

(ACA) Accela Citizen Access Portal

Applying for a Streetcar – Non Special Event Permit

Record Acronym: **CSNN**

- 1) Navigate to ACA – URL: <https://aca-prod.accela.com/ELPASO/Default.aspx>
- 2) Click on **Register Now** (if not already registered)

Welcome to the City of El Paso, Texas Online Permitting / Licensing Citizen Portal.

We are pleased to offer our citizens, contractors, businesses, and visitors access to transparent government information online, 24 hours a day, 7 days a week.

We will be offering a wide variety of services for you in the near future.

Currently available:

- Apply, view, and search for permits or licenses

What would you like to do today?
To get started, select one of the services listed below:

Building Search Applications	Licenses Search Applications
Planning Search Applications	City Search Applications
Traffic Control Search Applications	Transportation For Hire Search Applications
Enforcement Search Applications	Fire Search Applications

Sign In

USER NAME OR E-MAIL: *

PASSWORD: *

Forgot Password?

Sign In

Remember me on this device

Not Registered?
CREATE AN ACCOUNT

- 3) Accept 'General Disclaimer'

Login Information

STEP 1 OF 2: ACCOUNT DETAILS

* Required Fields

USER NAME: *

TestUser

E-MAIL ADDRESS: *

@elpasotexas.gov

PASSWORD: *

TYPE PASSWORD AGAIN: *

ENTER SECURITY QUESTION: *

To what city did you go the first time you flew ...

