

### 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/>

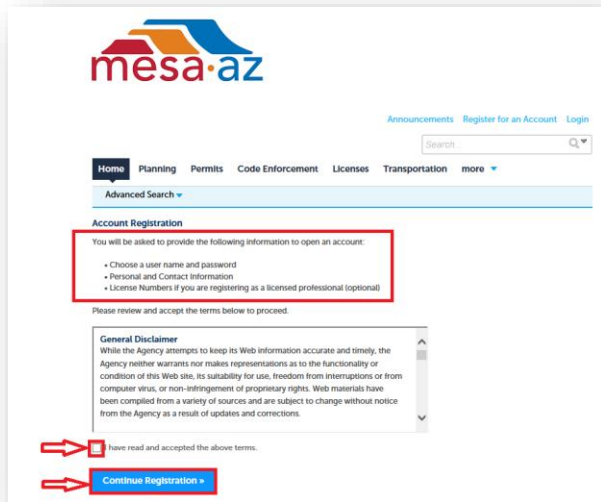
**New users will be required to register for an account.**

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:

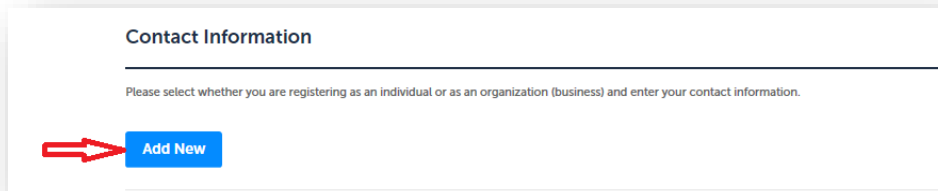
Please review and accept the terms checkbox and select the continue registration button



#### Account Registration Step 2:

Enter and confirm Your Account Information.

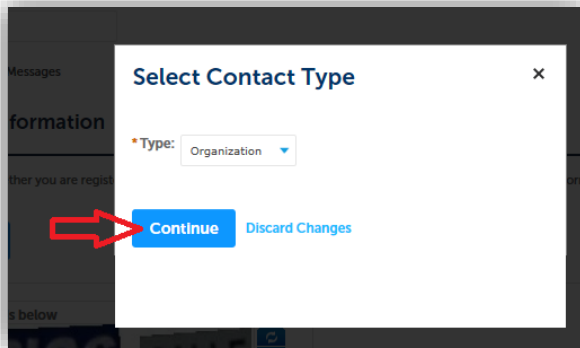
Select the Add New button to enter organization (business) and contact information



