

Log in to Accela

1. The referral contact person will receive an email notification that a permit application has been received by the Planning and Building Department. The email will contain the application number and brief project description.
2. Enter the Accela Citizen Access (ACA) website in your browser: "<https://aca.accela.com/humboldt/Default.aspx>"
3. Enter your User Name or E-mail and Password:, and press the "Login" button:

Project Review

4. Cut and paste the application number from the email notification into the search box on the upper right side of the screen, for example: , and click the green magnifying glass button.

5. Click the blue carrot on the "Record Info" button: to expand it. Click the "Attachments" item:

6. Download the documents needed for review of the project by clicking on a blue document hyperlink, for example for this fictional project all the following documents are available for download:

Name	Record ID	Record Type	Entity Type	Type
Project Review Request: PLN-1538599369925.eml	PLN-2018-00316	Planning Application	Record	Email
referral map set.pdf	PLN-2018-00316	Planning Application	Record	Maps - Non Confidential
Site Plan.pdf	PLN-2018-00316	Planning Application	Record	Site Plan
Project Description.pdf	PLN-2018-00316	Planning Application	Record	Correspondence
PLN-2018-00316 Referral Cover Sheet.pdf	PLN-2018-00316	Planning Application	Record	Referral Cover Sheet

7. Review the project.

Sending a Referral Response

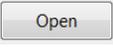
8. When you're ready to provide the referral response, first download the "Referral Cover Sheet" document by clicking the blue hyperlink and then save it to your computer:

PLN-2018-00316 Referral Cover Sheet.pdf	PLN-2018-00316	Planning Application	Record	Referral Cover Sheet
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Next, upload the "Referral Cover Sheet" from your computer to the County's ACA website taking the following steps:

- a) Open the "Attachments" page for the project as described above.

- b) Click  on the lower left side of the screen. This will open a new window. Click . Another new window will appear directing you to choose the file to upload.

- c) Select the appropriate "Referral Cover Sheet" file on your computer to upload and click the  button. Click .

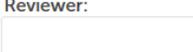
- d) Select "Referral Response - Non-Confidential" in the "Type" drop down list: 

- e) Enter the document description (optional): 

- f) Select the appropriate status from the "Status" drop down list. Here's the list of options:

* Status:

--Select--
Approved
Approved with Conditions
Note
Rejected
Revisions Required

- g) Add your agency's referral response comments:  and enter the reviewer's name: 

- i) Click . You're done! You can check to make sure your response has been uploaded - it should now appear at the end of the list of attachments for the project:

Name	Record ID	Record Type	Entity Type	Type
PLN-2018-00316 Referral Response - Building Inspections.pdf	PLN-2018-00316	Planning Application	Record	Referral Response - Non Confidential

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*** Note: If your agency wishes to respond with additional documentation such as a letter or photos, please combine them into the Referral Cover Sheet using Adobe Acrobat® before uploading it to the ACA website. Alternatively you may upload them as stand-alone additional documents after you upload the Referral Cover Sheet by following steps a) - i) above **except in step f) select "Note"** or else your Department's previous comments won't be visible.