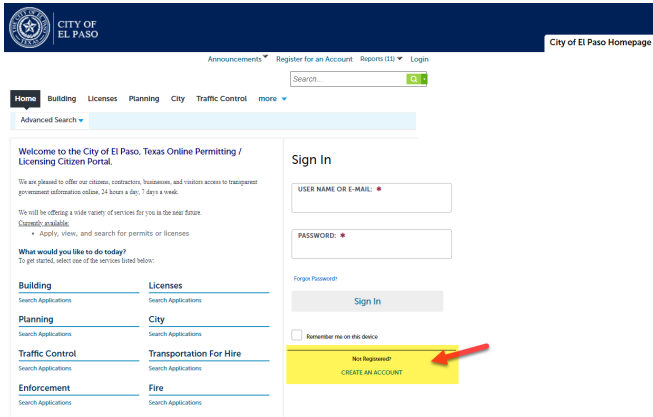


(ACA) Accela Citizen Access Portal

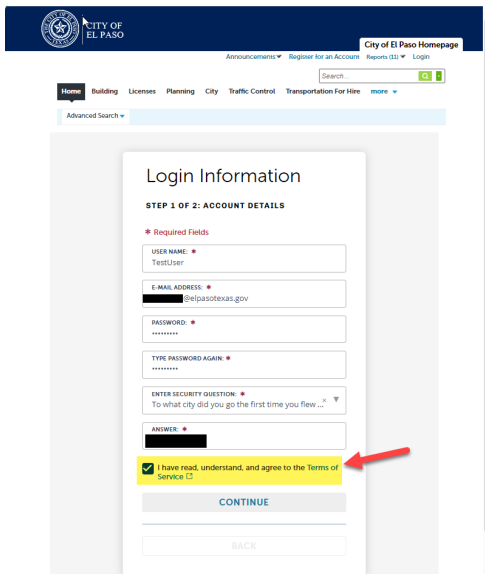
Applying for a Streetcar – Special Event Permit

Record Acronym: **CSSN**

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



- 3) Accept 'General Disclaimer'



4) Provide New Account information

The screenshot shows the City of El Paso website header with the logo and navigation links. Below the header is a search bar and a menu with options like Home, Building, Licenses, Planning, City, Traffic Control, and Transportation For Hire. The main content area features a modal window titled "Select Contact Type" with the sub-header "STEP 2 OF 2: CONTACT DETAILS". Inside the modal, there is a dropdown menu labeled "CONTACT DETAILS FOR:" with the value "Select" and a downward arrow. Below the dropdown is a "Back" button.

5) Provide 'APPLICANT' information

The screenshot shows the City of El Paso website header with the logo and navigation links. Below the header is a search bar and a menu with options like Home, Building, Licenses, Planning, City, Traffic Control, and Transportation For Hire. The main content area features a modal window titled "Select Contact Type" with the sub-header "STEP 2 OF 2: CONTACT DETAILS". Inside the modal, there is a dropdown menu labeled "CONTACT DETAILS FOR:" with the value "APPLICANT" and a downward arrow. Below the dropdown, there is a section for "*Required Fields" with several input fields: "FIRST NAME: *", "MIDDLE NAME:", "LAST NAME: *", "NAME OF BUSINESS:", "ADDRESS: *", "CITY: *", "STATE: *", and "ZIP: *". A message "Must enter a First Name:" is displayed above the middle name field.

6) Provide Login Credentials

The screenshot shows the City of El Paso homepage. At the top, there is a navigation bar with the city logo and name. Below that, there are links for 'Announcements', 'Register for an Account', 'Reports (11)', and 'Login'. A search bar is also present. The main navigation menu includes 'Home', 'Building', 'Licenses', 'Planning', 'City', 'Traffic Control', and 'more'. The 'City' menu item is highlighted. Below the navigation, 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' form with fields for 'USER NAME OR E-MAIL' and 'PASSWORD', a 'Forgot Password?' link, and a 'Sign In' button. A red arrow points to the 'Sign In' button. Below the 'Sign In' button, there is a checkbox for 'Remember me on this device' and a link for 'Not Registered? CREATE AN ACCOUNT'.

