

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

## Accessing the ACA Site

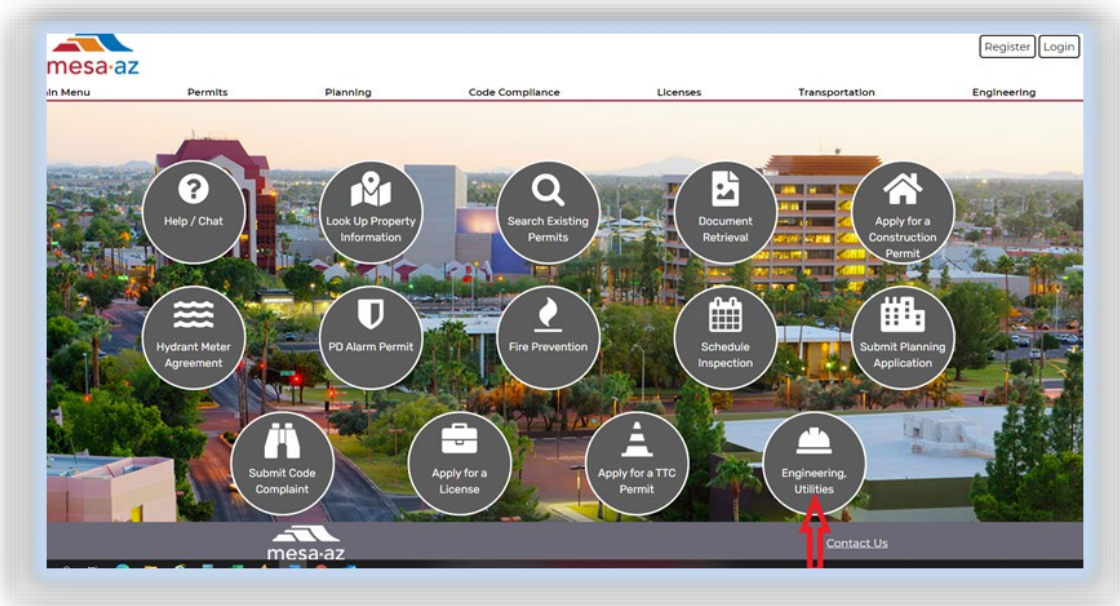
Objective: Ability to create an Annual Permit and show proficiency in accessing the ACA site.

**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”**

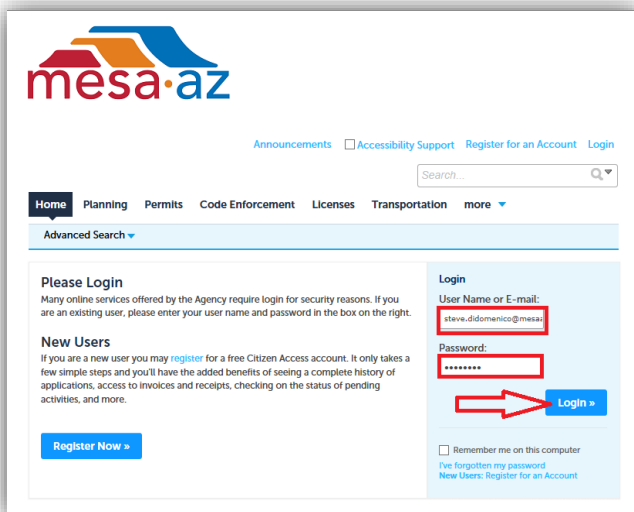
To access the site copy and paste the link into your web browser.

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

Select the Engineering Utilities Icon.

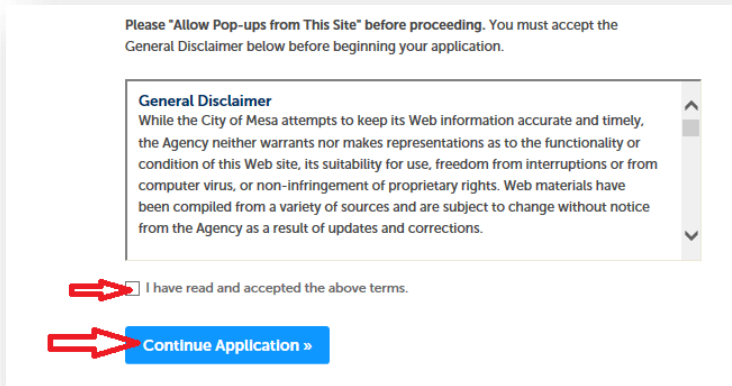


Login by entering your e-mail address and password created during the account setup process. Select “Remember me on this computer” if desired (not required) and select “Login”.

