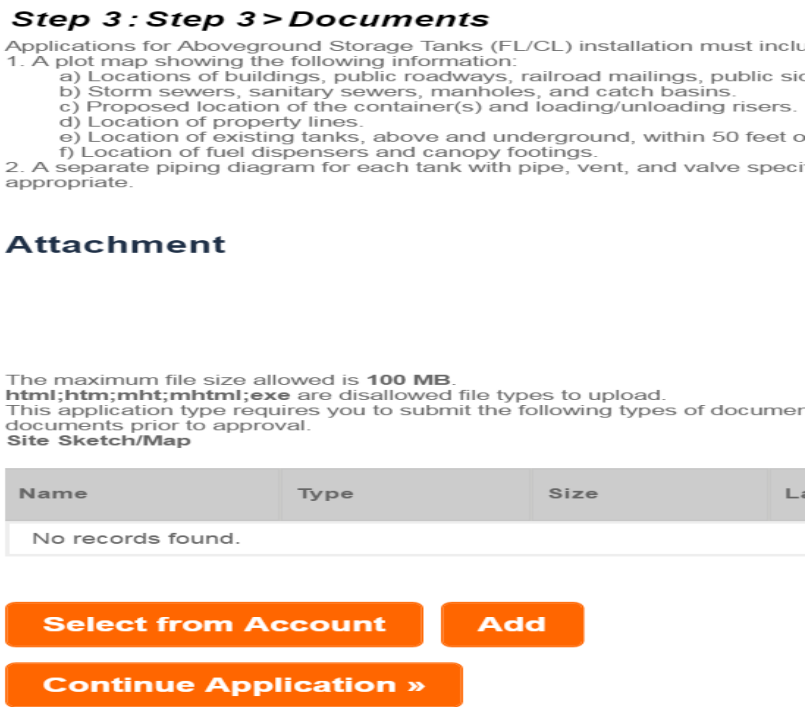


For BULK FACILITY, skip over the Motor Vehicle Information and Emergency Generator Operations

Select Continue Application.

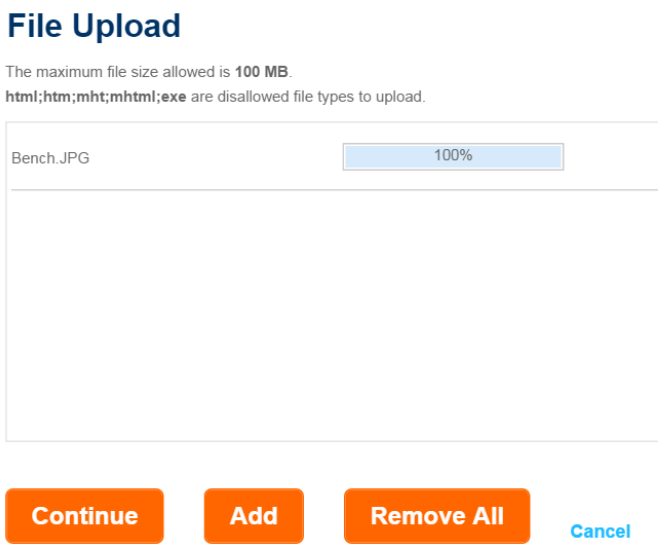
- In **Step 3**, attach required documents.

Attach Documents as required, indicate type of document and provide description.



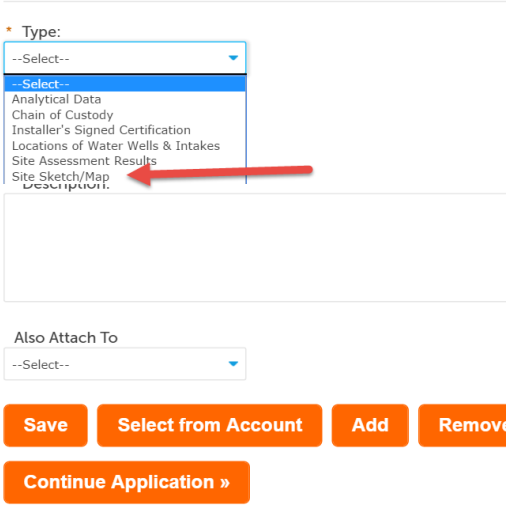
Select “Add”; A new window will open.

Select “Add” again to browse for file to attach.



Select “Continue” to add file to application.

Select Type of attachment.



Enter a description for the attachment.

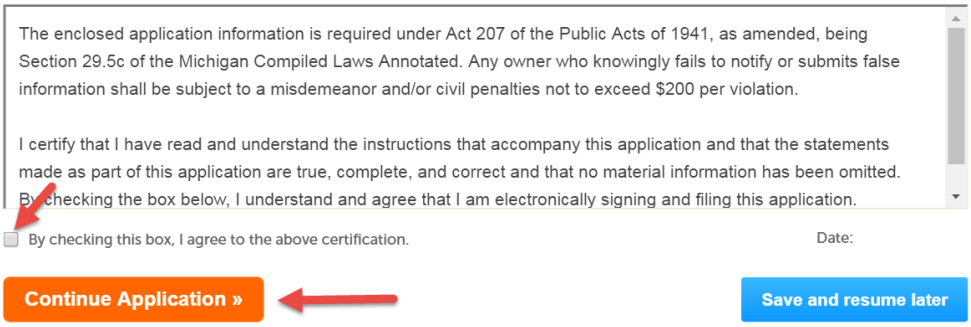
Select “Save” to attach document to application.

Select “Continue Application.”

