

Introduction to Dimes for Engineering ACA End User Training – Pole Reservation

Accessing the ACA Site

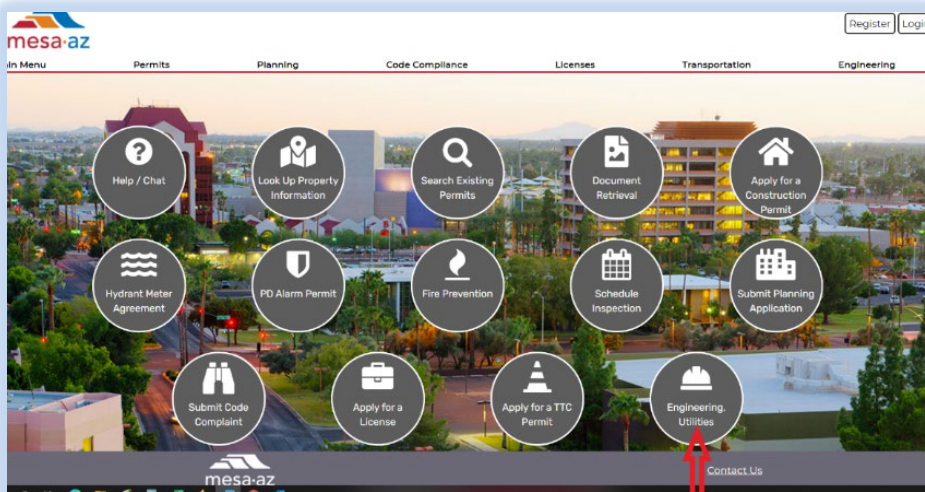
Objective: Ability to create an account and show proficiency in accessing the ACA site and create a Pole Reservation application.

New users will be required to register for an account. To register for an account please see Engineering DIMES user Guide “Engineering UTL End User ACA Account Setup Training”

Access the City of Mesa DIMES site using the link below:

Web Site Link: <https://aca-prod.accela.com/MESA/Default.aspx>

Select the Engineering Utilities Icon



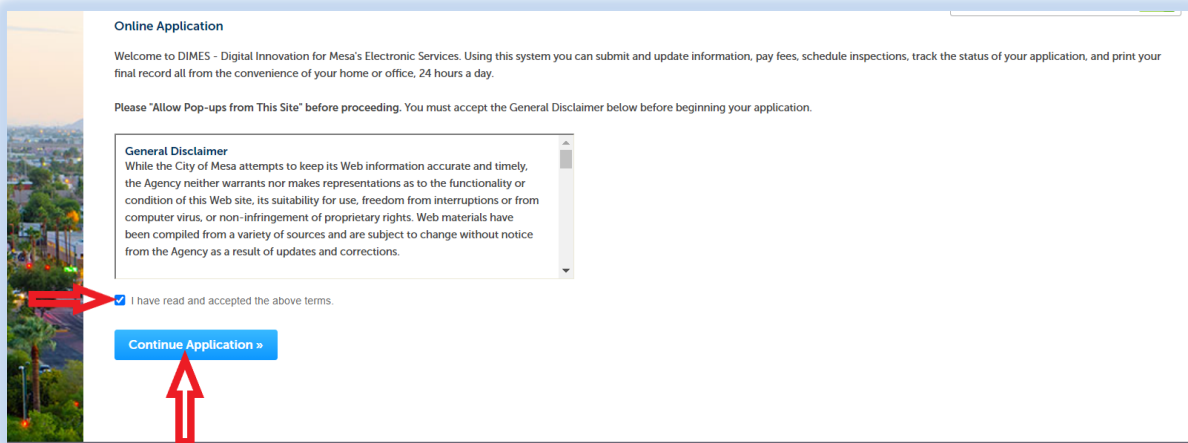
Login by entering your e-mail address and password created during the account setup process. Select “Remember me on this computer” if desired (not required) and select “Login”.

A screenshot of the login form on the City of Mesa DIMES website. The form is titled 'Login' and contains the following fields and elements:

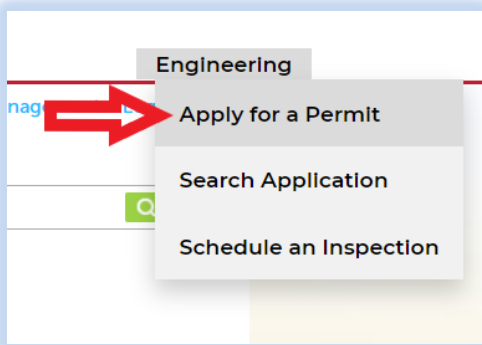
- 'User Name or E-mail:' field with the text 'myemail@email.com' entered. A red box highlights this field.
- 'Password:' field with a masked password '.....'. A red box highlights this field.
- A blue 'Login »' button with a red arrow pointing to it from the left.
- A checked checkbox labeled 'Remember me on this computer'.
- Links for 'I've forgotten my password' and 'New Users: Register for an Account'.