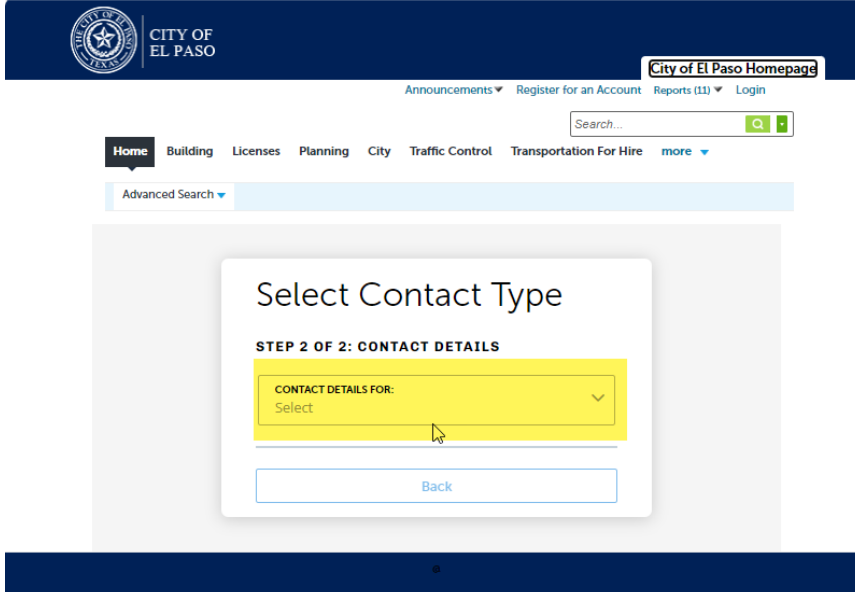
ANSWER: *

I have read, understand, and agree to the Terms of Service

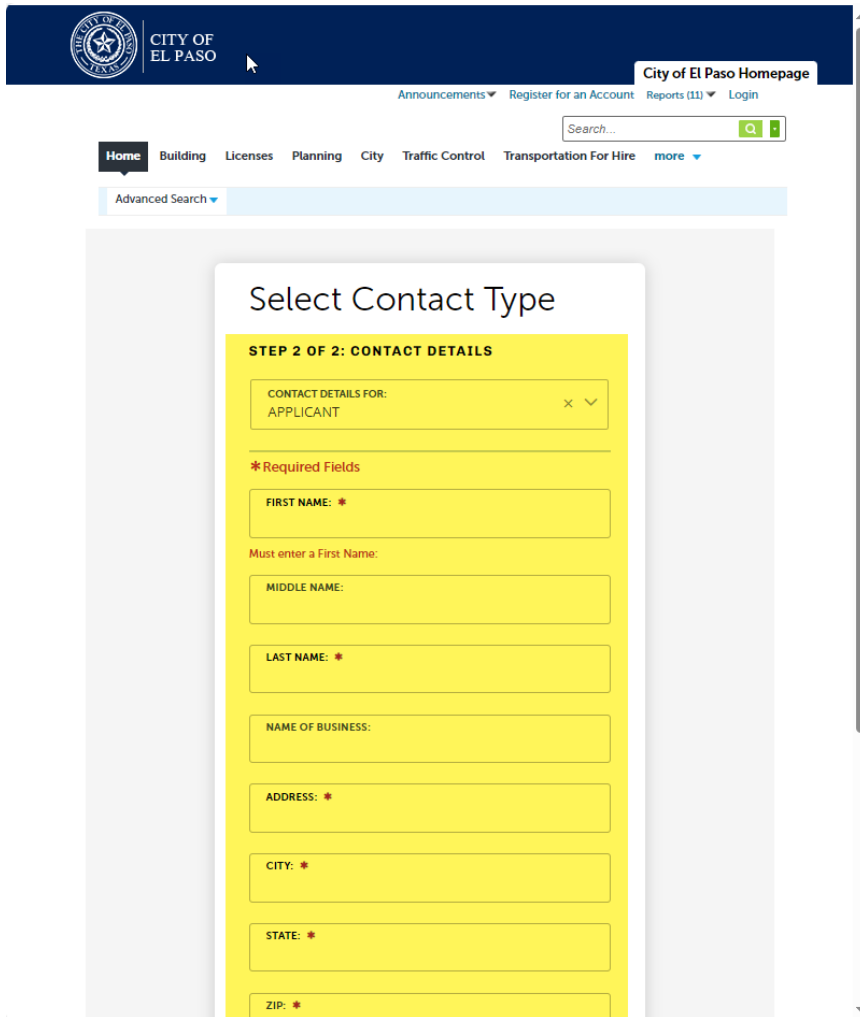
CONTINUE

BACK

4) Provide New Account information



5) Provide 'APPLICANT' information



6) Provide Login Credentials

The screenshot shows the City of El Paso homepage. At the top, there is a dark blue header with the City of El Paso logo and the text "CITY OF EL PASO". To the right of the logo, it says "City of El Paso Homepage". Below the header, there are navigation links: "Announcements", "Register for an Account", "Reports (11)", and "Login". A search bar is located below these links. The main navigation menu includes "Home", "Building", "Licenses", "Planning", "City", "Traffic Control", and "more". Below the navigation menu, there is an "Advanced Search" bar. The main content area is divided into two columns. The left column contains a "Please Login" section with instructions for existing users and a "New Users" section with instructions for new users and a "Register Now" button. The right column contains a "Sign In" section with a yellow background. It has two input fields: "USER NAME OR E-MAIL" and "PASSWORD". Below the password field is a "Forgot Password?" link. A "Sign In" button is highlighted with a red arrow. At the bottom of the "Sign In" section, there is a "Remember me on this device" checkbox and a "Not Registered? CREATE AN ACCOUNT" link.

7) Select 'City' from menu, Create an Application (accept terms) and Continue Application

The screenshot shows the City of El Paso website. The navigation menu includes "Home", "Building", "Licenses", "Planning", "City", "Traffic Control", and "more". The "City" menu item is highlighted with a red arrow. Below the navigation menu, there is a light blue banner with two buttons: "Create an Application" and "Search Applications". The "Create an Application" button is highlighted with a red arrow. Below the banner, there is a section titled "Online Application" with a welcome message. Below the welcome message, there is a "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." section. Below this section, there is a "General Disclaimer" box with a scroll bar. Below the disclaimer box, there is a checkbox labeled "I have read and accepted the above terms." which is checked. A red arrow points to the checkbox. Below the checkbox, there is a "Continue Application" button with a red arrow pointing to it.

8) Select Application type from the available applications on list
(Streetcar > **Streetcar – Non Special Event**)

Create an Application Search Applications

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

- ▶ City
- ▶ Safe Streets
- 1 ▼ **Streetcar**
 - 2 ○ **Streetcar - Non Special Event**
 - Streetcar - Special Event

9) Provide Application Information

Streetcar - Non Special Event

1 General Information	2 Documents	3 Review	4 Record Submittal
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Step 1: General Information > Application Information * indicates a required field.

Detail Information

*Application Name:

Work Description:

[spell check](#) [Clicking here will bring in your account's APPLICANT information.](#)

APPLICANT

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

[Click here to provide 'ON-SITE POC' information.](#)

ON-SITE POINT OF CONTACT

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

Provide ON-SITE POINT OF CONTACT information

Contact Information

*First Name Middle Name *Last Name

*Primary Phone

 [Discard Changes](#)

Application Information continuation...