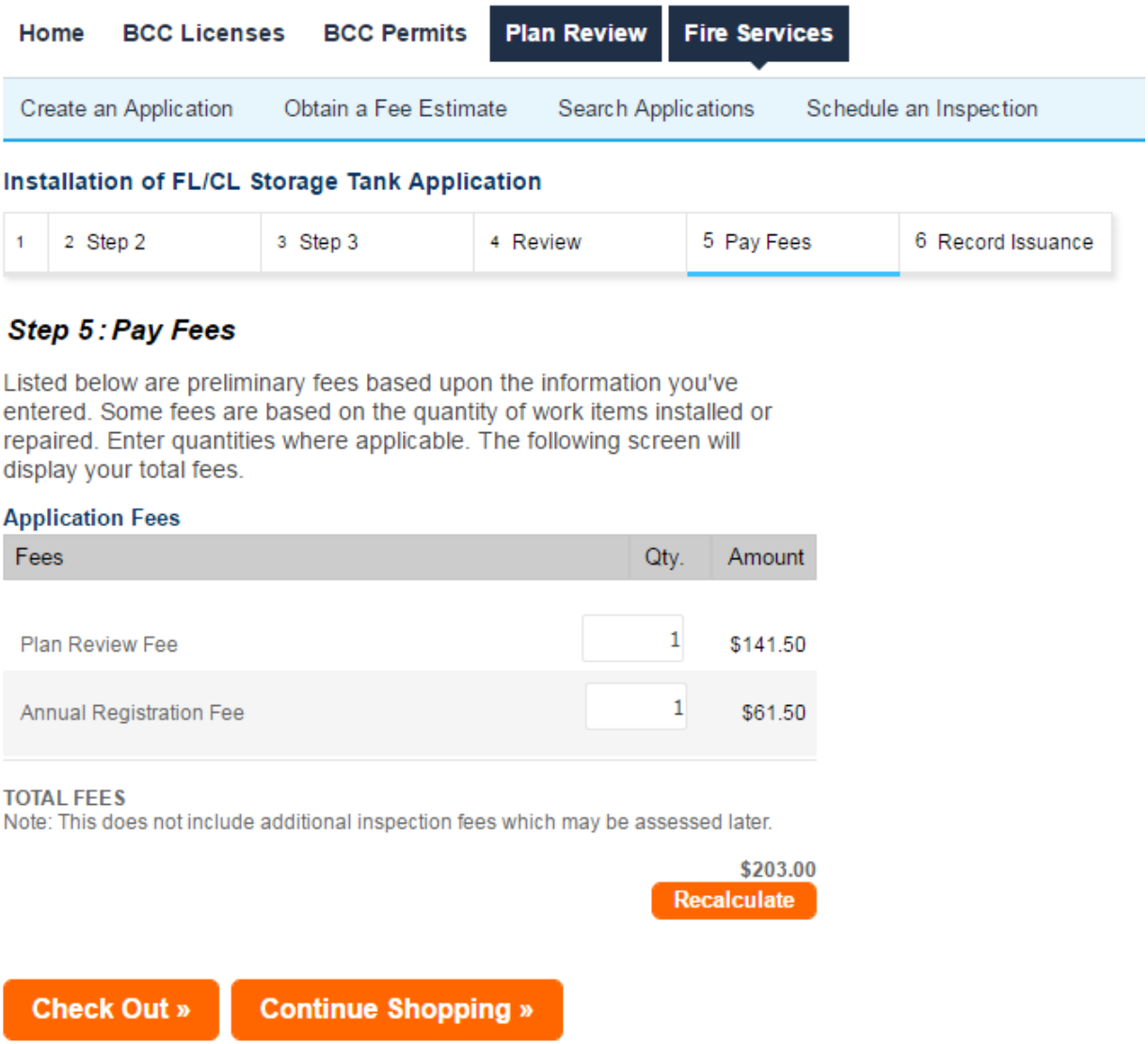
Review submitted information for accuracy. Edit if necessary.

Check box in agreement to certify submittal.

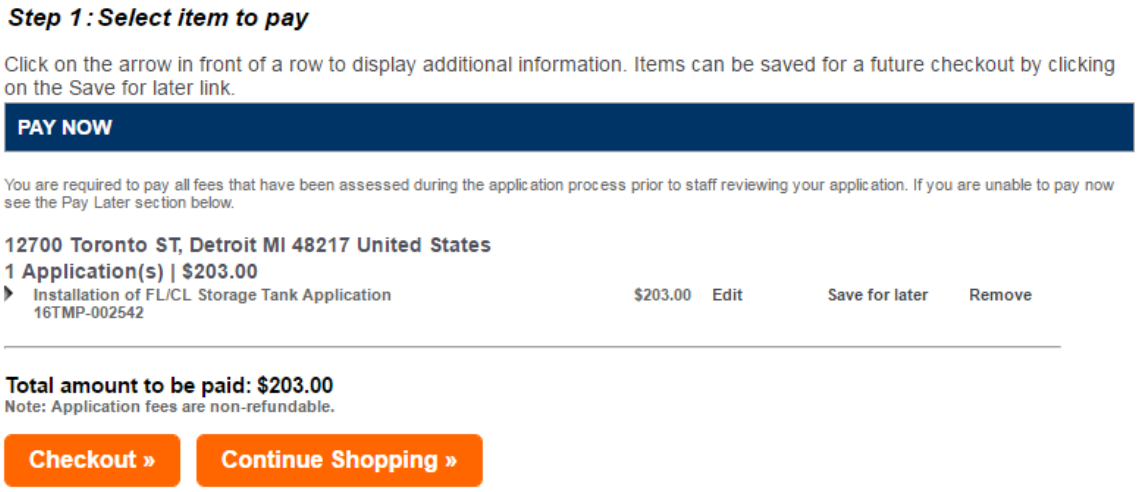
Check “Continue Application”.