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Read the General Disclaimer and select “I have read and accepted the above terms” check box and select “Continue Application”.

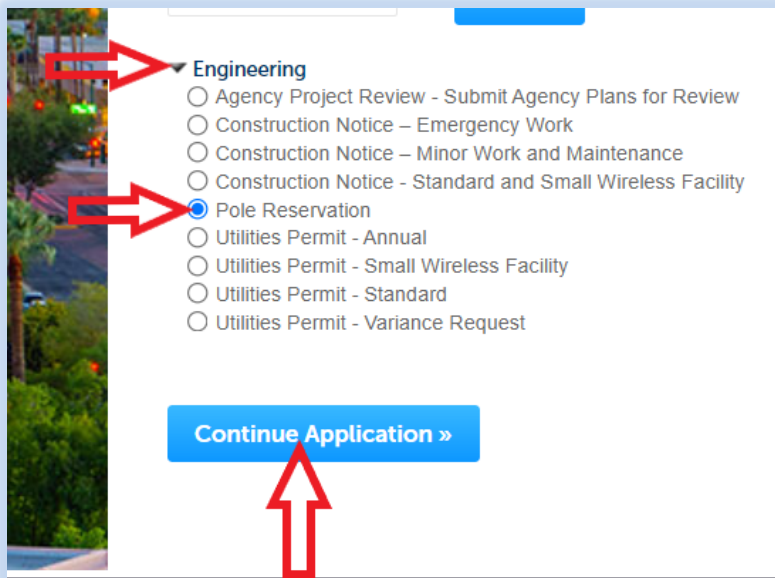


In the top right-hand corner move the mouse pointer over the word Engineering and select Apply for a Permit.



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If no selections are shown click on the Down Triangle to display the options. Select “Pole Reservation” to reserve a pole in the City of Mesa Right-Of-Way. Select “Continue Application” to move to the next step.



Step 1: Application>Location:

Search for address by typing in the street number and direction and select search. **Note: if no address is shown with the information you are trying to input, the address can be typed in manually without using the search option.**

A screenshot of a web application form titled "Step 1: Application>Location". At the top left is a "Show Map" button. Below it is the "Address" section. The form contains several input fields: "*Street No.:" with the value "20", "Direction:" with a dropdown menu showing "E", "*Street Name:" with the value "MAIN", and "Street Type:" with a dropdown menu showing "--Select--". Below these are "Unit Type:" with a dropdown menu showing "--Select--" and "Unit No.:" with an empty text box. Further down are "City:", "State:", and "Zip:" fields. At the bottom of the form are "Search" and "Clear" buttons, and a "Continue Application »" button. A red arrow points to the "Search" button.

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Address Search Result List

Choose the appropriate address and press “Select”.

Address	City	State	Zip
20 E MAIN ST BRTS BU1 MESA, AZ 85201	MESA	AZ	85201
20 E MAIN ST FWD FRI MESA, AZ 85201	MESA	AZ	85201
20 E MAIN ST FWD FRI MESA, AZ 85201	MESA	AZ	85201
20 E MAIN ST MESA, AZ 85201	MESA	AZ	85201
20 E MAIN ST PRFD TRI MESA, AZ 85201	MESA	AZ	85201

Parcel Number	Lot	Block	Subdivision
13837053A	2	1022	MESA ARIZONA

Name	Address
MESA CITY OF	PO BOX 1466 MESA AZ 85210

Select Cancel

Select “Continue Application” to proceed to the next step. **Note: You can save the application at any time by selecting the “Save and Resume Later button”.**

Step 1: Application > Location

Show Map

* indicates a required field.

Address

* Street No.: 20 Direction: E * Street Name: MAIN Street Type: ST

Unit Type: BRTS Unit No.: BU1

City: MESA State: AZ * Zip: 85201

Search Clear

Continue Application >

Save and resume later

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Step 2: Application>Contacts:

The Organization contact is required and can be chosen by selecting “Select from Account”. After this required step is completed, you will be able to add additional contacts by selecting them from your account that are individuals to be noticed regarding the status of this record. **Note: Organization contact is the company responsible for the equipment installed in the City of Mesa right-of-way.**

Contacts

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

Required Contact Type Minimum
Applicant 1

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

Showing 0 of 0

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

[Continue Application >](#)

Select the contact Organization that will operate and own equipment in the City of Mesa ROW. Select “Continue”.

