

Pull Fire Safety Operational Permit Process Without Logging Into Your Account:

- UTILIZING THE CITIZEN PORTAL HOME SCREEN:
 - ✓ PLACE YOUR ACCOUNT NUMBER (I.E. FIRA, FIR, OR FIRR) IN THE SEARCH WINDOW



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FIRR18 [REDACTED] 

ATTENTION: Beginning Monday, April 30th, 2018 a 2.37% service fee will be applied to all credit and debit card transactions submitted through the DIMES Portal. The fee will not apply to e-check transactions. For more information regarding the service fees please click [here](#). If you have question regarding the service fee please email servicefee@mesaaz.gov.

Welcome to the new Citizen Portal

We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with [Accela, Inc.](#), we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while

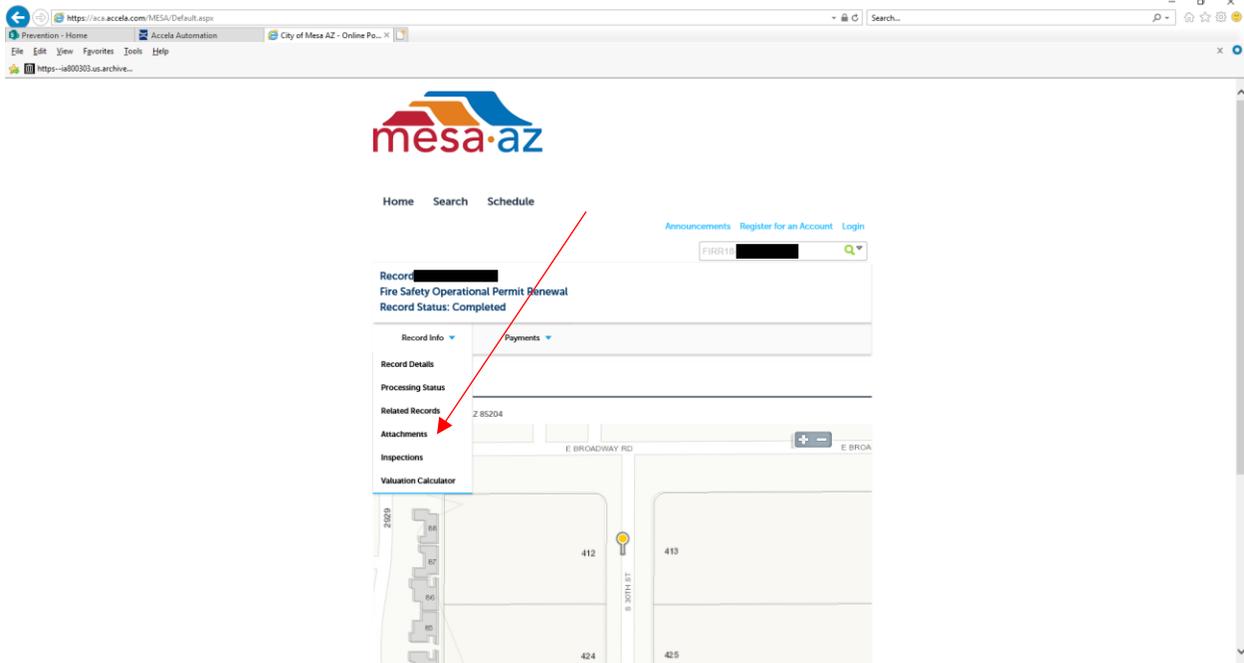
Login

User Name or E-mail:

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- **THIS WILL TAKE YOU TO THE WINDOW WHICH WILL ALLOW YOU TO EITHER PULL THE RECORD INFO OR PAYMENTS DROP DOWN:
✓ FOR THE FSOP – PLEASE UTILIZE THE “RECORDS INFO” DROP DOWN AND CHOOSE “ATTACHMENTS”**



- ONCE YOU CLICK ON THE “ATTACHMENTS” DROP DOWN - THE LINK FOR THE FSOP WILL POP UP:
 - ✓ ALLOWING THE CUSTOMER TO DOWNLOAD THE PERMIT AND PRINT IT
 - ✓ VIEW THE DOCUMENT DETAILS

The screenshot shows a web browser window with the URL <https://aca.accela.com/MESA/Default.aspx>. The page features the Mesa, AZ logo and navigation links for Home, Search, and Schedule. A search bar contains the text "FIRM" and a magnifying glass icon. Below the search bar, the record information is displayed: "Record # [REDACTED]", "Fire Safety Operational Permit Renewal", and "Record Status: Completed". There are two tabs: "Record Info" (selected) and "Payments".

The "Attachments" section is highlighted with a red arrow. It contains a "PLEASE READ" warning and instructions for attaching documents. Below this, there is a "Document Submittal Requirements" section with a note about the 1000 MB file size limit. A table lists the attached documents:

Name	Type	Description	Action	Document Status	Status Date
223FSOPPermit_V3_20181029_00605.pdf	Permit		Actions	Uploaded	10/29/2018