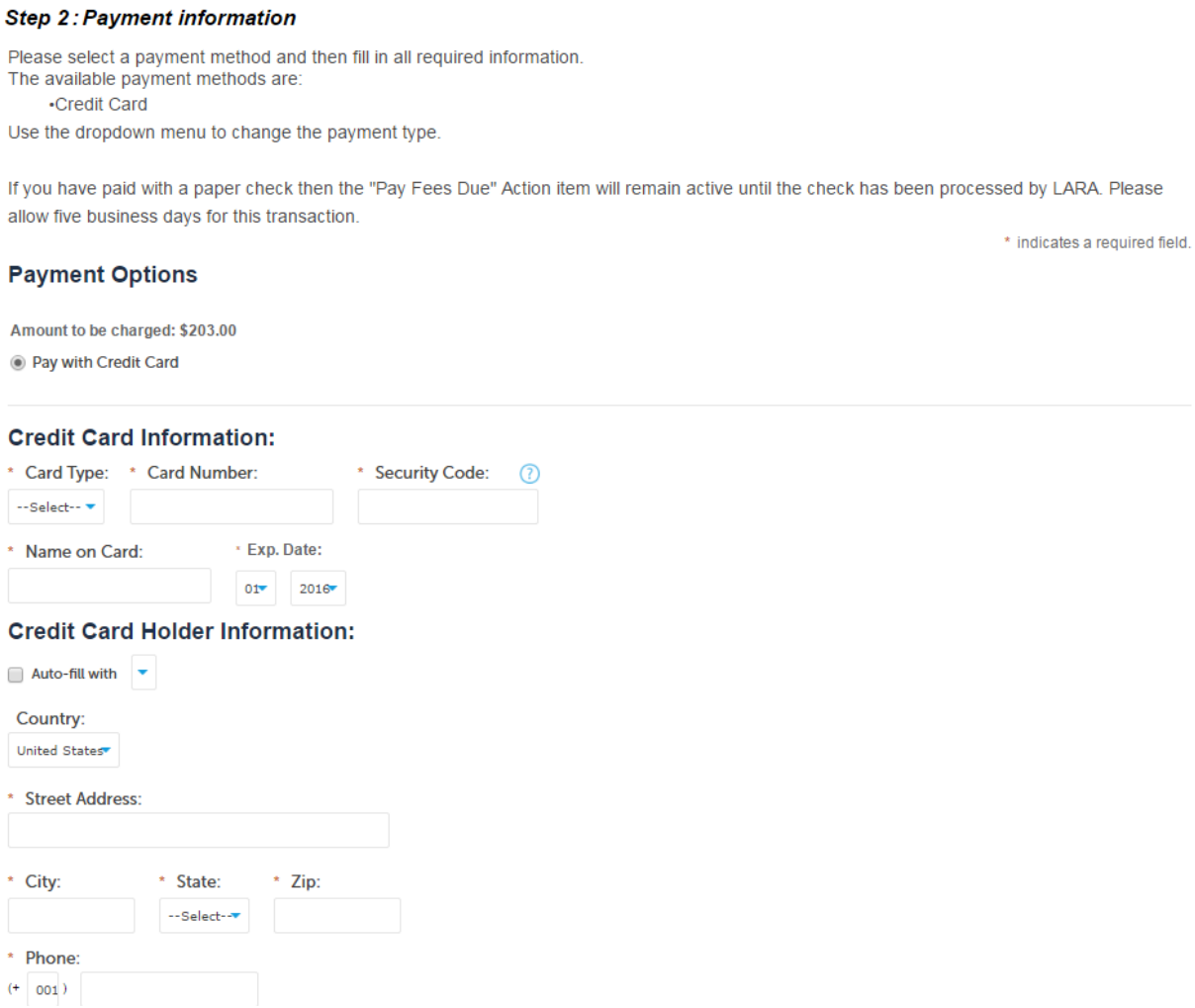
Step 5: Payment of fees. Cost is $203.00 per tank. Verify your bill accurately reflects the number of tanks that will be installed.



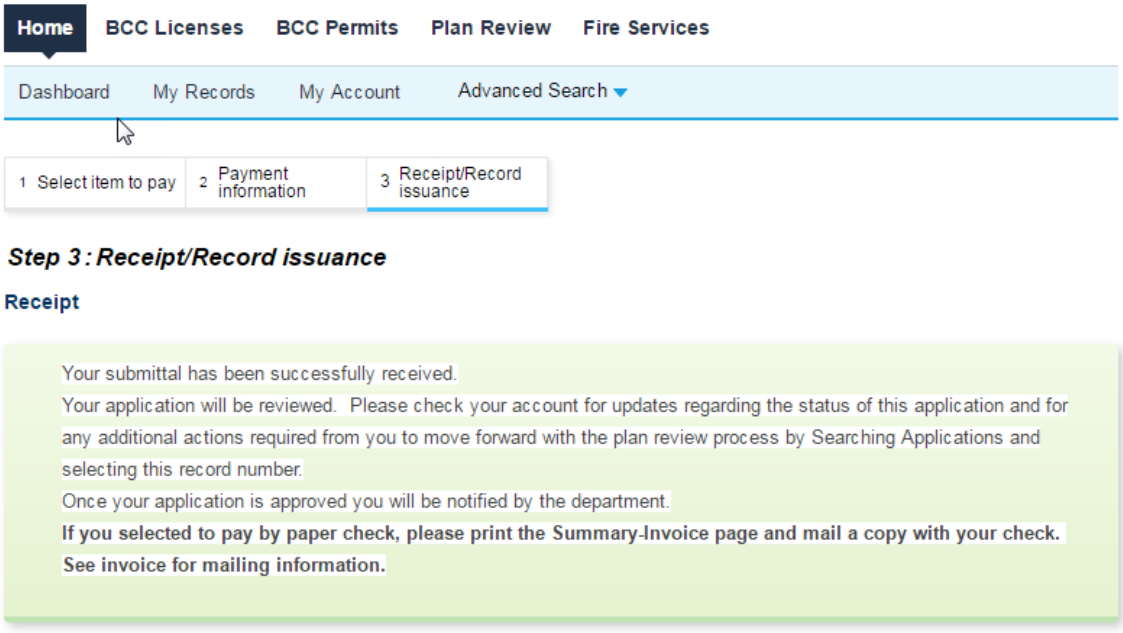
Click Check Out if everything is okay.



Now choose your payment option.