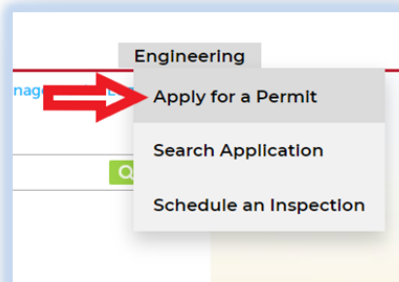


# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Read the General Disclaimer and select “I have read and accepted the above terms” checkbox and continue by selecting “Continue Application”.



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



# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Select the down arrow next to Engineering. Choose “Utility Permit – Annual” and select “Continue Application”.



**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. NOTE: For Annual Permits Manually enter or search for address 20 E Main Street Mesa, AZ 85201.**

A screenshot of a web application form titled 'Non-City Utilities Permit - Standard'. The form is divided into six steps: 1 Application, 2 Project Information, 3 Documents, 4 Review, 5 Pay Fees, and 6. The current step is 'Step 1: Application > Location'. The form includes a 'Use map to select work location' button. The 'Address' section contains the following fields: 'Country' (dropdown menu with 'United States' selected), '\*Street No.' (text input with '20' entered), 'Direction' (dropdown menu with 'E' selected), '\*Street Name' (text input), 'Street Type' (dropdown menu with '--Select--' selected), 'Unit Type' (dropdown menu with '--Select--' selected), 'Unit No.' (text input), 'City' (text input), 'State' (dropdown menu with '--Select--' selected), and '\*Zip' (text input). At the bottom, there are 'Search' and 'Clear' buttons. Red boxes highlight the '20' in the 'Street No.' field and the 'E' in the 'Direction' dropdown. A red arrow points to the 'Search' button.

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Select the appropriate address and scroll down to click on the “Select” button.

Non-City Utilities Permit - Standard

### Address Search Result List

- 20 E MAIN St, MESA Maricopa AZ 85201, 20 E MAIN ST, 20211 MESA AZ 85201
- 20 E MAIN St, PPEP TPL, MESA Maricopa AZ 85201, 20 E MAIN ST TPL, 315984 MESA AZ 85201
- 20 E MCLELLAN Rd, MESA Maricopa AZ 85201, 20 E MCLELLAN RD, 17919 MESA AZ 85201
- 20 E NOLANA PL SAN TAN VALLEY AREA Maricopa AZ 85243, 20 E NOLANA PL, 168230 SAN TAN VALLEY AREA AZ 85243
- 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"/> 13857003A	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

The address information is now entered into the record. Select “Continue Application” to proceed.

Non-City Utilities Permit - Standard

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

### Step 1: Application > Location

\* indicates a required field.

### Address

[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

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

## Step 1: Application Contacts:

The Organization contact is required and can be chosen by clicking “Select from Account”. After this required step is completed you will be able to add additional contacts by selecting them from your account. These individuals will be notified 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: Applicant Minimum: 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 >>](#)

Choose the contact Organization that will operate and own equipment in the City of Mesa ROW and 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](#)

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Select “Applicant” for the Type. Click the appropriate mailing check box and select “Continue” to move to the next step. **Note: do not use individual contacts as the applicant. If you want to add additional persons from your company, please use contacts and repeat this process after you have completed the Organization information.**

**Select Contact from Account**

Steve Fiber  
\*Type: Applicant

Select contact addresses for this contact to attach to the record.  
Showing 1-2 of 2

<input type="checkbox"/>	Address Type	Recipient	Address
<input checked="" type="checkbox"/>	Mailing		1234 Test
<input type="checkbox"/>	Mailing		2046 N 12th St

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

The contact has been added and to proceed to the next step select “Continue Application”.

**Step 1: Application > Contacts**

Contacts

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

Required Contact Type: Applicant (checked)  
Minimum: 1

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

✓ Contact added successfully.

Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone
Steve Fiber		Applicant	555-555-5555

[Continue Application »](#)

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

## Step 2: Project Information>Project Details:

Enter all project information into the appropriate boxes. Application name and description must include the annual permit year along with Company name and description of the permit. Example: "2022 – City of Mesa Annual Permit".

*Step 2: Project Information > Project Details*

**Project Name & Description**

\* Application Name:  
2022 Annual Permit City of M

\* General Description:  
2022 Annual Permit City of Mesa

\* Detailed Description:  
2022 Annual Permit City of Mesa

**Utility Provider Information**

UTILITY PROVIDER INFORMATION

\* Utility Provider:  
City of Mesa

Utility License/Contract No.:

Utility Provider Project No.:

Scroll down to access the information in the next section and type in and select the appropriate information as required.

Temporary Traffic Control Permit No.:

Type of Work:  
Annual UTL Permit Only

Project Name:

Mesa CIP No.:

\* Applicant Job Title:  
Permit Rep

Special Requirements:

\* Inspection Area:  
1

Directional Drilling:  
 Yes  No

Concrete Removal:  
 Yes  No

Pavement Removal:  
 Yes  No

Is This a Small Cell Site:  
 Yes  No

Strand-mounted Micro Antenna:  
 Yes  No

AZ 811 #:

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Scroll down to access the next section. Note: Address will not be used during record creation please proceed to step #3 by selecting “Continue Application”.

