

How to pay fees on Accela Citizen Access.

URL: <https://aaapps.fortworthtexas.gov/CitizenAccess/>

There is no need to log in.

Type the permit number in the upper right hand corner. Then click the green magnifying glass.

The screenshot shows the Accela Citizen Access website interface. At the top, there is a blue header bar. Below it, a navigation menu includes links for "Announcements", "Accessibility Support", "Register for an Account", and "Login". A search bar in the upper right corner contains the permit number "PB20-04216" and a green magnifying glass icon, both of which are highlighted with a red rectangular box. Below the search bar is a secondary navigation menu with "Home" (highlighted), "Development", "Fire", "Gas Well", "Planning", "Street Use", "Infrastructure", and "more". A "Advanced Search" dropdown is also visible. The main content area features a welcome message: "Welcome to the City of Fort Worth's Online Permitting System!" followed by the question "What would you like to do today?" and a prompt to "To get started, select one of the services listed below:". There are four columns of service links: "Development" (Apply for Permit, Search Applications and Permits, Schedule an Inspection), "Fire" (Create an Application, Search Applications), "Gas Well" (Search Applications), and "Planning" (Search Applications). Below these are "Street Use" and "Infrastructure" sections, each with "Search Applications" and "Schedule an Inspection" links. On the right side, there is a "Login" section with fields for "User Name or E-mail:" (containing "leepem") and "Password:" (containing "*****"), a "Login »" button, a "Remember me on this computer" checkbox, and links for "I've forgotten my password" and "New Users: Register for an Account". At the bottom of the right section, there are links for "Click here for the Registration Video Tutorial" and "IPRC Training".

Click the payment tab, and choose "fees"

Record PB20-04216:
Residential Remodel Construction Permit
Record Status: Issued

Record Info ▾ Payments ▾ Conditions **2** Custom Component

Fees

A notice was added to this record on 04/03/2020.
Condition: Remodel - Solar Panels - Part 2 Severity: Notice
Total Conditions: 2 (Notice: 2)

Trust Account Information

[View Condition](#)

Click Pay fees next to the outstanding fees

Record PB20-04216:
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Record Info ▾ Payments ▾ Conditions **2** Custom Component

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Condition: Remodel - Solar Panels - Part 2 Severity: Notice
Total Conditions: 2 (Notice: 2)

[View Condition](#)

Fees

Outstanding:

Date	Invoice Number	Amount	
04/22/2020	1259518	\$1,113.01	Pay Fees
04/22/2020	1259906	\$17,890.00	
04/22/2020	1259489	\$15,000.00	
04/22/2020	1259906	\$1,760.00	
04/22/2020	1259497	\$40.00	

< Prev Additional Results: 12 Next >

Total outstanding fees: \$37,859.01

Paid:

Date	Invoice Number	Amount	
04/09/2020	1255688	\$1.00	View Details

Total paid fees: \$1.00

At this point, there is a choice to either pay the entire outstanding balance or a select few.

Choosing "Continue Application" would be to pay all fees as they are listed.

Choosing "Pay Later" would be to drop them from this transaction.

The screenshot shows a navigation menu with 'Development' selected. Below the menu are three tabs: 'Apply for Permit', 'Search Applications and Permits', and 'Schedule an Inspection'. A text block explains that the listed fees are preliminary and based on entered information. A table titled 'Application Fees' lists various fees with their quantities and amounts. Each row has a 'Pay Later' button. A red box highlights these buttons for the first seven rows. Below the table, the total fees are listed as \$37,348.01, with a note that this does not include additional inspection fees. A blue button labeled 'Continue Application »' is at the bottom.

Fees	Qty.	Amount	
Water Impact Fee	500	\$500.00	Pay Later
Water Impact Fee	1760	\$1,760.00	Pay Later
Sewer Impact Fee	1044	\$1,044.00	Pay Later
Water Tap	40	\$40.00	Pay Later
Water Extension	17890	\$17,890.00	Pay Later
Sale of Meter	1113.01	\$1,113.01	Pay Later
Sewer Per Connect	15000	\$15,000.00	Pay Later
Building Permit	1	\$1.00	Pay Later

TOTAL FEES: \$37,348.01
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

If fees are chosen to pay later, they drop from the screen. At this point, the Citizen would click "Continue Application".

The screenshot shows the 'Application Fees' table after several fees have been selected for 'Pay Later'. The table now only shows the remaining fees. The total fees are updated to \$36,808.01. A note below the table states that this total does not include additional inspection fees. A blue button labeled 'Continue Application »' is highlighted with a red box at the bottom.

Fees	Qty.	Amount	
Water Impact Fee	1760	\$1,760.00	Pay Later
Sewer Impact Fee	1044	\$1,044.00	Pay Later
Water Extension	17890	\$17,890.00	Pay Later
Sale of Meter	1113.01	\$1,113.01	Pay Later
Sewer Per Connect	15000	\$15,000.00	Pay Later
Building Permit	1	\$1.00	Pay Later

TOTAL FEES: \$36,808.01
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

Fees can be paid with a credit card or Bank account. **NOTE:** The credit card maximum limit is \$25,000.

Apply for Permit Search Applications and Permits Schedule an Inspection

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Check

* indicates a required field

Payment Options

For Checks:
By entering my routing and account number and clicking "Authorize," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as identified above and, if necessary, electronic credits to my account to correct erroneous debits. I understand that my payment will be processed within 1 - 2 banking days. If the payment returns unpaid, I authorize you or your service provider to collect the payment by EFT(s) or draft(s) drawn from my account. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it by calling 817-392-7522 and allow you reasonable opportunity to act on my notice.

PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS. ALTERNATIVELY, CONTACT US AT [(817) 392-2000] TO LEARN HOW YOU CAN OBTAIN A COPY.

Amount to be charged: \$37,859.01

Pay with Credit Card
 Pay with Bank Account

Type in your credit card information, then click "Authorize"

Credit Card Information:

*Card Type *: *Card Number: *Security Code: ?

--Select--

*Name on Card: *Exp. Date:

 01 2020

Credit Card Holder Information:

Country:
United States

*Street Address:

*City: *State: *Zip:

 --Select--

*Phone:

*E-mail:

Authorize »

Type in your bank information, then click "authorize"

Amount to be charged: \$37,859.01

Pay with Credit Card
 Pay with Bank Account

Bank Account Information:

* Processing Method:
Checking ▾

* Account Type:
Personal ▾

Provide the following:

* Driver's License Number: (?)

* Routing Number: (?) * Check Number: * Account Number: (?)

DATE _____ 1335

PAY TO THE ORDER OF _____ \$

_____ DOLLARS

Micro

⑆ 22220509⑆ 1335⑆ 0135058228⑆ *

Routing Number Check Number Account Number

Account Holder Information:

Country:
 ▾

* Name:

* Street Address:

* City: * State: * Zip:
 --Select-- ▾

* Phone:

** E-mail:

Authorize »

The receipt can be printed now.

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Record](#) **[Print/View Receipt](#)** [Print/View Summary](#)

No Address

PP-20-001 [View Record](#) [View Receipt](#) [View Summary](#)

Or it can always be found here.

Record PB20-04216:

Residential Remodel Construction Permit

Record Status: Issued

Record Info ▾ **Payments ▾** Conditions **2** Custom Component

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