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

The screenshot shows the City of El Paso online application system. At the top, there is a navigation bar with the city logo and name. Below that, there are links for 'Home', 'Building', 'Licenses', 'Planning', 'City', 'Traffic Control', and 'more'. The 'City' menu item is highlighted. Below the navigation, there is a 'Create an Application' button and a 'Search Applications' button. The 'Create an Application' button is pointed to with a red arrow. Below the buttons, there is a 'General Disclaimer' section with a checkbox for 'I have read and accepted the above terms' and a 'Continue Application' button. Both the checkbox and the 'Continue Application' button are pointed to with red arrows.

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

Search

- City
- Safe Streets
- 1 Streetcar
 - 2 Streetcar - Non Special Event
 - Streetcar - Special Event

Continue Application »

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.

[Select from Account](#)

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.

[Select from Account](#) [Add New](#) Click here to provide 'ON-SITE POC' information.

Provide ON-SITE POINT OF CONTACT information

Contact Information

*First Name Middle Name *Last Name


*Primary Phone


Continue Clear Discard Changes


Application Information continuation...


Custom Fields

GENERAL

* Date of Event From: 

* Date of Event To: 

Hours of Event (From): 

Hours of Event (To): 

Number of participants:

Limit of Access/Work Site Location:

City Employee?: Yes No

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

Track Access Training ID#:


Is your special event considered a "moving" special event? (i.e. walk, run, marathon, march, parade): Yes No

Does your event include the use of vehicles or parade floats?: Yes No

Description of vehicle(s):

Vehicle height:

Vehicle width:

Number of vehicles: 

Does your event 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

[spell check](#)

[spell check](#)

[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;pif;scr;ct;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

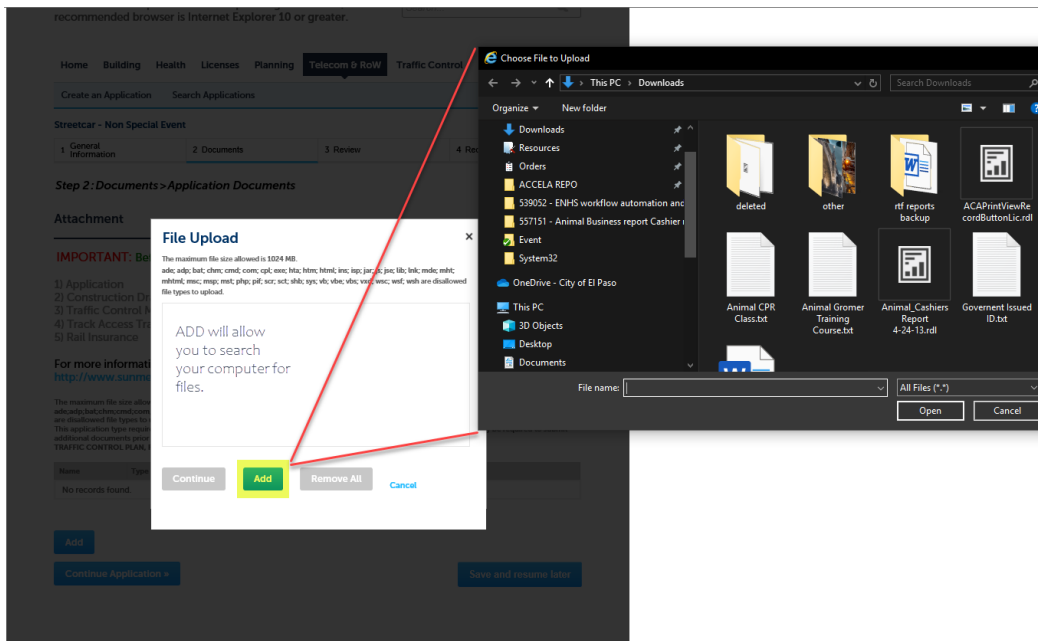
Name	Type	Size	Latest Update	Action
No records found.				

Attach your documentation using ADD

Add

Continue Application >

Save and resume later



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

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
1-800-443-8888 1-800-443-8888

ON-SITE POINT OF CONTACT Edit

1-800-443-8888 1-800-443-8888

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

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
1-800-443-8888 1-800-443-8888

ON-SITE POINT OF CONTACT Edit

1-800-443-8888 1-800-443-8888


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