**Locations**

**LOCATIONS**

Showing 0-0 of 0

Location	Start Date	End Date	Contractor	Contact	Contact Phone Number
No records found.					

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

**Project Location**

**PROJECT LOCATIONS**

Showing 0-0 of 0

Starting Address	Ending Address	Street
No records found.		

[Add a Row](#) [Edit Selected](#) [Delete Selected](#)

[Continue Application >](#)

mesa·az

**Step 3: Documents:** Select “Add” to add a document with a maximum size of 160 MB. For all annual permits, during record creation, attach a **BLANK**, hard copy PDF of the City of Mesa notification form for use for all future work locations associated with this record.

**Non-City Utilities Permit - Standard**

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

**Step 3: Documents > Documents** \* indicates a required field.

**Documents**

The maximum file size allowed is 160 MB.  
html,htm,mht,mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Plans

Name	Type	Size	Latest Update	Action
No records found.				

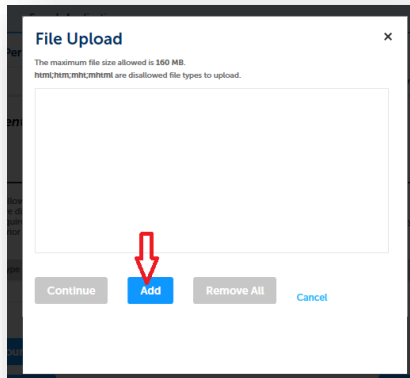
[Select from Account](#) [Add](#)

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

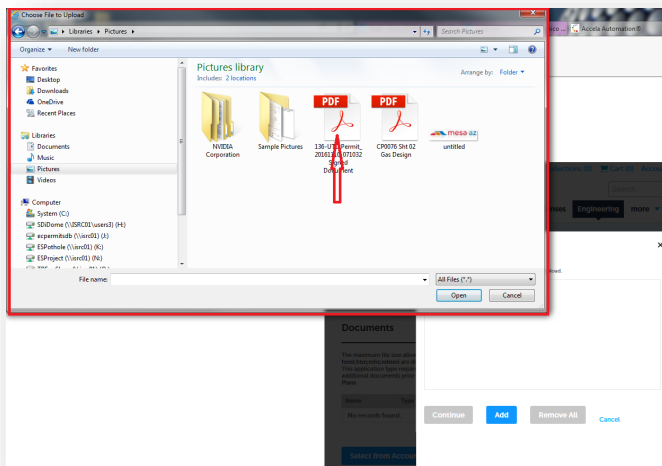


# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

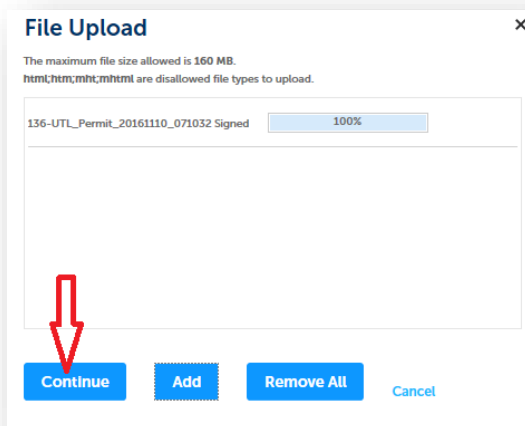
The file upload box opens. Select “Add”.



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



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



# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Select the file type “Plans”, enter a description of the file, check 1<sup>st</sup> submittal for the original file to be uploaded, and select the “Save”.

### Documents

The maximum file size allowed is 160 MB.  
htm,html,mht,mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Plans

Name	Type	Size	Latest Update	Action
No records found.				

\*Type: Plans [Remove](#)

File:  
CP0076 Sht 02 Gas Design.pdf  
100%

\*Description:  
T123456 Camping World Fiber Feed

Virtual Folders:  
 1st Submittal  
 2nd Submittal  
 3rd Submittal  
 4th Submittal  
 5th+ Submittal  
 Approved  
 watertest

Also Attach To  
--Select--

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

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

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

Select “Continue Application” and “The attachment(s) has/have been successfully uploaded” is displayed

**The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Non-City Utilities Permit - Standard**

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

**Step 3: Documents > Documents** \* indicates a required field.

**Documents**

The maximum file size allowed is 160 MB.  
htm,htm,mht,mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Plans

Name	Type	Size	Latest Update	Action
136-UTL_Permit_20161110_071032 Signed Document.pdf	Plans	67.59 KB	11/29/2016	Actions ▾

Select from Account   Add

**Continue Application >**   Save and resume later

**4. Review:** document page is displayed after reviewing the information and editing anything that needs corrected select “Continue Application”.