Custom Fields

GENERAL

* Date of Proposed Work (From): 

* Date of Proposed Work (To): 

Hours of Work (From):

Hours of Work (To):

Request Type:

* On-Site Foreman:

* Cell Number:

Number of On-Site Workers:

Limit of Access:

City Employee?: Yes No

Do you have a valid track access training ID#?: Yes No

Track Access Training ID#:

Does your work include the use of a crane, forklift, lifting device, boom truck or similar vehicle?: Yes No

Description of vehicle(s):

Vehicle height:

Vehicle width:

Number of vehicles:

Maximum Reach or Extend of Boom, Crane, Lift:

Does your work include the use of a tent, canopy, elevated platform, or any temporary structure?: Yes No

Description of structure:

Structure height:

Structure length:

Structure depth:

Please provide 24h military time format.

i.e.
From - 03:00
To - 09:00

[Continue Application >](#)

[Save and resume later](#)

10) Upload Documentation

Streetcar - Non Special Event

1 General Information	2 Documents	3 Review	4 Record Submittal
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Step 2: Documents > Application Documents

* indicates a required field.

Attachment

IMPORTANT: Before proceeding, referenced below for required documentation:

- 1) Application
- 2) Construction Drawings
- 3) Traffic Control Map
- 4) Track Access Training
- 5) Rail Insurance

REQUIRED documents!!

For more information visit:

<http://www.sunmetro.net/streetcar/track-access>

The maximum file size allowed is 1024 MB.

ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pii;scr;scs;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh 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.

TRAFFIC CONTROL PLAN, RAIL INSURANCE, CONSTRUCTION DRAWINGS, APPLICATION, TRACK ACCESS TRAINING

Name	Type	Size	Latest Update	Action
No records found.				

Add

Attach your documentation using ADD

Continue Application »

Save and resume later

The screenshot shows the application interface with a 'File Upload' dialog box open. The dialog box contains the text: 'ADD will allow you to search your computer for files.' Below this text are buttons for 'Continue', 'Add', 'Remove All', and 'Cancel'. The 'Add' button is highlighted in green. A red arrow points from the 'Add' button in the main interface to the 'Add' button in the dialog box. In the background, a 'Choose File to Upload' window is open, showing a file explorer view of the 'Downloads' folder. The file explorer shows various files and folders, including 'deleted', 'other', 'rtf reports backup', 'ACAPrintViewRecordButtonLic.rdl', 'Animal CPR Class.bt', 'Animal Groomer Training Course.bt', 'Animal Cashiers Report 4-24-13.rdl', and 'Government Issued ID.bt'. The 'File name' field is empty, and the file type is set to 'All Files (*.*)'. The 'Open' and 'Cancel' buttons are visible at the bottom of the file explorer window.

Select CONTINUE after uploading attachments/documents.

File Upload

The maximum file size allowed is 1024 MB.
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sjs; vbs; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Application.txt	100%
Construction Drawing.txt	100%
Rail Insurance.txt	100%
Track Access Training.txt	100%
Traffic Control Map.txt	100%

Continue **Add** **Remove All** Cancel

Identified each file uploaded with the TYPE dropdown

* Type: Remove

APPLICATION
CONSTRUCTION DRAWINGS
RAIL INSURANCE
TRACK ACCESS TRAINING
TRAFFIC CONTROL PLAN

Description:

spell check

* Type: Remove

--Select--

File:
Construction Drawing.txt
100%

Description:

spell check

* Type: Remove

--Select--

File:
Rail Insurance.txt
100%

Description:

spell check

* Type: Remove

--Select--

Please relate each uploaded file with its specific Type!

Select SAVE when ready

* Type: Remove

--Select--

File:
Construction Drawing.txt
100%

Description:

spell check

Save **Add** **Remove All**

Continue Application > **Save and resume later**

11) Review provided information (Do your EDITING here if necessary)

Create an Application Search Applications

Streetcar - Special Event

1 General Information	2 Documents	3 Review	4 Record Submittal
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Step 3: Review

Save and resume later **Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Streetcar - Special Event

Detail Information Edit

Application Name: test

APPLICANT Edit

Individual [- mail:frequency@percivore.com]
Patricia Anderson

ON-SITE POINT OF CONTACT Edit

[- mail:frequency@percivore.com] [Phone: 815.423.0000]

12) When finish reviewing data, Select Continue Application

Create an Application Search Applications

This is an image

Streetcar - Special Event

1 General Information	2 Documents	3 Review	4 Record Submittal
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Step 3: Review

Save and resume later **Continue Application »**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Streetcar - Special Event

Detail Information Edit


Application Name: test

APPLICANT Edit

Individual [- mail:frequency@percivore.com]
Patricia Anderson

ON-SITE POINT OF CONTACT Edit

[- mail:frequency@percivore.com] [Phone: 815.423.0000]




13) Save created record number for your records.

Create an Application Search Applications

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

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

No Address

CSSN21-00004