Select Contact from Account

Select a contact to attach to this application.
If the contact has multiple addresses, you can select which to use in the next step.

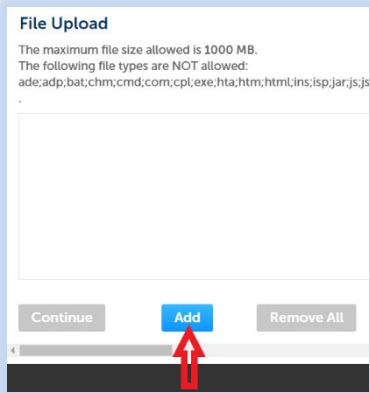
Showing 1-2 of 2

Category	Type	Name
<input type="radio"/> Associated Contact	Organization	Steve Fiber Saas Testing
<input checked="" type="radio"/> Associated Contact	Organization	Steve Fiber

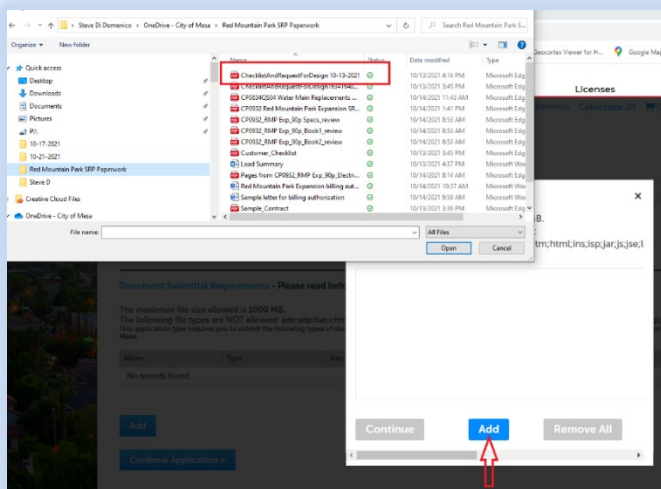
[Continue](#) [Discard Changes](#)

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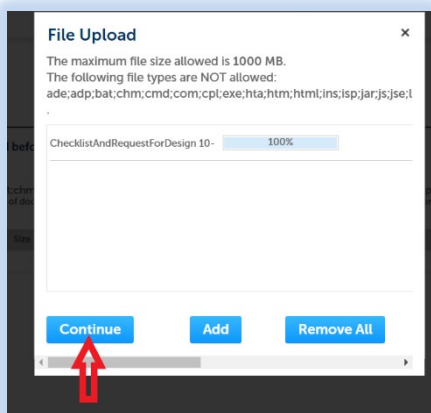
Select “Add”.



Locate the file from your computer and select “Add”.

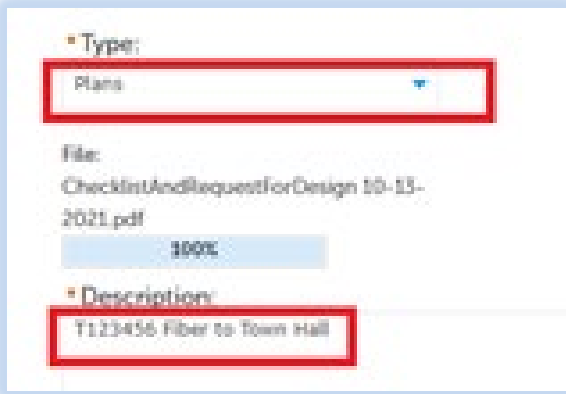


Note: Wait for the upload counter to reach 100% prior to selecting “Continue”.



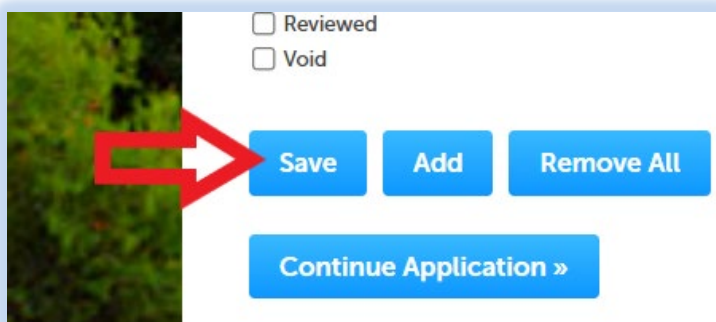
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Select “Plans”, type in the “Description”, and choose the appropriate submittal version for the “Virtual Folder”.



