

### 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/>

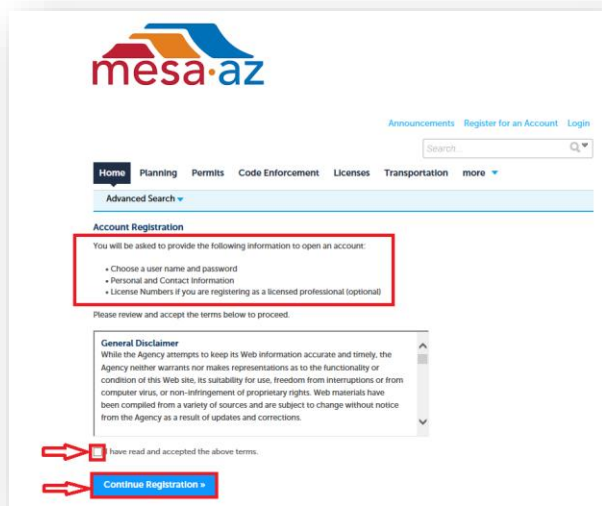
**New users will be required to register for an account.**

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:

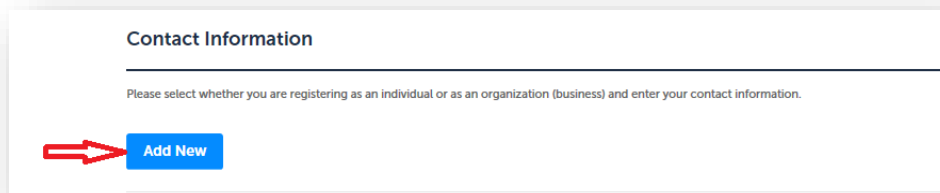
Please review and accept the terms checkbox and select the continue registration button



#### Account Registration Step 2:

Enter and confirm Your Account Information.

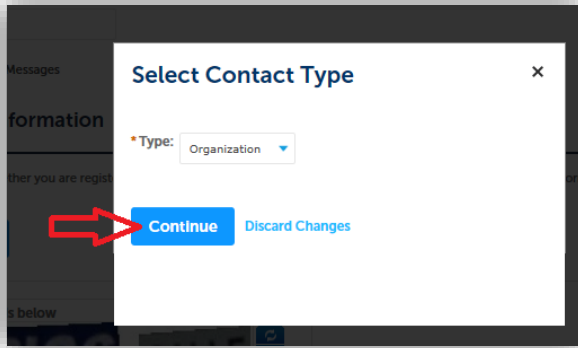
Select the Add New button to enter organization (business) and contact information



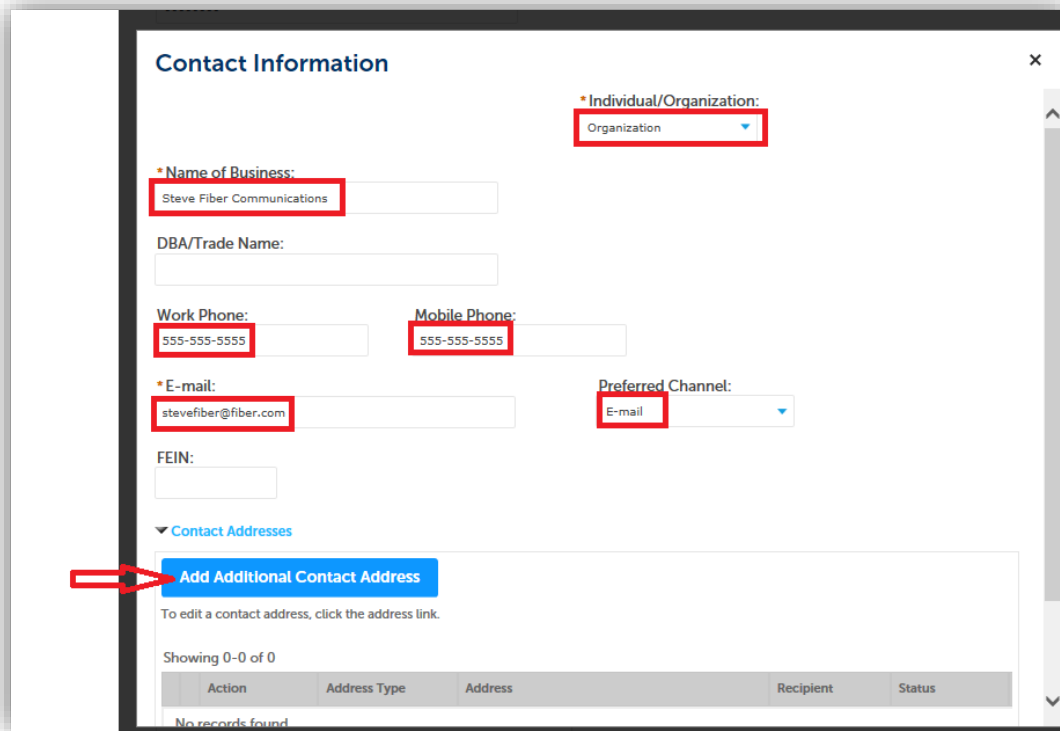
# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