# Introduction to Dimes for Fire Tent Application

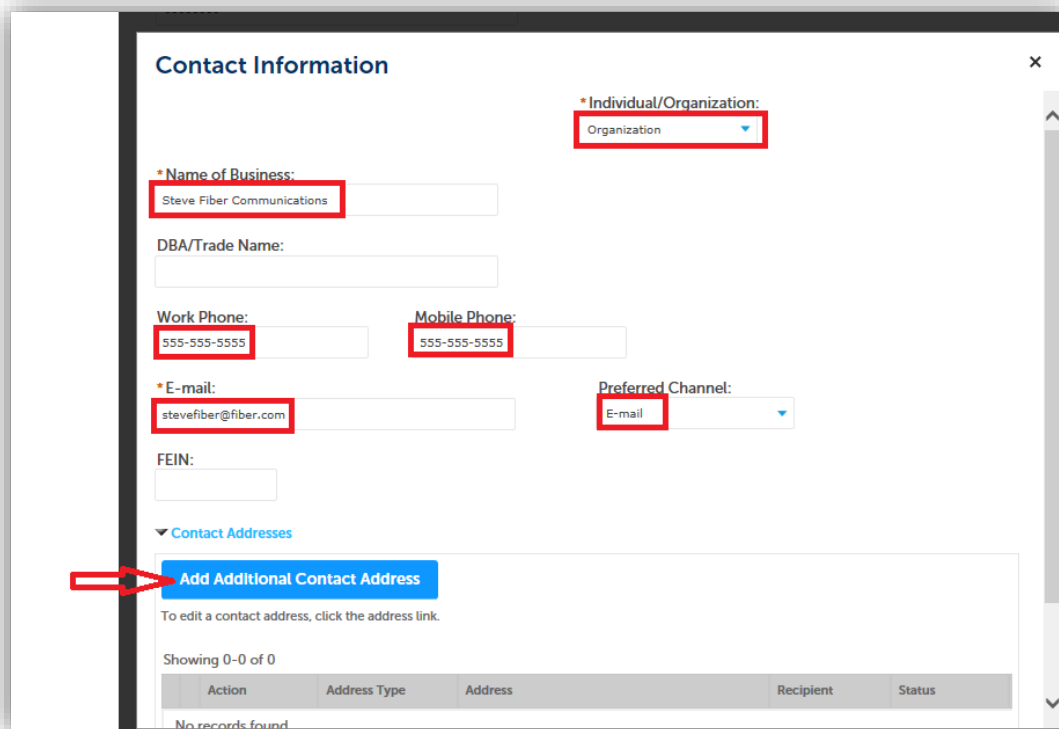
## ACA End User Training

Select Individual or Organization from the type drop down box and select continue



The screenshot shows a dialog box titled "Select Contact Type" with a close button (X) in the top right corner. Below the title, there is a label "\*Type:" followed by a dropdown menu currently showing "Organization". At the bottom of the dialog, there are two buttons: a blue "Continue" button and a grey "Discard Changes" button. A red arrow points to the "Continue" button.

Enter contact information and add contact address button by selecting the Add Additional Contact Address button.



The screenshot shows a "Contact Information" form with a close button (X) in the top right corner. The form includes several fields and dropdown menus, many of which are highlighted with red boxes:

- \* Individual/Organization: Organization
- \* Name of Business: Steve Fiber Communications
- DBA/Trade Name: (empty)
- Work Phone: 555-555-5555
- Mobile Phone: 555-555-5555
- \* E-mail: stevefiber@fiber.com
- Preferred Channel: E-mail
- FEIN: (empty)

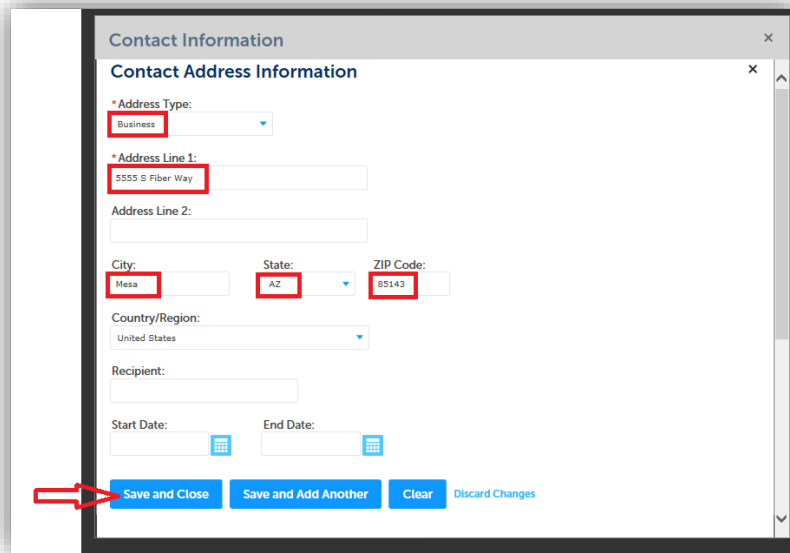
Below these fields is a section titled "Contact Addresses" with a blue "Add Additional Contact Address" button. A red arrow points to this button. Below the button, there is a table with the following structure:

Action	Address Type	Address	Recipient	Status
Showing 0-0 of 0				
No records found				

# Introduction to Dimes for Fire Tent Application

## ACA End User Training

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

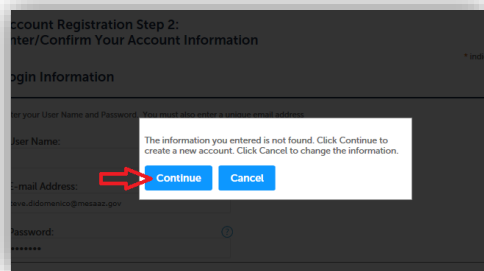


The screenshot shows a 'Contact Information' window with a sub-section for 'Contact Address Information'. The form includes the following fields:

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

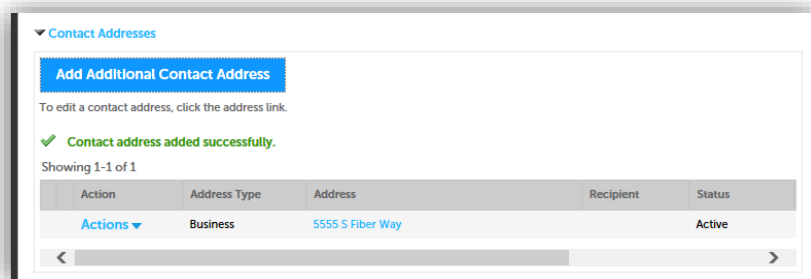
At the bottom, there are four buttons: 'Save and Close' (highlighted with a red arrow), 'Save and Add Another', 'Clear', and 'Discard Changes'.

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.' 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.' 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 Tent Application

## 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: 555-555-5555  
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  
Copyright 2010 City of Mesa AZ. All rights reserved.

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

Announcements Register for an Account Login

Search...

Home Planning Permits Code Enforcement Licenses Transportation more

Advanced Search

✔ 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.

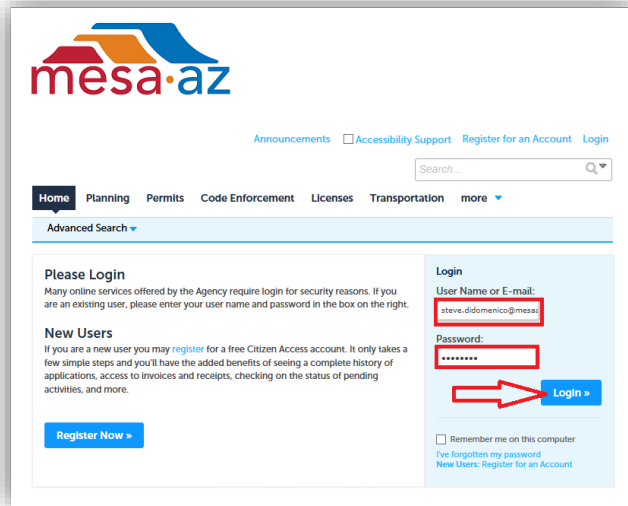
# Introduction to Dimes for Fire Tent Application

## 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



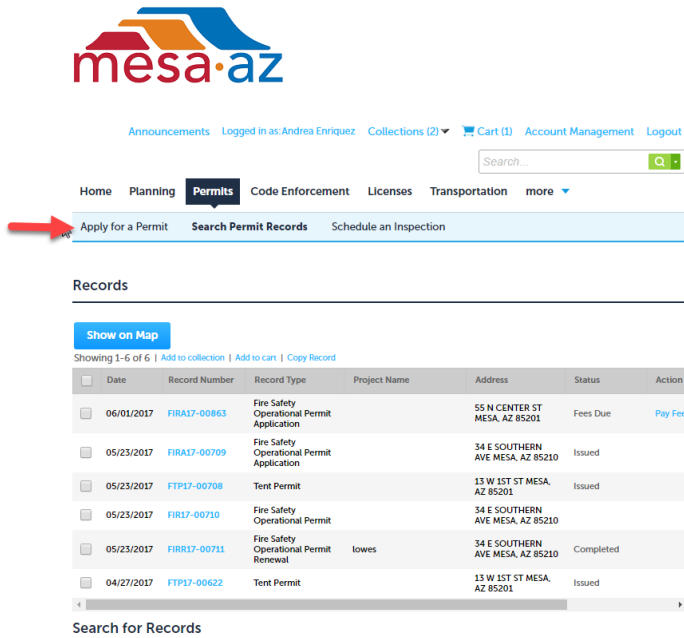
You can access Fire Tent permits by selecting the Permits section



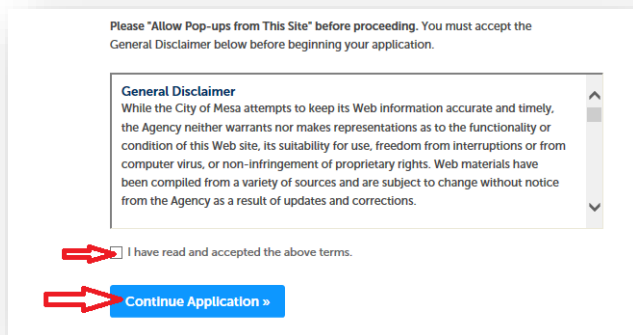
# Introduction to Dimes for Fire Tent Application

## ACA End User Training

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



# Introduction to Dimes for Fire Tent Application

## ACA End User Training

Select "Tent Permit" and click on the continue application button

Home Planning **Permits** Code Enforcement Licenses Transportation more ▾

Apply for a Permit Search Permit Records Schedule an Inspection

Choose one of the following permit types available for online applications

If you need help selecting a permit type, please call 480-644-4273.