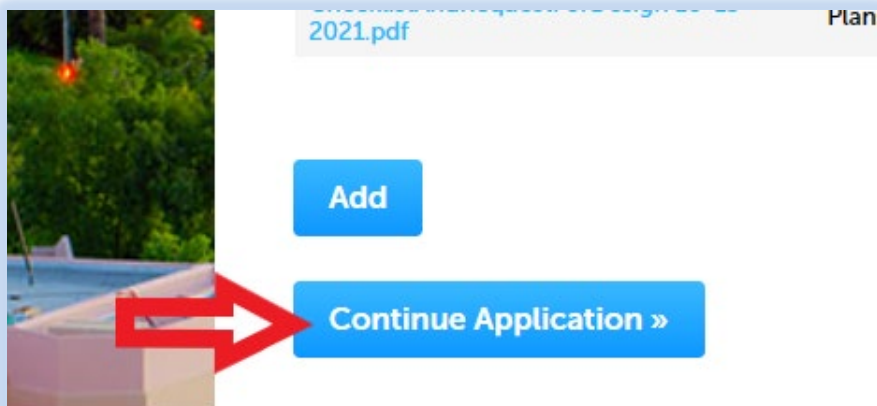
A screenshot of a web form. The 'Type:' dropdown menu is set to 'Plans' and is highlighted with a red rectangle. Below it, the 'File:' field contains the text 'CheckInAndRequestForDesign 10-13-2021.pdf' and a '100%' progress indicator. The 'Description:' field contains the text 'T123456 Fiber to Town Hall' and is also highlighted with a red rectangle.

Scroll down and select “Save”



A screenshot of a web form. On the left is a vertical image of green foliage. To the right are two checkboxes: 'Reviewed' and 'Void'. Below these are three blue buttons: 'Save', 'Add', and 'Remove All'. A red arrow points to the 'Save' button. Below these buttons is a blue button labeled 'Continue Application »'.

Select “Continue Application”.

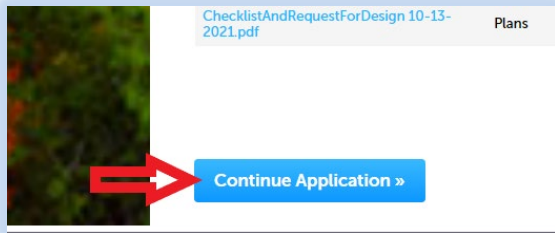


A screenshot of a web form. On the left is a vertical image of a building roof. To the right, a file name '2021.pdf' is visible. Below it is a blue 'Add' button. A red arrow points to a blue button labeled 'Continue Application »'.

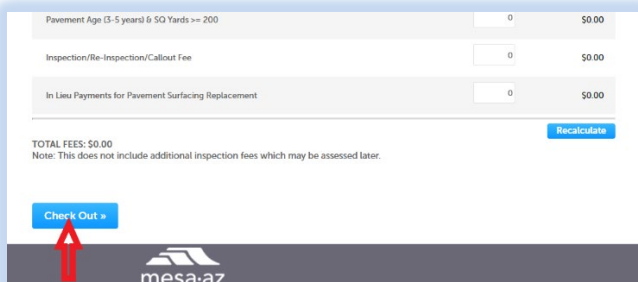
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Step 4: Review

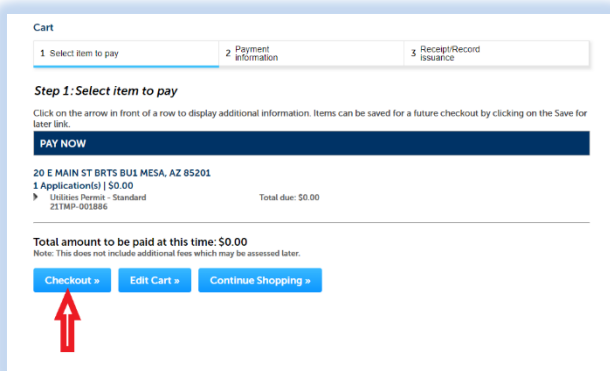
Scroll down and review the application for any errors or omissions. When it has passed quality control, select “Continue Application”. **Note: To Make changes to your application select the edit button for the area you need to correct.**



Fees will be collected at this time. Select “Check Out” to continue.



Review fees that need to be paid. Select “Check Out” to continue. Follow the payment screen to continue.




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After payment is complete The DIMES record has been created and the UTL number assigned. To review select the Blue UTL number.

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 BRYS BU1 MESA, AZ 85201

UTL21-00013