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.



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Enter the address type, Street Address, City, State and zip code and select save.

The screenshot shows a 'Contact Information' window with a sub-section for 'Contact Address Information'. The form includes the following fields and values:

- \*Address Type: Business
- \*Address Line 1: 5555 S Fiber Way
- Address Line 2: (empty)
- City: Mesa
- State: AZ
- ZIP Code: 85143
- Country/Region: United States
- Recipient: (empty)
- Start Date: (calendar icon)
- End Date: (calendar icon)

At the bottom, there are four buttons: 'Save and Close', 'Save and Add Another', 'Clear', and 'Discard Changes'. A red arrow points to the 'Save and Close' button.

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

The screenshot shows a dark-themed interface with a white error message box. The message reads: 'The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information.' There are 'Continue' and 'Cancel' buttons. A red arrow points to the 'Continue' button.

The record contact added successfully box is displayed

The screenshot shows a 'Contact Addresses' section with a blue button 'Add Additional Contact Address'. Below it, a green checkmark indicates 'Contact address added successfully.' Below this, a table shows the added address:

Action	Address Type	Address	Recipient	Status
Actions	Business	5555 S Fiber Way		Active

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.

# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

Account Registration Step 2:  
Enter/Confirm Your Account Information

Login Information

Enter your User Name and Password. You must also enter a unique email address.

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

Mobile Phone:

Receive SMS Messages

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

Contact Information

Please select whether you are registering as an individual or as an organization (business) and enter your contact information.

✔ Contact added successfully.

**Steve Fiber Communications**  
stavefiber@fiber.com  
Home phone: \*\*\*\*\*  
Mobile Phone: 555-5555  
Work Phone: 555-555-5555  
Fax: \*\*\*\*\*  
[Edit](#) [Remove](#)

▼ Contact Addresses

[Add Additional Contact Address](#)

To edit a contact address, click the address link.

Showing 1-1 of 1

Action	Address Type	Address	Recipient	Status
<a href="#">Actions</a>	Business	5555-5 Fiber Way		Active

Enter the words below

[Continue Registration](#)

City of Mesa Home  
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Your account has been created successfully is displayed and you can now log on using the username and password you created.

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✔ Your account has been created successfully. You can login immediately using your User Name and Password

Your account has been successfully created.  
Congratulations. You have successfully created an account with the Agency and can login immediately. If you have registered as a licensed professional, additional activation by the Agency may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

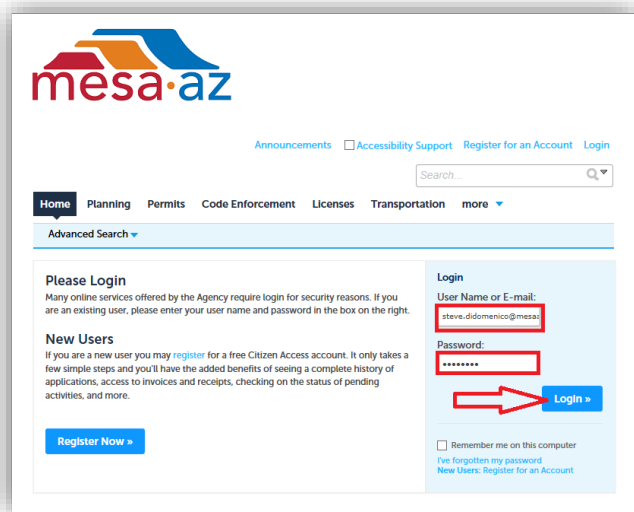
# Introduction to Dimes for Fire Safety Operational Permit (FSOP)

## ACA End User Training

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