**\*For Addenda / Deferred / Code Modification\***

- Addenda: Changes to a previously approved permit that is currently under construction.
- Deferred: A Fire Alarm or Fire Sprinkler submittal for a building currently under construction (with an existing permit number)

**\*Flow Tests and Hydrant Meters must be applied for in person with Development Services at 55 N Center St (1<sup>st</sup> Floor).**

**\*Due to System Issues, the following Permit Types are not available for online permitting. We can assist with these permit types in our office.\***

- Residential Electric 200a or smaller
- Residential Electric Repair (Like for Like)
- Residential Gas Pressure
- Residential Gas Line Repair/Replace

For Assistance or to apply for a permit type not listed, please contact us at (480) 644-4273.

Search

- Addenda / Deferred / Code Modification
- Alarm PD Permit
- Commercial Permit
- Demo
- Document Retrieval
- Fire Safety Operational Permit Application
- Master Plan
- Mobile Home
- Residential Permit
- Sign Permit
- Tent Permit

Continue Application »

**1. Location:** You can search for the location by Address, Parcel, or Owner information. (Hint: entering less information will help you find the information better. For example, for 55 N Center St Ste 650. Search only for 55 N Center in the Address section and then you can select the appropriate suite)

# Introduction to Dimes for Fire Tent Application

## ACA End User Training

### Fire Safety Operational Permit Application

1 Location & Contacts	2 Occupant Information	3 Attachments	4 Review	5 Pay Fees	6
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#### Step 1: Location & Contacts > Location

Show Map

\* indicates a required field.

#### Address

Enter the address information and click on Search to find the address in our files.

\*Street No.:  Direction:  \*Street Name:  Street Type:

Unit Type:  Unit No.:

City:  State:  Zip:

Full Address Start

Full Address End

Start Cross Street

End Cross Street

Address Type

Select the appropriate address and scroll down to click on the select button

Non-City Utilities Permit - Standard

#### Address Search Result List

<input checked="" type="radio"/>	20 E MAIN St, MESA Maricopa AZ 85201, 20 E MAIN ST, 20211	MESA	AZ	85201
<input type="radio"/>	20 E MAIN St, PPED TPI, MESA Maricopa AZ 85201, 20 E MAIN ST TPI, 315984	MESA	AZ	85201
<input type="radio"/>	20 E MCLELLAN Rd, MESA Maricopa AZ 85201, 20 E MCLELLAN RD, 17919	MESA	AZ	85201
<input type="radio"/>	20 E NOLANA Pl, SAN TAN VALLEY AREA Maricopa AZ 85243, 20 E NOLANA Pl, 168230	SAN TAN VALLEY AREA	AZ	85243
<input type="radio"/>	20 E SOUTHERN Ave, MESA Maricopa AZ 85210, 20 E SOUTHERN AVE, 21890	MESA	AZ	85210

#### Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 13837003A	2	1022	MESA

#### Associated Owners

Showing 1-1 of 1

Name	Address
<input checked="" type="radio"/> MESA CITY OF	PO BOX 1466 MESA AZ 85211



# Introduction to Dimes for Fire Tent Application

## ACA End User Training

The address information is now entered into the record press the continue application button

**Address** \* Indicates a required field.

[Use map to select work location](#)

Country: United States

\*Street No.: 20 Direction: E

\*Street Name: MAIN Street Type: St

Unit Type: --Select-- Unit No.:

City: MESA State: AZ \*Zip: 85201

[Search](#) [Clear](#)

[Continue Application »](#) [Save and resume later](#)

Select “Add New” to add a new contact or “Select from Account” to use information already saved to your account

**Non-City Utilities Permit - Standard**

1 Application 2 Project Information 3 Documents 4 Review 5 Pay Fees 6

**Step 1: Application > Contacts** \* Indicates a required field.

**Contacts**

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

[Select from Account](#) [Add New](#) [Look Up](#)

