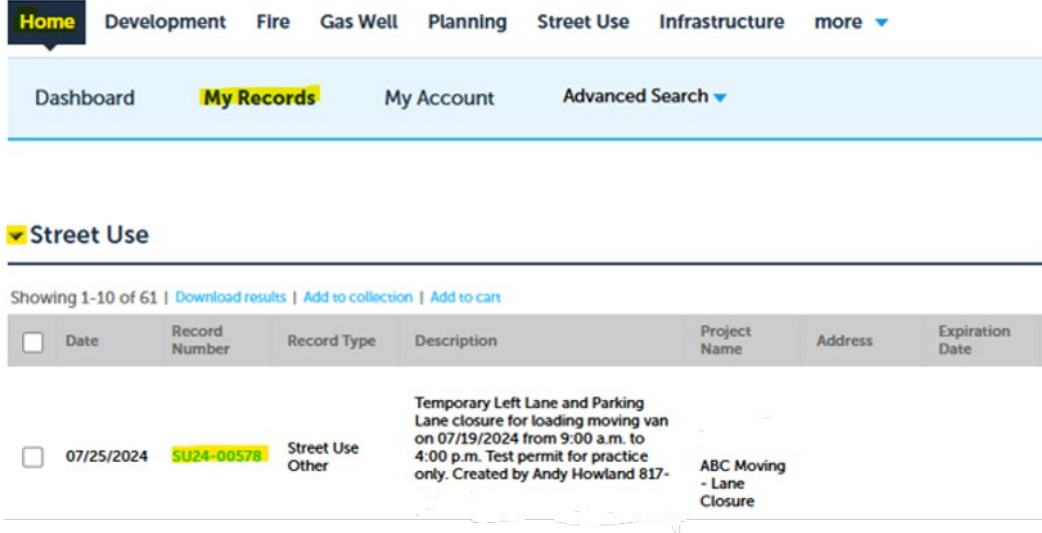


City of Fort Worth – Accela Citizen Access – Upload Additional Documents

To upload *additional* or *revised* documents, follow the following steps:

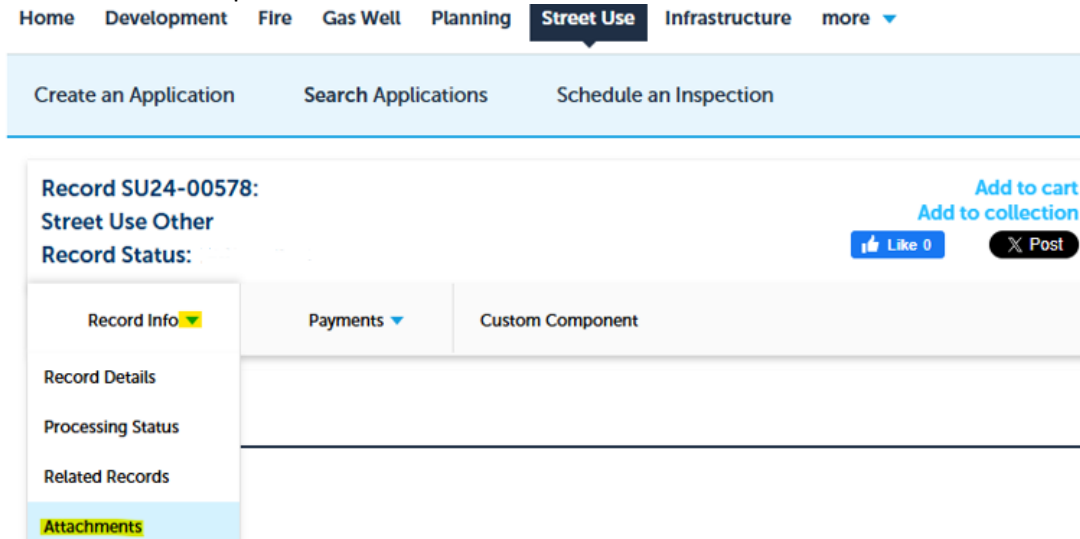
Step 1: Login to Accela Citizen Access <https://aca-prod.accela.com/CFW/Default.aspx>

Step 2: From the **Home**, click on **My Records**, click on drop-down arrow by **Street Use** to expand the list of records and click the **SU# Record Number** where additional/revised documents need to be loaded under.



Date	Record Number	Record Type	Description	Project Name	Address	Expiration Date
07/25/2024	SU24-00578	Street Use Other	Temporary Left Lane and Parking Lane closure for loading moving van on 07/19/2024 from 9:00 a.m. to 4:00 p.m. Test permit for practice only. Created by Andy Howland 817-	ABC Moving - Lane Closure		

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



Record SU24-00578:
Street Use Other
Record Status: Like 0 Post

Record Info Payments Custom Component

Record Details
Processing Status
Related Records
Attachments

Step 4: Click **Add**

Record Info

Payments

Custom Component

Attachments

The maximum file size allowed is 1000 MB.
.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
UT24-02652 P-024936 Eastside_76-78.pdf	SU24-00578	Street Use Other	Record	Submittal Documentation	10.38 MB	07/25/2024	Act

Add

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

File Upload

The maximum file size allowed is 1000 MB.
.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w are disallowed file types to upload.

Continue

Add

Remove All

Cancel

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

File Upload

The maximum file size allowed is 1000 MB.
.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w are disallowed file types to upload.

RevisedDocs_04-15-2025.pdf100%

Continue

Add

Remove All

Cancel

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 1000 MB.
.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
UT24-02652 P-024936 Eastside_76-78.pdf	SU24-00578	Street Use Other	Record	Submittal Documentation	10.38 MB	07/25/2024	Act


*Type: Remove
Submittal Documentation

File:
RevisedDocs_04-15-2025.pdf
100%

*Description:
Revised Documents

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.

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

Record SU24-00578:
Street Use Other
Record Status: Like 0 Post

Add to cart
Add to collection

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 1000 MB.
.htm;.html;.mht;.mhtml;.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.ins;.isp;.jar;.js;.jse;.lib;.lnk;.mde;.msc;.msp;.mst;.php;.pif;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.w are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Acti
UT24-02652 P-024936 Eastside_76-78.pdf	SU24-00578	Street Use Other	Record	Submittal Documentation	10.38 MB	07/25/2024	Act
RevisedDocs_04-15-2025.pdf	SU24-00578	Street Use Other	Record	Submittal Documentation	3.13 MB	04/23/2025	Act

Questions or concerns? email zz_TPWROWMPermits@fortworthtexas.gov