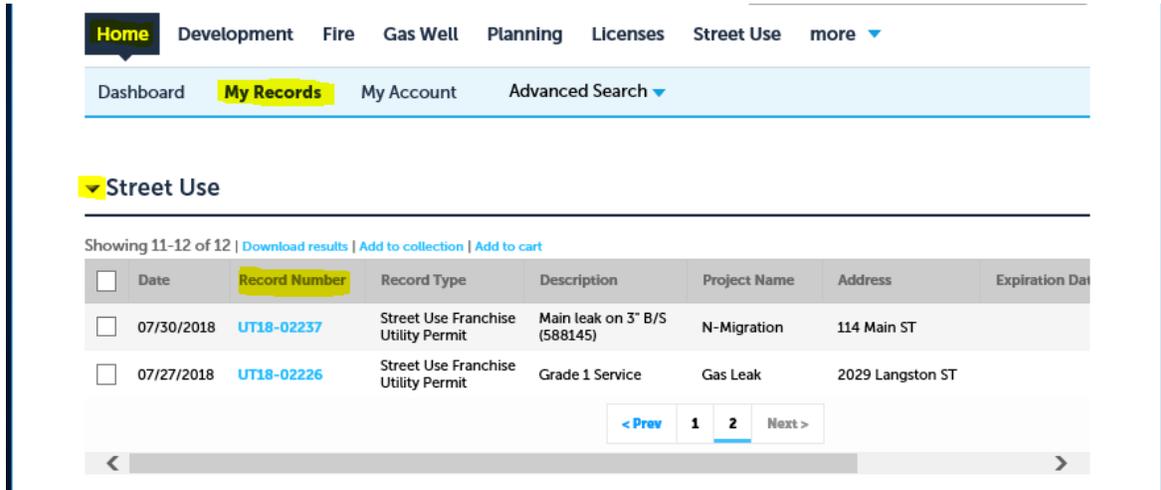# City of Fort Worth – Accela Citizen Access – Upload Additional Documents

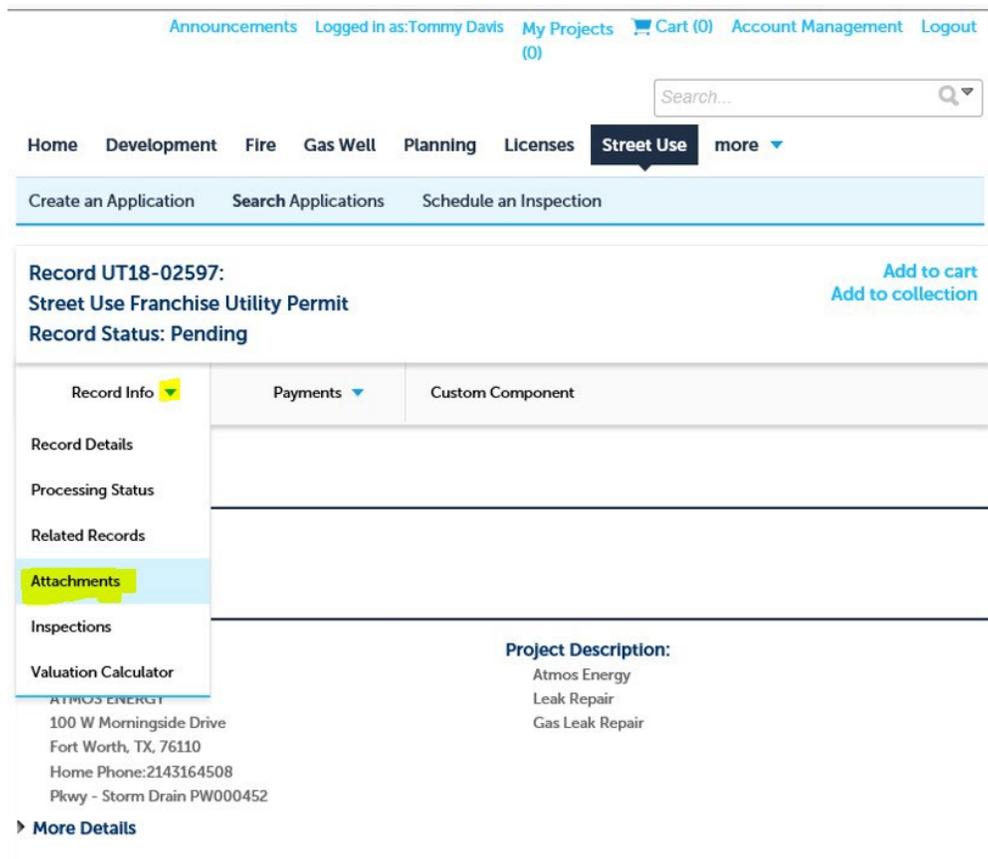During the City's Plan Review, you may be asked to upload additional documents. To do this, follow the steps below.

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**

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

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

Step 7: Select at **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	Acti
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
Street Use Franchise Utility Permit   Add to collection
Record Status:

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	Actio
Gr 1.msg	UT18-02656	Street Use Franchise Utility Permit	Record	Miscellaneous	85.00 KB	10/02/2018	Acti

Questions or concerns? email zz_TPWROWMInspectors@fortworthtexas.gov