The click Submit Payment. Record the PR number

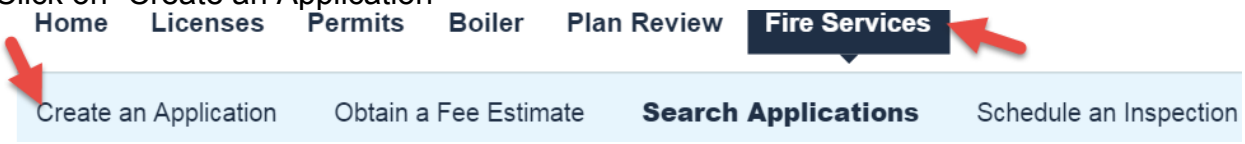


Input – A complete Accela Record for a new FL/CL Tank Installation.

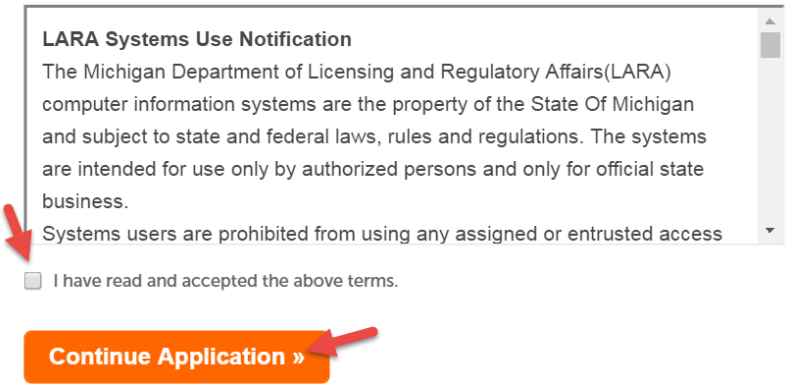
Procedure

Once logged into ACA

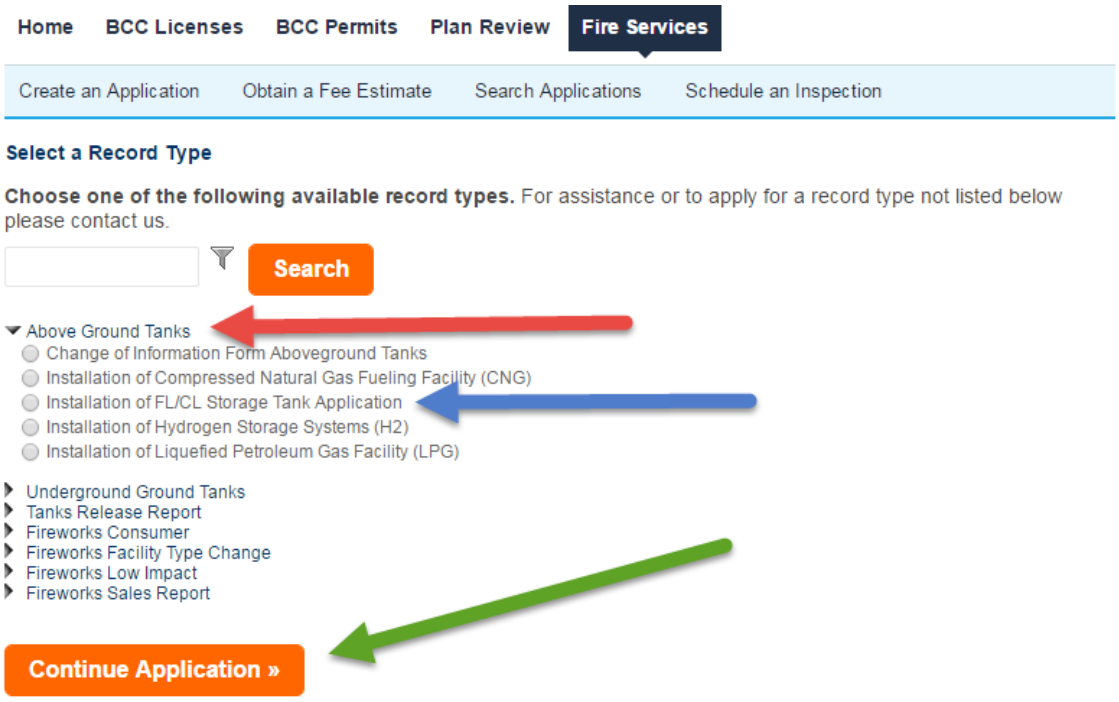
- Click on “Fire Services”
- Click on “Create an Application”



- Check Accept terms and click Continue Application.