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

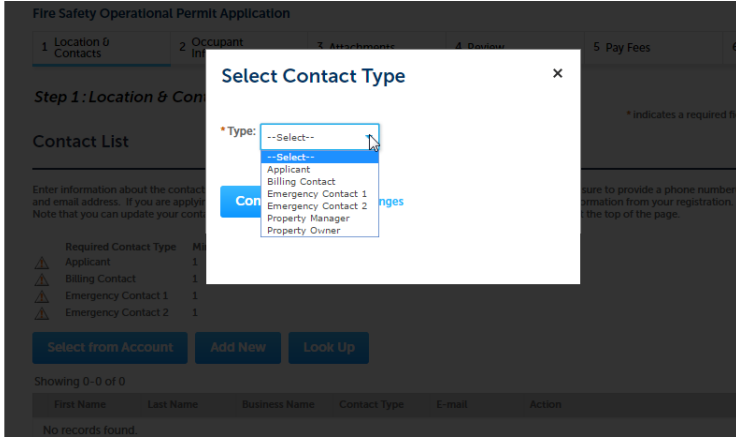
[Continue Application »](#) [Save and resume later](#)

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, 24 Hour Emergency Contact, and On Site Sales Person, 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)

# Introduction to Dimes for Fire Tent Application

## ACA End User Training



Enter all contact information as shown below

### Contact Information

\*First:  Middle:  \*Last:

Name of Business:

\* Mobile Phone:  Primary Phone  Work Phone:

\* E-mail:

Add Contact Address

Click on "Add Contact Address"

The screenshot shows the 'Contact Information' form with the 'Add Contact Address' button highlighted by a red arrow. The form fields are the same as in the previous screenshot, but the 'Contact Addresses' section is expanded, showing the 'Add Contact Address' button.

# Introduction to Dimes for Fire Tent Application

## ACA End User Training

Select Address type and fill in all information

**Contact Information**

**Contact Address Information**


\* Address Type:  
Mailing

\* Address Line 1:  
PO BOX 1

Address Line 2:

\* City: MESA      \* State: AZ      \* ZIP Code: 85211

**Save and Close**    **Save and Add Another**    **Clear**    Discard Changes



Click on “Save and Close”

The contact added successfully box is displayed select the “Continue” button

**Contact Information** ×

\* First: JANE      Middle:      \* Last: DOE

Name of Business: \_\_\_\_\_

\* Mobile Phone: 480-555-5555      Primary Phone: 480-555-5554      Work Phone: 480-555-5553

\* E-mail: JANE.DOE@ABC.COM

▼ Contact Addresses

**Add Contact Address**


To edit a contact address use the Action link.

✔ Contact address added successfully.

Showing 1 of 1

Address Type	Recipient	Address	Action
Mailing		PO BOX 1	Actions ▼

**Continue**    **Clear**    Discard Changes



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

## 2. Application – Permit Info:

Enter all tent permit information into the appropriate boxes.

- Permit Information
- Setup Information
- Dismantle Information
- Tent & Canopy Information

# Introduction to Dimes for Fire Tent Application

## ACA End User Training

- Click on Add A Row (Enter Tent/Canopy information in popup, Add additional rows for each tent/canopy) Click on Submit

### TENT AND CANOPY INFO

\*Tent Type:  \*Quantity:  \*Size:

Total Square Feet:

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 required, a detailed site plan, aerial photo, and flame certificate are required. If this is for a fireworks tent a layout of the tent is also required.)

#### Fire Safety Operational Permit Application

1 Location & Contacts	2 Occupant Information	3 Attachments	4 Review	5 Pay Fees	6
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#### Step 3: Attachments > Documents

\* indicates a required field.

#### 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.

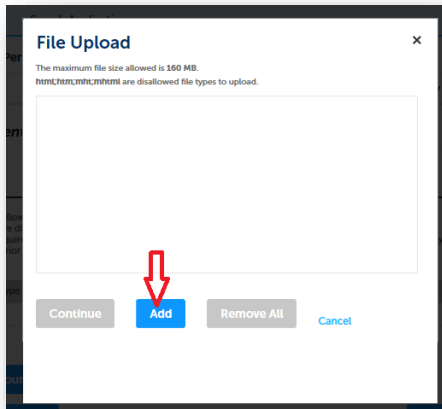
The maximum file size allowed is 160 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update
No records found.						

