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
Accela Citizen Access 8.0
User Guide for New Features

Find or Review A Project ........................................... Page 4
See Attachments/Upload Plans or Review Plan Comments Page 10
Check on Due Dates/Project Status ................................ Page 12
Search for A Project .................................................. Page 14
Submit a New Project ................................................ Page 20

10/24/15
Using Accela Citizen Access To:
Review a Project
Check on Project Status
Check on Due Dates
Upload Plans for a Resubmittal
Resume an Application

The home page looks the same:

Log in as usual
You have are now at the Dashboard screen:

Hello, Nan Peterson

Action Required (0) - 0

There are no actionable items which need your attention right now.

You do not have any collections right now.

<table>
<thead>
<tr>
<th>Record Name</th>
<th>Record ID</th>
<th>Module</th>
<th>Creation Date</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commercial</td>
<td>123456</td>
<td>LandDevelop</td>
<td>11/05/2011 12:00:00 AM</td>
<td>Rename Application</td>
</tr>
<tr>
<td>Commercial</td>
<td>789012</td>
<td>Commercial</td>
<td>11/06/2012 12:00:00 AM</td>
<td>Rename Application</td>
</tr>
</tbody>
</table>
The default will show projects that have not been submitted. To see all records including those that have been submitted, click on the View All Records button or the My Records tab at the top of the page. **Note:** The Dashboard page does NOT show the project name. To find the project name, go to View All Records or click on My Records.
All your projects will show

Scroll across to see entire record

Click on Record for details
The record details are called up.

To review additional information: process status (due dates), related records, attachments and inspections, click on Record Info.
Click on the task you need.
To See Attachments, Upload Plans or Review Plan Comments

Click on Attachments - this is in the My Records tab

The following screen appears. To view comments, click on the appropriate plans. To resubmit, follow instructions.
**ATTACHMENTS**

**EPLAN REQUIREMENTS:**
- Plans must be "to scale" original plans scanned and saved as PDF file (or other acceptable electronic format per NCBELS regulations 21 NCAC 56.1103).
- All submitted plans and design calculations must be sealed and signed by a design professional licensed in the state of North Carolina.
- Where applicable, include a PDF of sealed engineering calculations, drainage area maps, exhibits, and/or supporting documentation.
- Plan sheets should be 24"X36" maximum size, and can be scanned at a resolution of 150 dpi.
- Do not submit separate PDF for each sheet of the plan set. Combine multiple PDF sheets in Acrobat using the "Smaller file size" setting which compresses the image even more but keeps it legible. Ensure that all pages are in order and rotated properly for viewing on-screen.

**FOR PROJECTS WITH DRIVEWAY ENTRANCES TO NCDOT MAINTAINED ROADWAYS:** Please attach to this project record a completed, signed NCDOT Street and Driveway Access Permit Application (form TEB 65-64). This driveway permit application can be obtained from the NCDOT website at [http://www.ncdot.org/dot/forms/files/TEB-65-64.doc](http://www.ncdot.org/dot/forms/files/TEB-65-64.doc).

**FOR SUBDIVISION submittals (excluding Sketch Plans), in addition to the above:**
- A completed Gateway Checklist.
- Floodplain Development Permit Application (If Applicable).
- A NCDOT Stamped Transmittal for projects in ETJ or located on State-maintained roadway.
- Subdivision Signature Form – Complete and attach below a subdivision signature form.

Visit [EPLAN Required Documents](http://www.ncdot.org/dot/forms/files/TEB-65-64.doc) for a copy of all required documents to include the signature page and/or a complete list of required documents.

**FEES:** Please note payment of review fees must be done via personal check delivered to the Land Development office. For commercial projects, a Mecklenburg County bond account may be used for payment.

**Please DO NOT include any apostrophe (') in your document file name.**
Please click on Save button after you finish file attachment.

**Please Note:** maximum individual file size allowed is 50 MB.
Please Note: `html; htm; mht; mhtml` are disallowed file types to upload.

**View People Attachments**

<table>
<thead>
<tr>
<th>Name</th>
<th>Record ID</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
To Check on Due Date/Project Status

Click on Processing Status – this is in My Records tab
Click on processing to check on due dates, reviewer and project status. By clicking on an arrow, the following information will appear.

The status only reflects the last review status as dated. Items that have a green checkmark icon are COMPLETED tasks. Items that have an hourglass icon are ACTIVE tasks. All active tasks are currently under review.
To Search for a Project

When you are in ACA, click on HOME. The home screen has not changed.
Here you can click on Search Project and Submit New Project.
To search:

Type in a search item and click on search:
Click on the record you are seeking

<table>
<thead>
<tr>
<th>Submittal Date</th>
<th>Record Number</th>
<th>Record Type</th>
<th>Project Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/24/2015</td>
<td>LDPCCO-2015-00134</td>
<td>PCCO</td>
<td>Test Project - Nixson Preet</td>
<td>OPEN</td>
<td>Y</td>
</tr>
<tr>
<td>10/19/2015</td>
<td>LDAB-2015-00005</td>
<td>As-Built</td>
<td>test upload2</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>10/10/2015</td>
<td>LDAB-2015-00092</td>
<td>As-Built</td>
<td>test upload</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>10/15/2015</td>
<td>SOFPNS-2015-00334</td>
<td>Subdivision – Plat Review – Not Subject To Plat</td>
<td>test upload doc</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>10/05/2015</td>
<td>LGP-2015-00173</td>
<td>Grading Permit</td>
<td>test</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>09/24/2015</td>
<td>LDC-2015-00186</td>
<td>Commercial (Regular 15 business day Review)</td>
<td>Test Project - Nixson Preet</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>09/17/2015</td>
<td>LDABX-2015-00016</td>
<td>As-Built Expended (3 business day Review)</td>
<td>test</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>09/10/2015</td>
<td>LDC-2015-00187</td>
<td>Commercial (Regular 15 business day Review)</td>
<td>test</td>
<td>In Progress</td>
<td>Y</td>
</tr>
<tr>
<td>09/02/2015</td>
<td>LDZONINSF-2015-00006</td>
<td>Land Development Zoning Inspection</td>
<td>TEST</td>
<td>Complete</td>
<td>Y</td>
</tr>
<tr>
<td>08/02/2015</td>
<td>LDZONINSF-2015-00012</td>
<td>Land Development Zoning Inspection</td>
<td>TEST</td>
<td>Complete</td>
<td>Y</td>
</tr>
</tbody>
</table>

Showing 1-10 of 64 | Download results | Add to collection
This screen appears:
Go to Record Info for the following information

Click on the task what you are searching for (due dates, plans, etc.)
To Submit a New Project
Log in. The dashboard appears.

Click on Home to begin new application. Same screens appear as before.