TRANSPORTATION & PUBLIC WORKS
INFRASTRUCTURE PLAN REVIEW CENTER (TPW/IPRC)
ACCELA CITIZEN ACCESS

IPRC APPLICATIONS
USERS GUIDE INSTRUCTIONS

https://accola.fortworthtexas.gov/citizenaccess/
Step One:

Login to City of Fort Worth Accela Infrastructure Module.

https://acela.fortworthtexas.gov/citizenaccess/

Very important to always use Microsoft Internet Explorer to attach files in Accela.
Step Two:
Read disclaimer, and check box to accept terms, then select "Continue Application".
Step Three
Select Applications then "continue application".
Step Four:

Select "Infrastructure Plan Review Center Application" then "Continue Application".
Step Five:

Fill in user information by selecting "Add New" or use saved information if applicant has saved information.

- Select this for saved user information from previous applications
- Use this if adding information for the first time
- Option to save application up to this stage and continue later
Fill in all information. Fields with an asterisk have to be filled out before continuing.

Click Continue to proceed.
Continue populating user information.

Primary Consultant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account  Add New

Secondary Consultant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account  Add New

Developers

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account  Add New

Continue Application »  Save and resume later
Step Six:
Review the application, edit or select "continue application".
Step Seven,

Fill out application information.

All fields with an asterisk are required otherwise the application will not move forward.
Continue step seven and select all applicable information for the project. Select "Continue Application" when done.
Step Eight:
Review application. Edit, or "Continue Application" to proceed.
You also have the option to save the application and resume at a later time if so wished.

Select continue to proceed
or Save and continue later

Check the record information to edit if needed
Developers

Fort Worth, TX, 76162
United States

Project Information

Project Name: HUD Primary Schools
General Description: Housing and urban development department school development
Detailed Description: Public infrastructure including water, sewer, drainage improvements, paving, ADA improvements, and street lights.

Water and Sewer

WATER AND SEWER
Water Study Number: WW-18-2346
Sewer Study Number: DO-78-5678
Plat: Rosedale Heights
Final FS or FP Plat #: FS-18-456

Applicable Components

APPLICABLE COMPONENTS
Water: Yes
Sewer: Yes
Paving: Yes
Storm Drain: Yes
Street Lights: Yes
Traffic Signs: No

Stormwater

STORMWATER
Preliminary SWM: N/A letter available

Continue Application »
Application is complete.

Please note the IPRC project ID in Blue "IPRC18-0040" as this is the project locator for your application on Accela.

Applicant will receive a notification from the City of Fort Worth to proceed, as shown on the next page.

Upon receipt of the email notification the applicant can proceed with the application.
Thank you for submitting your application. Your project is ready to move on to the next step in the IPRC Process.

Please see the attached notification for instructions on how to proceed.

This is a sample email sent to the applicant upon completion of review by the City if application is accepted. After receipt of this notification, applicant can proceed with the application.
Select "Search Applications"

Check disclaimer

Continue application

Continue Application »
Select your project

<table>
<thead>
<tr>
<th>Date</th>
<th>Record Number</th>
<th>Description</th>
<th>Project Name</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>08/10/2018</td>
<td>INFRA-0040</td>
<td>Infrastructure Plan Review Center Application</td>
<td>UUDS Primary Schools</td>
<td>Accepted</td>
<td></td>
</tr>
</tbody>
</table>

Search for Records

Enter information below to search for records:
- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Record Number: 
Record Type: 

Project Name: 

Start Date: 09/01/2013  
End Date: 08/31/2018

License Type:  
State License Number:  

Search my records only
Select “Record Info”
Always make sure to use Microsoft Internet Explorer when attaching files to the application. MS Edge, Google Chrome, and Mozilla will add features and keep the file from being flat. Plan Set PDFs have to be flat files.

Select "Attachments"
Select "Add"
A file selection window opens up.

Select the file or files you want to upload.
Enter all required information, then select "Save"
Your submittal package to the IPRC has been reviewed and requires revisions. Please log into Accela and make the appropriate corrections to your submittal package.

**Notify IPRC staff when your submittal has been corrected and uploaded into Accela.**

Sample email you receive if the application requires revisions.
Select search applications
Select the project
Select "Record Info"
Select "Processing Status"
clicking on the arrow adjacent to each symbol opens up additional information:
* The green check mark means workflow completed. This does not mean accepted though and more information may be required.
* The hour glass means the workflow is pending either from the client side or the city side.
* The gold asterisk means attention is required. Click the arrows for additional information.
Records IPRC19-0001:
Infrastructure Plan Review Center Application
Record Status: Submitted

Processing Status

- Coordinator Application Review
- Pre-Submit Plan Upload
- Plans and Checklist - Administrative Review
  - Due on 01/07/2019, uploaded by TKD
  - Corrected as Corrections Required on 01/07/2019 by Keith Chinnu
  - Comment: Example comment 'This needs to be uploaded using MS IE. Only.
  - File needs FS number.'
- Plans and Checklist - Technical Review
- Pre-Submit Conference Scheduled
- Pre-Submit Document Review - Cap Wells
- Pre-Submit Document Review - Water
- Pre-Submit Document Review - Storm Water
- Pre-Submit Document Review - Traffic
- Pre-Submit Document Review - Phasing
- Pre-Submit Document Review - Project Manager
- Pre-Submit Document Review - Parks
- Pre-Submit Conference Meeting
- CFA Application and Fee
- Final O&M
- Plan Review Fee
- 1st Review Upload
- 1st Review Coordinator
- 1st Review FM
- 1st Review - Components Review
- PM Review - Plans
- PM Review - Contract Docs
- PM Review - CFA Vicinity Map
- PM Review - GasTech Report

Additional information displayed when clicking on processing status icon.