Accessing the EMS Notifications

Objective: Ability to create a work notification 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. “New Users: Select 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)

Users with an account:

Apply for Construction Notice Step 1:

Login to your DIMES Account.

You can access the Engineering site by selecting “create” and clicking on “Apply for an (Engineering) Utility Permit or Construction Notice”.

![Image of Accessing the EMS Notifications](image-url)
Introduction to Dimes for Engineering
EMS Construction Notifications for Utility (UTL) Permits

The online application page opens. Select the checkbox to accept the General Disclaimer and select the “Continue Application” button.

Select the type of Construction Notice required – Use “Emergency” - “Minor Work and Maintenance” for annual permit types only using this type for a standard permit will cause an error and the notice will not be accepted. “Standard or Small Wireless Facility” After verifying the correct notice type click on the “Continue Application” button.
1. **Application**: Manually Type in the address or use the search button after typing in the street number, direction and City for the address of your work location.

If using the 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.
Introduction to Dimes for Engineering

EMS Construction Notifications for Utility (UTL) Permits

Search from account to add a new contact. Contact list is a required field.

Select Applicant and check the appropriate mailing address check box and select the company.

The company is added to the record. Repeat the steps to and add the contractors contact information.
The company and construction contacts have been entered on the notice select “Continue”.

2. **Project Information:**
Enter all project notice information into the appropriate boxes.
Scroll down to access the information in the next section and type in the appropriate information as required and select “Continue Application”.

3. **Documents**: Select “Add” button to add a document with a maximum size of no crater than 160 MB.
Introduction to Dimes for Engineering
EMS Construction Notifications for Utility (UTL) Permits

The file upload box opens now select “Add”.

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

The file upload box opens select the “Continue” button.
Introduction to Dimes for Engineering
EMS Construction Notifications for Utility (UTL) Permits

Select the file type “Plans” and type in a description of the file you are uploading. Select 1st submittal for the original file to be uploaded and select the “Save” button.

Select “Continue Application” and the attachment will successfully upload to the record.
4. Review: The document page is displayed please review the information. Edit fields that need to be corrected. Select the check box after reading the certification and select the “Continue Application” button.

The fees detail will be displayed do not pay or enter fees. Select the “Checkout” button to continue.
The fees will show a zero select the checkout button to continue. Note if for any reason fees from other permits are due you can select the edit cart and remove the fee that’s due and continue without paying fees at this time.

The Application Submitted box is displayed and the new notification number is shown in blue example “EMS19-00005”.

The fees will show a zero select the checkout button to continue. Note if for any reason fees from other permits are due you can select the edit cart and remove the fee that’s due and continue without paying fees at this time.
Click on the “EMS19-00005” number to view the record.

The record notice is displayed.