



CHARLOTTE
Accela Citizen Access
How to Instructions
April 2016

To Add A Document To A Project

Log in

Click on All My Records to see everything you have or are working on in ACA

OR

Go to Home

Go to My Records

Click on the Record Number (in blue) for the project you need

Go to Record Info

Go to Attachments

On the Attachment screen at the bottom of the page, Click on Add

Upload the document

Make sure document is 100% uploaded

Add another document **OR**

Click on Continue

When screen appears, click on Type. From the dropdown box, choose the type of document

If applicable, add additional notes

For each document uploaded, click on Type and choose from the drop down box the type of document.

If applicable, add additional notes

SAVE

To Find Due Date

Log in

Click on All My Records to see everything you have or are working on in ACA

OR

Go to Home

Go to My Records

Click on the Record Number (in blue) for the project you need

Go to Record Info

Go to Processing Status

✓ : Review is complete

- ▶ Click to see reviewer, dates and comments, if applicable

⌚ : Review is not completed

- ▶ Click to see due date and reviewer

To Resubmit Plans

Log in

Click on All My Records to see everything you have or are working on in ACA

OR

Go to Home

Go to My Records

Click on the Record Number (in blue) for the project you need

Go to Record Info

Go to Attachments

Add document (see **To Add a Document to a Project** for process)

To Review Comments To Plans

Log in

Click on All My Records to see everything you have or are working on in ACA

OR

Go to Home

Go to My Records

Click on the Record Number (in blue) for the project you need

Go to Record Info

Go to Attachments

Click on the document with the comments

To Review Approved Plans

Log in

Click on All My Records to see everything you have or are working on in ACA

OR

Go to Home

Go to My Records

Click on the Record Number (in blue) for the project you need

Go to Record Info

Go to Attachments

Click on the Approved Plans documents

To Submit A New Project

Log in

Click on New

- ❖ If you want to submit a new Commercial or Subdivision Plan, Click on Commercial/Subdivision Project. Plats are listed in the Subdivision Projects.
- ❖ If you want to submit new Rezoning Administration Amendment Documents, Click on Rezoning Administrative
- ❖ If you want to register for CMCSI class, click on Register for a CMCSI Course

At Select an Application Type,

- ❖ If you want to submit a new Commercial or Subdivision Plan, Click on Commercial Plan Review Application Type or Subdivision Plan Review Application Type. Plats are listed in Subdivision Plan Review Application Type.
- ❖ Choose the appropriate Rezoning application type

Continue Application

Submit

4/3/16