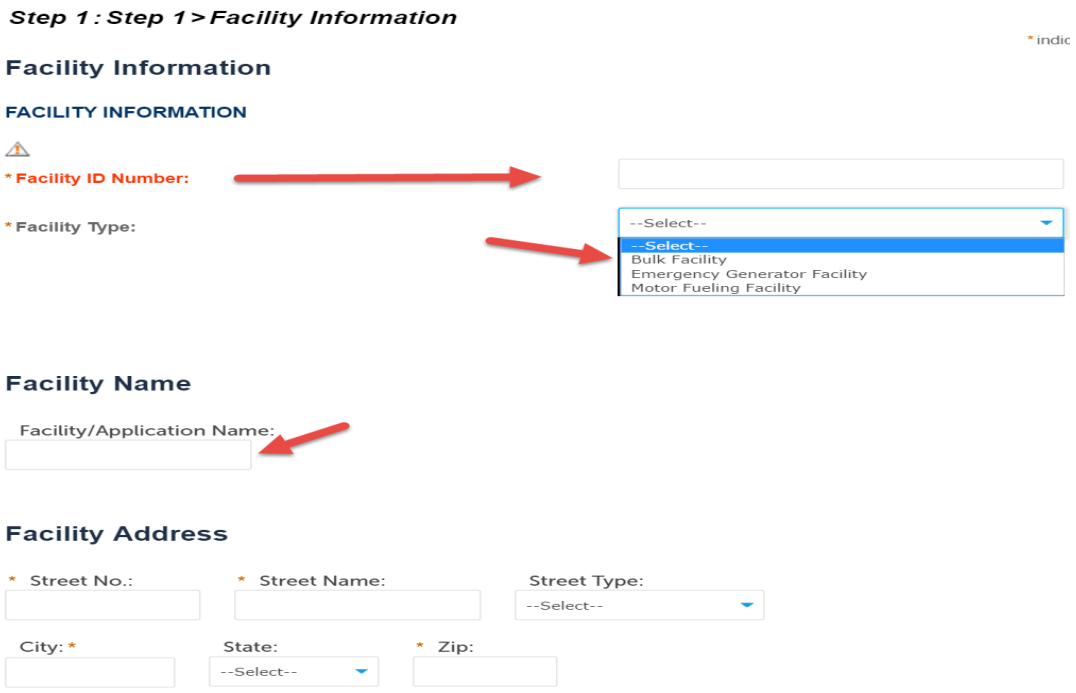


- Select Above Ground, then “Installation of FL/CL Storage Tank Application”, and click Continue



- In **Step 1**, Fill in Facility information.

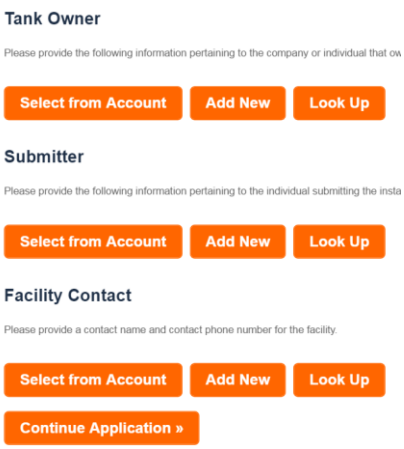
Enter Facility information. Enter “N/A” for Facility ID Number.



Selecting SEARCH allows selection from previously entered list of addresses; or enter facility information.

Select Continue Application.

Enter Tank Owner, Submitter/Installer and Facility Contact Information.

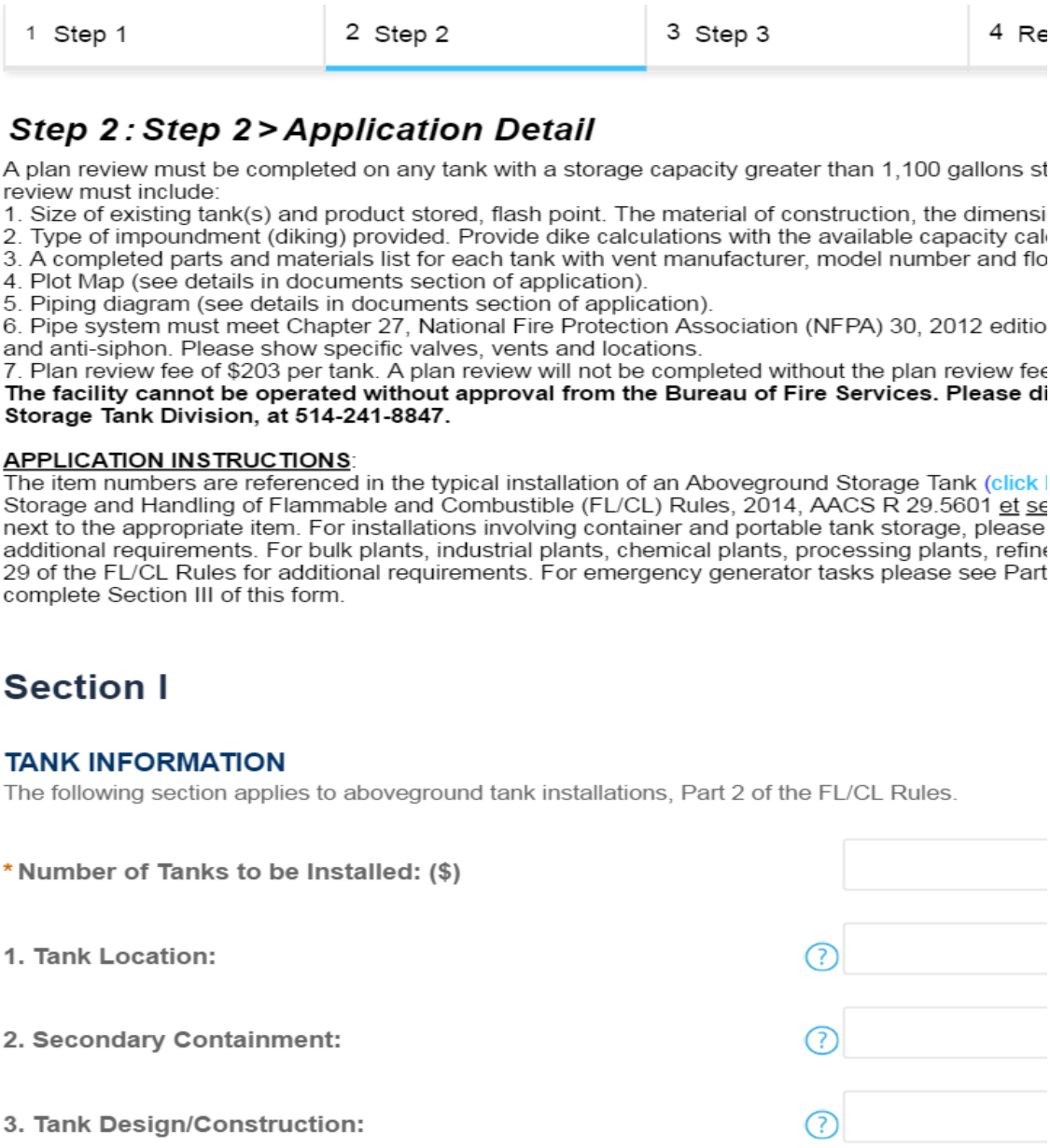


Select “Select from Account” to select from previously entered information.
Select “Add New” to enter new information.

Select Continue Application.

- In **Step 2**, fill in information in Custom Field boxes.

