<u>City of Fort Worth – Accela Citizen Access – Upload Additional Documents</u>

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 <u>https://aca-prod.accela.com/CFW/Default.aspx</u>

<u>Step 2:</u> 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)

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Date 07/30/20 07/27/20	Record Number 18 UT18-02237 18 UT18-02226	Add to collection A	Description Main leak on 3" B/S (588145) Grade 1 Service	Project Name N-Migration Gas Leak	Address 114 Main ST 2029 Langston ST	Expiration Dat

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

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Step 4: Click Add

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

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

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

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<u>Step 8:</u> 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.

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Questions or concerns? email zz TPWROWMInspectors@fortworthtexas.gov