**Permit Dates**

PERMIT DATES Edit

Scheduled Start Date: 12/14/2016

Permit Issued Date:

Permit Expiration Date:

**Locations**

LOCATIONS Edit

No Custom Lists data for the sub group above.

**Project Information**

PROJECT LOCATIONS Edit

Starting Address	TO	Ending Address	Street Direction	Street Name	Street Type	Post Street Direction	Direction To
20	to	200	E	Main	St	E	West to

**Documents** Edit

The maximum file size allowed is 160 MB.  
htm,htm,mht,mhtml are disallowed file types to upload.  
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.  
Plans

Name	Type	Size	Latest Update	Action
136-UTL_Permit_20161110_071032 Signed Document.pdf	Plans	67.59 KB	11/29/2016	Actions ▾

**Continue Application >**   Save and resume later

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

The fees detail will be displayed do not pay or enter fees now. Select “Checkout” to continue.

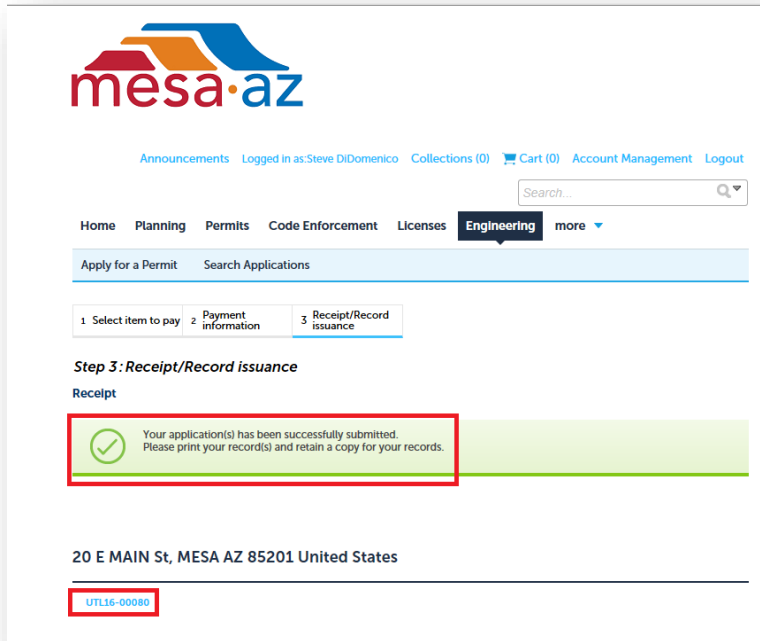
The screenshot shows the 'Pay Fees' step of a permit application. The navigation bar includes 'Home', 'Planning', 'Permits', 'Code Enforcement', 'Licenses', 'Engineering', and 'more'. Below the navigation, there is a search bar and a 'Apply for a Permit' button. The main content area is titled 'Non-City Utilities Permit - Standard' and shows a progress bar with six steps: 1 Project Information, 2 Documents, 3 Review, 4 Pay Fees (highlighted), and 6 Record Issuance. Below the progress bar, the text reads 'Step 5: Pay Fees' and 'Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.' A table titled 'Application Fees' lists four types of pavement restoration fees, each with a quantity of 0 and an amount of \$0.00. Below the table, it states 'TOTAL FEES: \$0.00' and 'Note: This does not include additional inspection fees which may be assessed later.' A 'Recalculate' button is located to the right of the total fees. At the bottom left, a 'Check Out >' button is highlighted with a red arrow.

The fees will show zero. Select “Checkout” 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 screenshot shows the 'Select item to pay' step of the permit application process. The navigation bar includes 'Home', 'Planning', 'Permits', 'Code Enforcement', 'Licenses', 'Engineering', and 'more'. Below the navigation, there is a search bar and a 'Cart (1)' button. The main content area is titled 'Step 1: Select item to pay' and 'Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.' A 'PAY NOW' button is located at the top of the item list. Below it, the address '55 E INGRAM ST, APT D, MESA AZ 85201' is displayed. The item list shows '1 Application(s) | \$0.00' and 'Non-City Utilities Permit - Standard' with a 'Total due: \$0.00'. Below the item list, it states 'Total amount to be paid at this time: \$0.00' and 'Note: This does not include additional fees which may be assessed later.' At the bottom, three buttons are visible: 'Checkout >', 'Edit Cart >', and 'Continue Shopping >'. A red arrow points to the 'Checkout >' button.

# Introduction to Dimes for Engineering ACA End User Training - Annual Permit

“Your application has been successfully submitted” is displayed and the new application record number is shown in blue - example “UTL16-00080”.



Click on the “UTLXX-XXXXX” number to view the record.

