Accessing the ACA Site

Objective: Ability to create an account and show proficiency in accessing the ACA site.

To access the site copy and paste the link into your web browser.

https://aca.accela.com/mesa/

New users will be required to register for an account.

You will be asked to provide the following information to open an account:
- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Account Registration and Creating a Password Step 1:

Please review and accept the terms checkbox and select the continue registration button

Account Registration Step 2:

Enter and confirm Your Account Information.

Select the Add New button to enter organization (business) and contact information
Select Individual or Organization from the type drop down box and select continue.

Enter contact information and add contact address button by selecting the Add Additional Contact Address button.
Enter the address type, Street Address, City, State and zip code and select save.

The information is not found box is displayed select the continue button

The record contact added successfully box is displayed

Make up a user name 4-32 characters that may contain (letters, numbers and any of these special characters: @ _ .) valid e-mail address, a password 8 – 20 characters in length, retype your password, Security Question, Security Question answer, Mobile Phone Number.
Scroll down and enter the words shown in the box on your screen, the information below will not be correct as it will change with every new user. Select continue registration.

Your account has been created successfully is displayed and you can now log on using the username and password you created.
Return to the login page by typing the following information into your web browser

https://aca.accela.com/mesa/

Type in your login name and password that you just created and select the login button.

You can access Fire permits by selecting the Permits section.
The Permits Module is now displayed and you can create a new permit application by selecting “Apply for a Permit”.

The online application page opens. Select the checkbox to accept the General Disclaimer and select the continue application button.
Select “Fire Safety Operational Permit Application” and click on the continue application button.

1. Application: Type in the address information or search for the address after typing in the street number and direction for the address of your work location by select search.
Select the appropriate address and scroll down to click on the select button.

The address information is now entered into the record press the continue application button.
Select “Add New” to add a new contact or “Select from Account” to use information already saved to your account.

For New Contacts:
Select contact type from the drop down box and select the continue button. (A contact must be added for Applicant, Billing Contact, Emergency Contact 1, and Emergency Contact 2, if that person/organization is the same for all four contacts you can easily use the “Select from Account” option to add the contact to each selection.)
Enter all contact information as shown below

Add Contact Address

Click on “Add Contact Address”

Select Address type and fill in all information

Click on “Save and Close”
The contact added successfully box is displayed select the “Continue” button

Once all contact types are added click on “Continue Application”

2. **Occupant Information:**

Enter all occupant information into the appropriate boxes.

Once all information is completed click on “Continue Application”
3. **Attachments**: Select add button to add a document maximum size of 160 MB

(This step is not required, it is available only if you would like to include any documentation that would be helpful in our review of your application:)

![Image of the application interface showing the attachments step](attachment-step.png)

*Indicates a required field.

No records found.

- **Select from Account**
- **Add**
- **Continue Application**
- **Save and resume later**
The file upload box opens select “Add”

![Add button in the file upload box]

The file selection box opens navigate to the file you want to upload and select it by double clicking it

![Navigating and selecting a file]

The add file upload box opens select the continue button

![Continue button in the file upload box]
Enter the file type and description and select the save button

The attachment successfully upload box is displayed select continue application

Click on “Continue Application”
4. **Review**: document page is displayed after reviewing the information and editing anything that needs corrected select the "Continue Application" button

<table>
<thead>
<tr>
<th>Fire Safety Operational Permit Application</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 4:</strong> Review</td>
</tr>
<tr>
<td><img src="#" alt="Continue Application button" /></td>
</tr>
<tr>
<td><img src="#" alt="Save and resume later button" /></td>
</tr>
</tbody>
</table>

Please review all information before. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. You must check the box to agree to the certification at the bottom of the page before you can continue.

### Record Type

**Address**

20 S MAIN ST MESA, AZ 85201

**Parcel**

Parcel Number: 1385785A

**Owner**

MESA CITY OF
PO BOX 1666
MESA AZ 85211

### Contact List

<table>
<thead>
<tr>
<th>Required Contact Type</th>
<th>Minimum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>1</td>
</tr>
<tr>
<td>Billing Contact</td>
<td>1</td>
</tr>
<tr>
<td>Emergency Contact 1</td>
<td>1</td>
</tr>
<tr>
<td>Emergency Contact 2</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Business Name</th>
<th>Contact Type</th>
<th>E-Mail</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Andrea</td>
<td>Enriquez</td>
<td></td>
<td>Applicant</td>
<td></td>
<td>Edit</td>
</tr>
<tr>
<td>Andrea</td>
<td>Enriquez</td>
<td></td>
<td>Billing Contact</td>
<td><a href="mailto:andrene@cityofmesaaz.gov">andrene@cityofmesaaz.gov</a></td>
<td>Edit</td>
</tr>
<tr>
<td>Andrea</td>
<td>Enriquez</td>
<td></td>
<td>Emergency Contact 1</td>
<td><a href="mailto:andrene@cityofmesaaz.gov">andrene@cityofmesaaz.gov</a></td>
<td>Edit</td>
</tr>
<tr>
<td>Andrea</td>
<td>Enriquez</td>
<td></td>
<td>Emergency Contact 2</td>
<td><a href="mailto:andrene@cityofmesaaz.gov">andrene@cityofmesaaz.gov</a></td>
<td>Edit</td>
</tr>
</tbody>
</table>

### Custom Fields

**Occupancy Description**

<table>
<thead>
<tr>
<th>Occupancy Description</th>
<th>Business Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupancy Name</td>
<td>Mesa Plaza</td>
</tr>
<tr>
<td>Total Square Footage</td>
<td>27000</td>
</tr>
<tr>
<td>Occupant Load</td>
<td>150</td>
</tr>
<tr>
<td>Sprinkler System</td>
<td>Yes</td>
</tr>
<tr>
<td>Fire Alarm</td>
<td>Yes</td>
</tr>
<tr>
<td>Spray Paint</td>
<td>No</td>
</tr>
<tr>
<td>Back Storage of Combustibles</td>
<td>No</td>
</tr>
<tr>
<td>Commercial Hood Suppression</td>
<td>No</td>
</tr>
</tbody>
</table>

### Attachment

Attach plans and other documents related to the application here. After the permit has been issued, the Permit Document will be listed here and can be viewed and downloaded.

The maximum file size allowed is 160 MB. This limitation can be increased by deactivating file types to upload.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Description</th>
<th>Action</th>
<th>Document Status</th>
<th>Status Date</th>
<th>Latest Update</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Plan docs</td>
<td>Other</td>
<td>Site Plan</td>
<td>Actions</td>
<td>Uploaded</td>
<td>06/04/2017</td>
<td>06/04/2017</td>
</tr>
</tbody>
</table>
The Application Submitted box is displayed and the new application record number is shown in blue example “FIRA17-00873”

Click on the “FIRAXX-XXXXX” number to view the record

The record is displayed
Introduction to Dimes for Fire Safety Operational Permit (FSOP)

ACA End User Training

To view and track your permit application go back to the main page and click on “My Records”, any permits that you have applied for will be seen on this page. You can check the status and also pay fees from this section.