Fill in the next 20 or so boxes with Tank information for Bulk facility

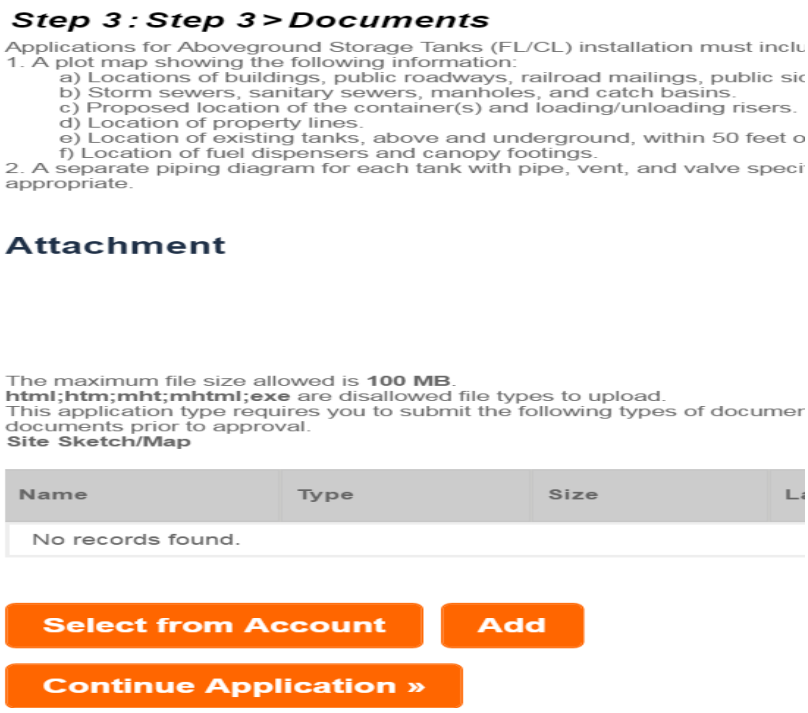


For BULK FACILITY, skip over the Motor Vehicle Information and Emergency Generator Operations

Select Continue Application.

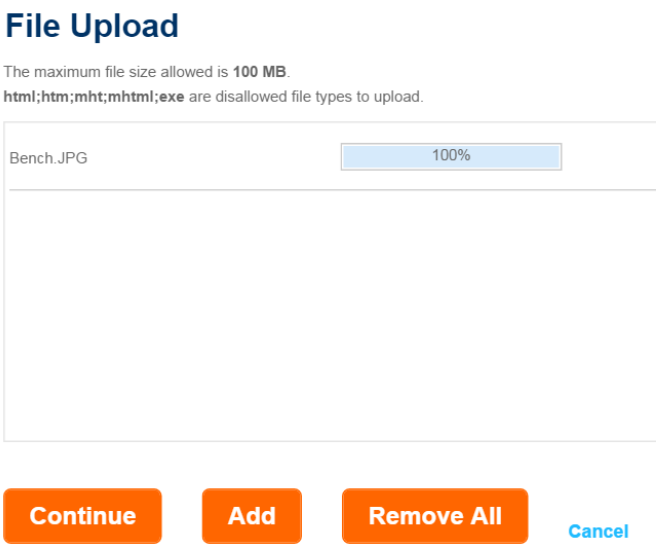
- In **Step 3**, attach required documents.

Attach Documents as required, indicate type of document and provide description.



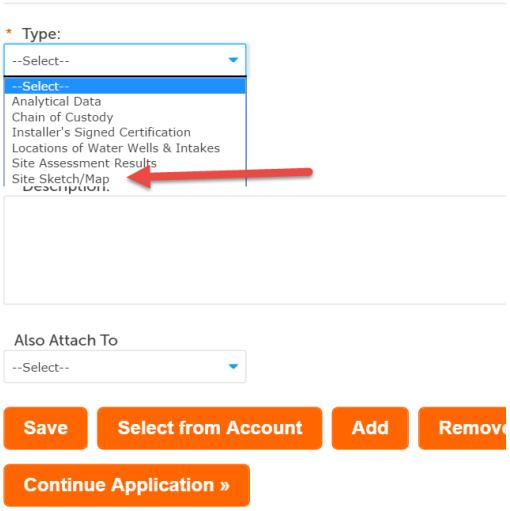
Select “Add”; A new window will open.

Select “Add” again to browse for file to attach.



Select “Continue” to add file to application.

Select Type of attachment.



Enter a description for the attachment.

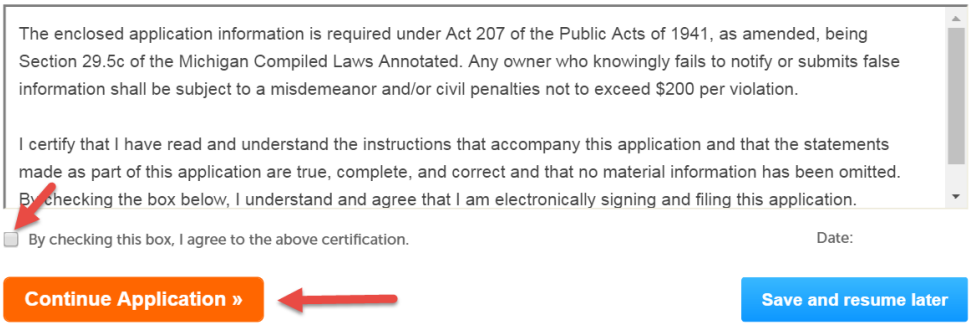
Select Save to attach document to application.

Select Continue Application.

Review submitted information for accuracy. Edit if necessary.

Check box in agreement with certification.