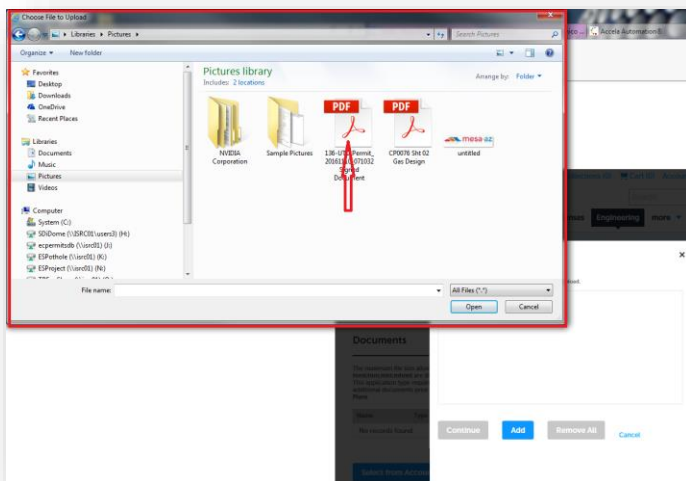
# Introduction to Dimes for Fire Tent Application

## ACA End User Training

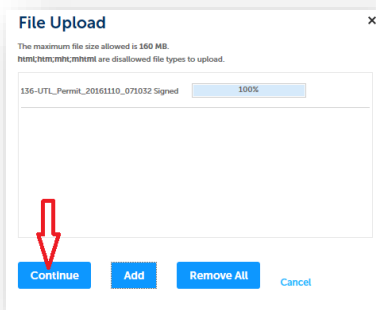
The file upload box opens select “Add”



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



The add file upload box opens select the continue button



# Introduction to Dimes for Fire Tent Application

## ACA End User Training

Enter the file type and description and select the save button

Step 3: Attachments > Documents

\* indicates a required field.

### 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.  
html,htm,mht,mhtml are disallowed file types to upload.

Name	Type	Description	Action	Document Status	Status Date	Latest Update
No records found.						

File: Site Plan.docx [Remove](#)

100%

\* Type:  
Other

\* Description:  
Site Plan

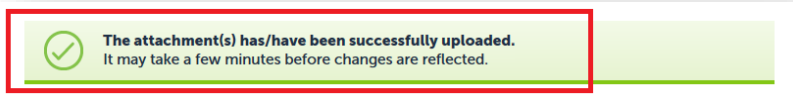
Also Attach To  
--Select--

[Save](#) [Select from Account](#) [Add](#) [Remove All](#)

[Continue Application »](#)

[Save and resume later](#)

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

The Application Submitted box is displayed and the new application record number is shown in blue example "FTP17-00873"

# Introduction to Dimes for Fire Tent Application

## ACA End User Training



Announcements Logged in as: Andrea Enriquez Collections (2) Cart (1) Account Management Logout

Search...


Home Planning **Permits** Code Enforcement Licenses Transportation more

Apply for a Permit Search Permit Records Schedule an Inspection


1 Select item to pay 2 Payment Information 3 Receipt/Record Issuance

**Step 3: Receipt/Record issuance**  
\*\*Not All invoices may be displayed\*\*

Receipt

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

20 E MAIN ST MESA, AZ 85201

 [FIR17-00873](#) [Copy Record](#)

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

The record is displayed



Announcements Logged in as: Andrea Enriquez Collections (0) Cart (0) Account Management Logout

Search...

Home Planning **Permits** Code Enforcement Licenses Transportation more

Apply for a Permit Search Permit Records Schedule an Inspection

**Record FTP17-04255:** [Add to cart](#)  
[Add to collection](#)

**Tent Permit**

**Record Status: Received**

[Record Info](#) [Payments](#)

# Introduction to Dimes for Fire Tent Application

## 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.



Announcements Logged in as: Andrea Enriquez Collections (2) Cart (1) Account Management Logout

Search...

Home Planning Permits Code Enforcement Licenses Transportation more

Dashboard **My Records** My Account Advanced Search

Permits

Showing 1-7 of 7 | Add to collection | Add to cart | Copy Record

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	06/04/2017	<a href="#">FIRA17-00873</a>	Fire Safety Operational Permit Application		20 E MAIN ST MESA, AZ 85201	Received	