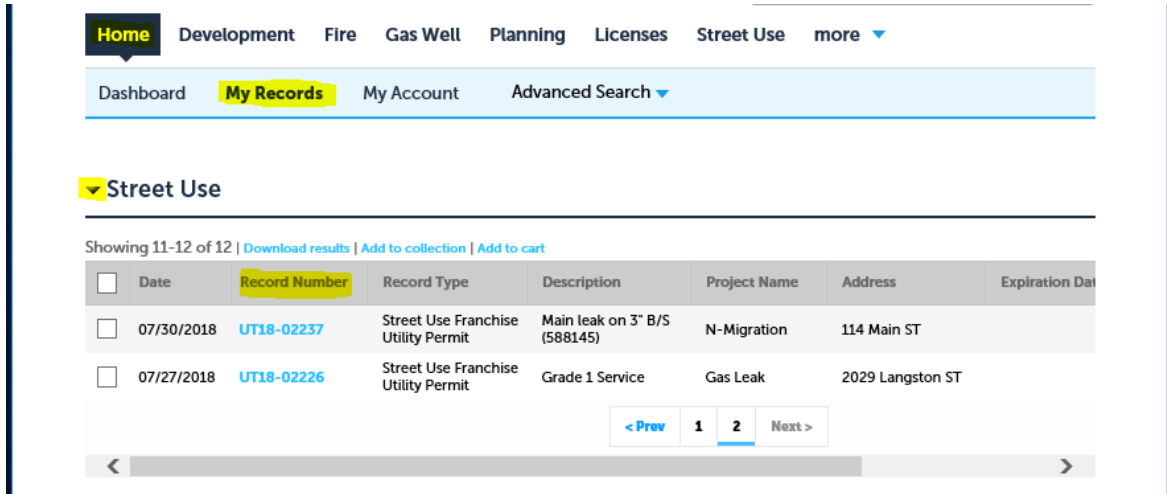


City of Fort Worth – Accela Citizen Access – Upload Additional Documents

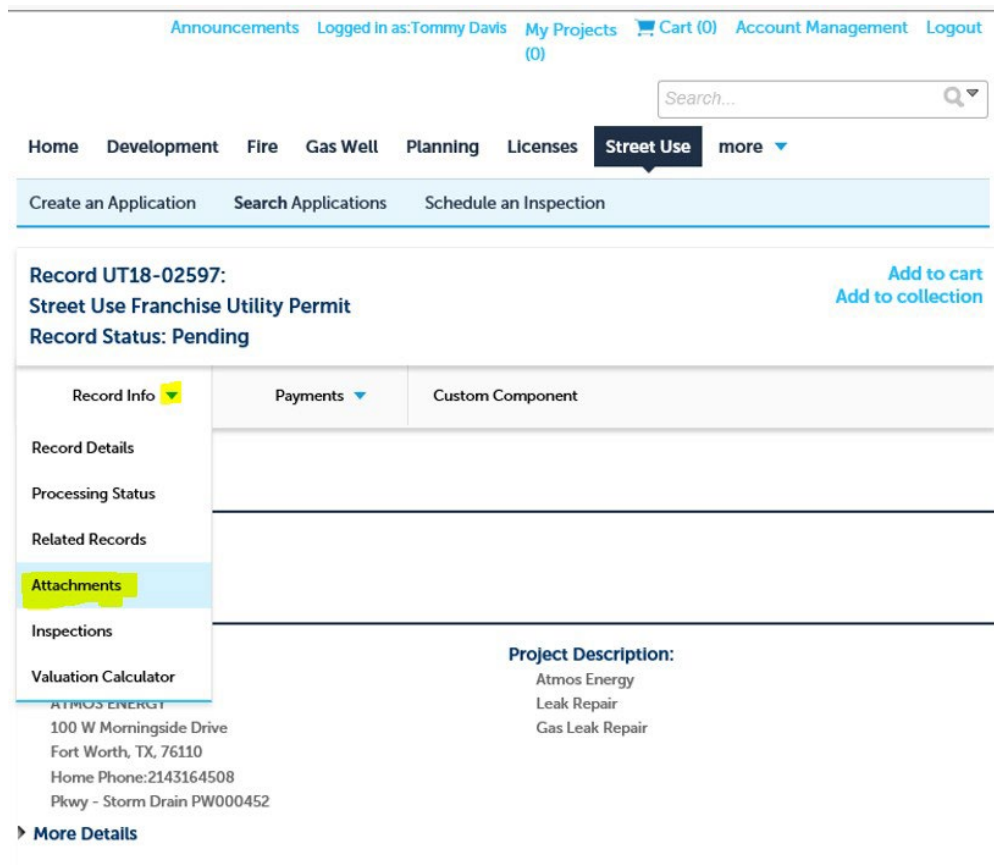
During the City’s Plan Review, you may be asked to upload additional documents. To do this, follow the steps below.

Step 1: Login to Accela Citizen Access <https://aca-prod.accela.com/CFW/Default.aspx>

Step 2: From the **Home**, click on **My Records**, click on arrow by **Street Use** to expand the list of records and click the **Record Number** for the **UT#** you are needing to add documents to (give about 25 seconds for document to open)



Step 3: Click on **Record Info** drop down list and select **Attachment**



Step 4: Click **Add**

Record Status: Pending

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
No records found.							

< >

Add

Step 5: Click **Add** (separate window will open). Select the document from your computer to upload.

File Upload [X]

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

[Empty file selection area]

Continue **Add** Remove All Cancel

Step 6: Click **Continue** once the document shows loaded at 100%

File Upload [X]

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Livingston Alley.pdf 100%

[Empty file selection area]

Continue Add Remove All Cancel

Step 7: Select a **Type** that best fits. Provide a brief **Description** of the document loaded and click **Save**

Attachments

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
No records found.							

* **Type:** Remove
--Select--

File:
Livingston Alley.pdf
100%


* **Description:**

Save **Add** **Remove All**

Step 8: The following message will appear and the document should show up under **Attachments**. If numerous documents are shown, you can check the **Latest Update** date shown.

Home Development Fire Gas Well Planning Licenses **Street Use** more ▾

Create an Application Search Applications Schedule an Inspection

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record UT18-02656: Add to cart
Add to collection
Street Use Franchise Utility Permit
Record Status: [REDACTED]

Record Info ▾ Payments ▾ Custom Component

Attachments

The maximum file size allowed is 1024 MB.
.html;.htm;.mht;.mhtml are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Gr 1.msg	UT18-02656	Street Use Franchise Utility Permit	Record	Miscellaneous	85.00 KB	10/02/2018	Action

If you have any questions or concerns, please email the following:

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