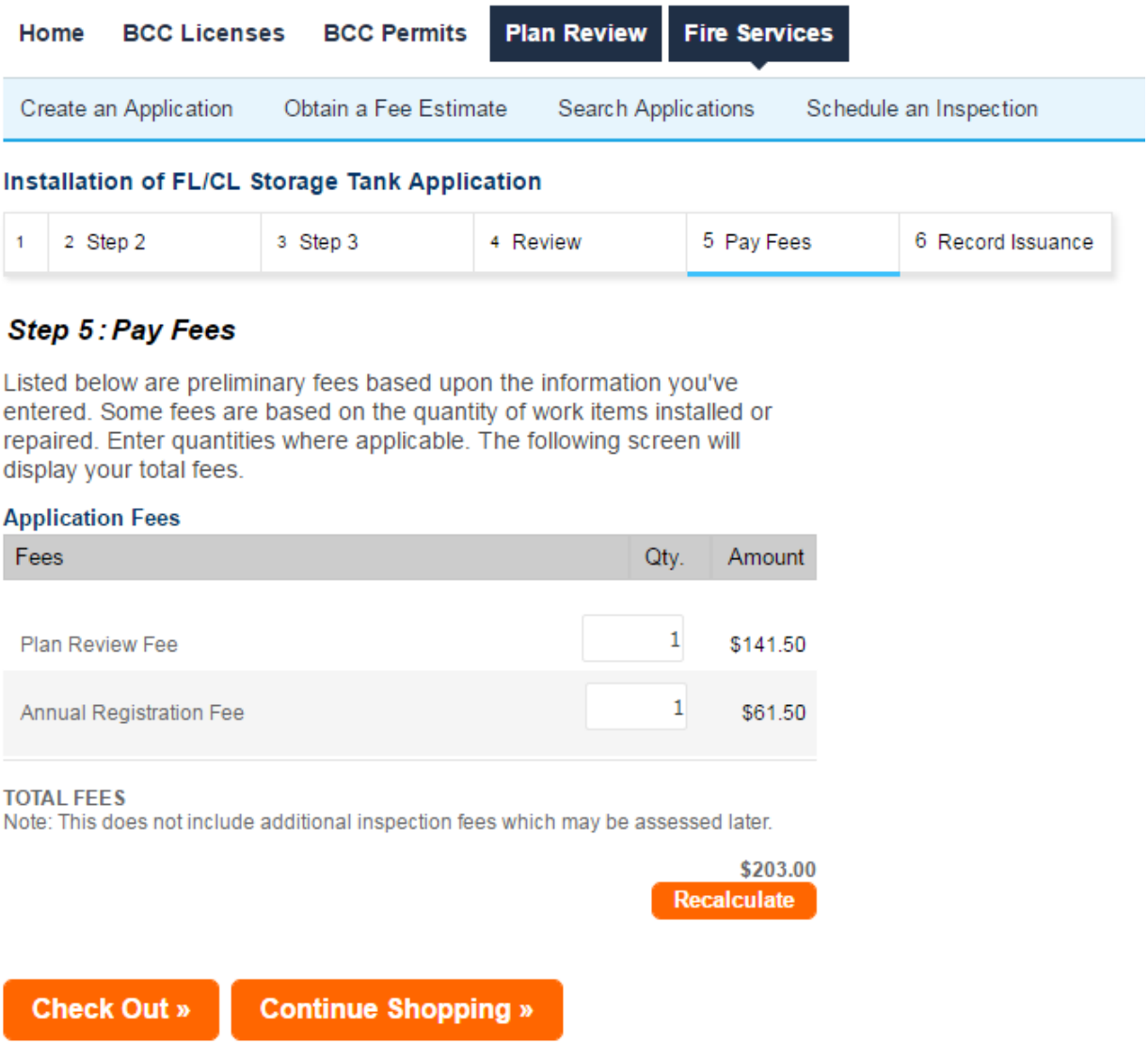
Check “Continue Application”.



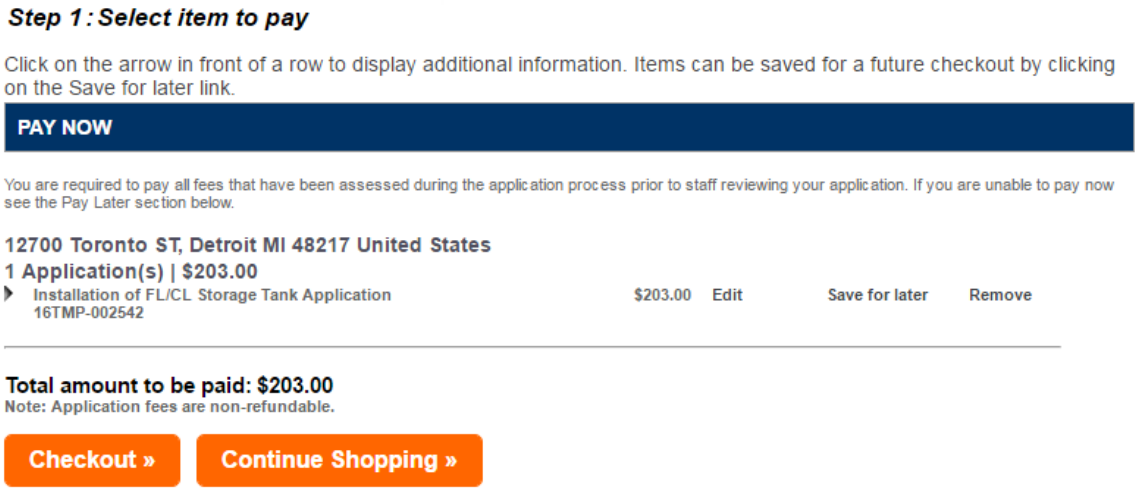
Alternatives

a) Press SAVE WITHOUT SUBMIT to save the form with attachments
b) Press SUBMIT, an Accela record has been created.

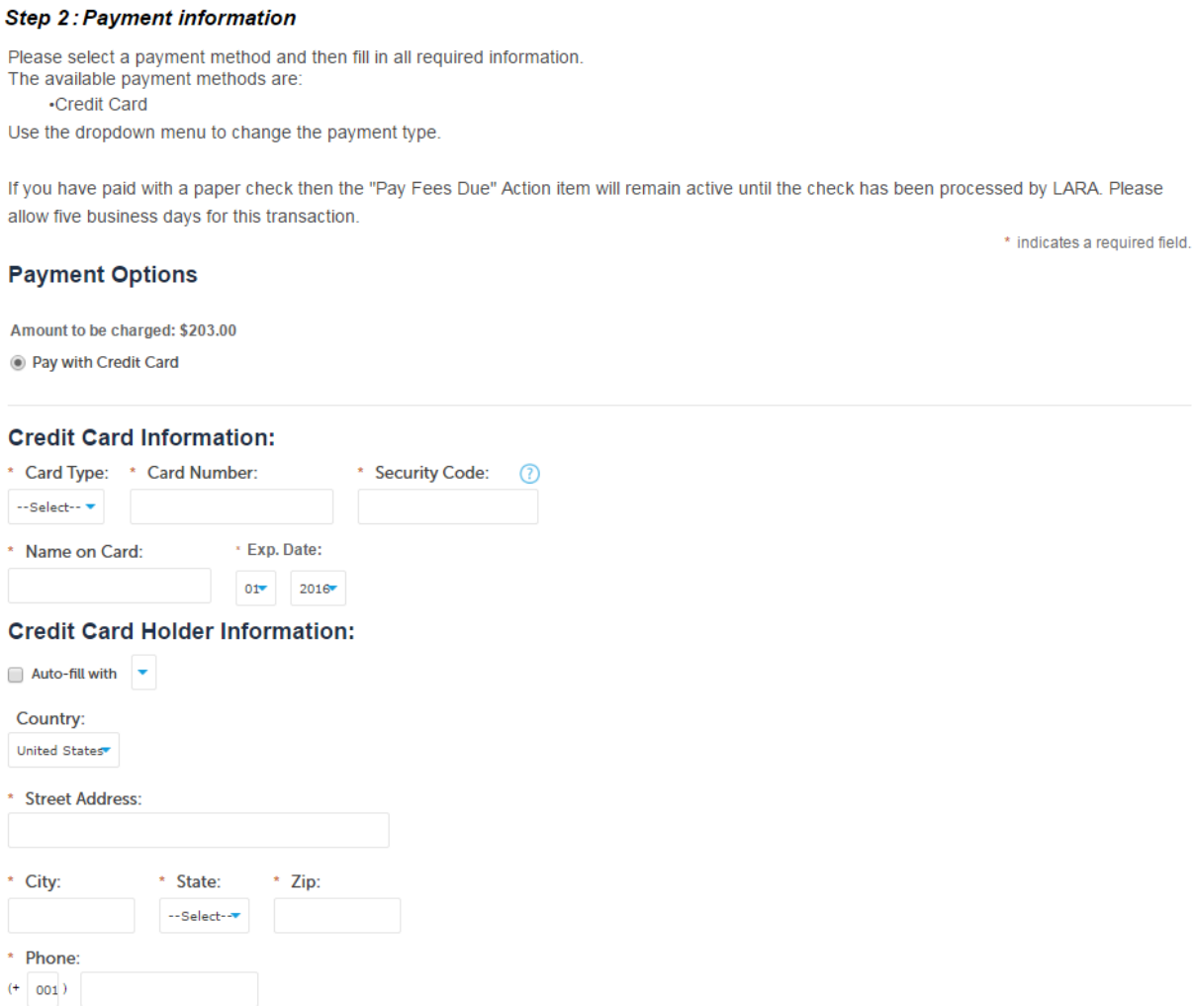
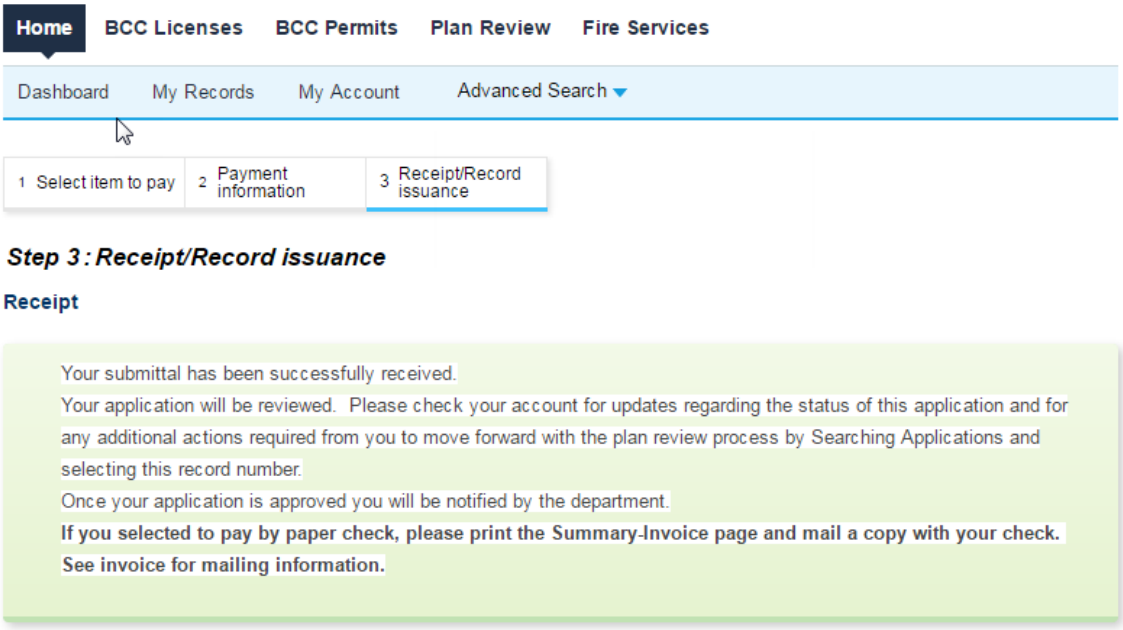
Step 5: Payment of fees. Cost is $203.00 per tank. Verify your bill accurately reflects the number of tanks that will be installed.



Click Check Out if everything is okay.



Now choose your payment option.



Then click Submit Payment. Record the PR number.