

City of Sacramento – On-line permits training series

Public Works – Transportation Permit Online

Citizen Portal



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Accele Citizen Access

The web address for the Transportation Permit Citizen Access Portal is:

<https://aca.accela.com/sacramento>

More information and updates are on the City of Sacramento’s Transportation Permit webpage: <http://www.cityofsacramento.org/Public-Works/Engineering-Services/Permits/Transportation-Permits>

1. Account Creation

Organizations or individuals that would like to apply for Transportation Permits on-line will need to create an account.

From the Home Page – Select [Register for an Account](#)

The screenshot shows the top navigation bar with tabs: Home (selected), Building, Planning, Public Works, Operating Permit, and General Property Info. Below the navigation is an "Advanced Search" dropdown. The main content area is split into two columns. The left column contains a "Please Login" section with text explaining that many services require login for security, and a "New Users" section with text explaining that new users can register for a free account to see application history, invoices, and receipts. A "Register Now »" button is at the bottom of the left column. The right column contains a "Login" section with input fields for "User Name or E-mail:" and "Password:", a "Login »" button, a "Remember me on this computer" checkbox, and links for "I've forgotten my password" and "New Users: Register for an Account".

Accept the Disclaimer and Continue Registration

Please review and accept the terms below to proceed.

General Disclaimer

Information presented on this website is collected, maintained, and provided for the convenience of the user. While every effort is made to keep such information accurate and up-to-date, the City of Sacramento does not certify the authenticity of any information that is provided on this website. Under no circumstances will the City of Sacramento be liable for any actions taken or omissions made from reliance on any information contained herein from whatever source nor will the

I have read and accepted the above terms.

[Continue Registration »](#)

Enter Account Information

Account Registration Step 2: Enter/Confirm Your Account Information

* indicates a required field.

Login Information

* User Name:

* E-mail Address:

* Password:

* Type Password Again:

* Select a Security Question:

* Answer:

Create your Contact Information by selecting “Add New”

Contact Information

Choose how to fill in your contact information.

[Add New](#)

Select a Contact Type of “Applicant”

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The screenshot shows a web interface for adding contact information. On the left, a dark grey sidebar contains the text 'Contact Information' and 'Choose how to fill in your contact' with an 'Add New' button. The main area is titled 'Select Contact Type' and features a dropdown menu labeled '*Type:'. The dropdown is open, showing a list of roles: '--Select--', 'Appellant', 'Applicant', 'Assigned Engineer', 'Assigned Planner', 'Association', 'Billing Contact', 'CIP Manager', 'Co-Applicant', and 'Complainant'. A red arrow points to the 'Applicant' option. A blue button labeled 'Con' is partially visible to the left of the dropdown.

Fill in your Contact Information and Continue

Contact Information

*First: Middle: *Last:

Name of Business:

*Address:

*City: *State: *Zip:


*Mobile Phone: Work Phone: Home Phone:

*E-mail:

[Discard Changes](#)

You will then get an email from the City to finalize the creation of your Account.

[Advanced Search](#) ▼

 Your account has been created successfully but is **NOT** active yet. You will receive additional instructions by e-mail. Please check for an e-mail from noreply@acela.com. If you don't receive a verification e-mail, please check your Junk E-Mail/Spam Folder or send an e-mail to Streamline@cityofsacramento.org.

Follow the instructions in the email to activate your account.

2. Transportation Permit Creation

To create a Transportation Permit

Login to Citizen Access

Home Building Planning Public Works Operating Permit General Property Info

Advanced Search ▾

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users
If you are a new user you may [register](#) for a free Citizen Portal account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now >>](#)

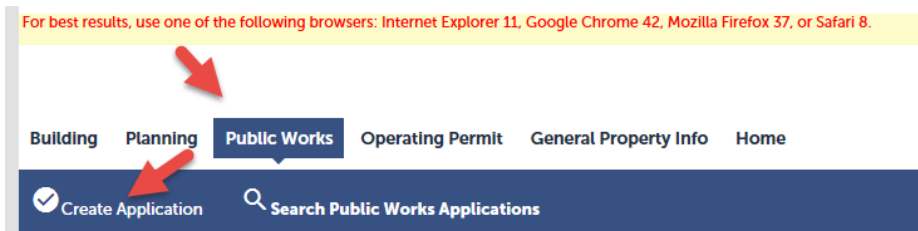
Login
User Name or E-mail:

Password:

[Login >](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

Select Public Works, Create Application and read and accept the Disclaimer



Step 1 – Enter all Permit Information

Step 1: Permit Information > Wide Load Information

Custom Fields

WIDELOAD INFO

Company Name:

* Permit Type:

Method:

Origin:

Destination:

Travel Route:

Step 2 – Enter Contact Information

Fill out information by selecting “Add New” or use “Select from Account” to automatically fill in your Account Information

Step 2: Contacts > Contacts

Applicant

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

Transporter

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

Ship To

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

Step 3 – Review

This step allows for a final review of the information. If any information needs to be changes the “Edit” button can be used to open the data entry screen.

At the end of the page you will also be asked to accept the permit conditions.

Step 3: Review

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

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

Record Type

Transportation Permit

Custom Fields

WIDELOAD INFO [Edit](#)

Company Name: Ernie’s Mobile Home Transport
Permit Type: Single Trip
Method:
Origin: Point A
Destination: Point B
Travel Route: From A to B
Trips: 1
Type of Equipment:
License Plate: 111AAA

Step 4 – Pay Fees

Fees will be Assessed based on the permit type selected.

Building Planning **Public Works** Operating Permit General Property Info Home

[Create Application](#)

Transportation Permit

1 Permit Information 2 Contacts 3 Review **4 Pay Fees** 5 Record Issuance

Step 4: Pay Fees

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.

Application Fees

Fees	Qty.	Amount
Oversized Load Single Day - 320	1	\$16.00

TOTAL FEES: \$16.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

Continue to Pay Fees with a Valid Credit Card

The screenshot shows the City of Sacramento online payment portal. At the top, there is a banner with the City of Sacramento logo and a cityscape image. A "Test" label is visible in the top right corner. Below the banner, there are links for "View Cart" and "Back to CDD Citizen Portal". The main section is titled "Payment from credit card" and contains the following fields:

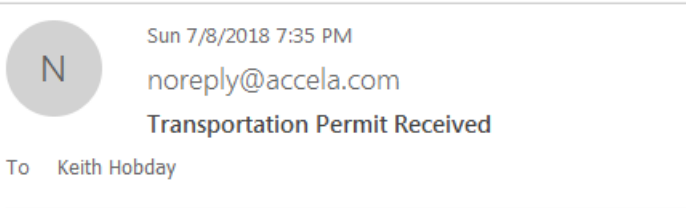
- Credit Type: Discover (dropdown menu)
- Card Number: [input field]
- Expiration Date: [dropdown menu] [dropdown menu]
- Address: [input field]
- Zip Code: [input field]

Below the payment fields, there is a section for "Item Charges" with a summary table:

SubTotal:	\$16.00
Tax Total :	\$0.00
Total(Price Includes Tax):	\$16.00

At the bottom right of the form, there is a "Complete Transaction" button. The footer of the page reads: "© City of Sacramento ~ 915 I Street, Sacramento, California 95814".

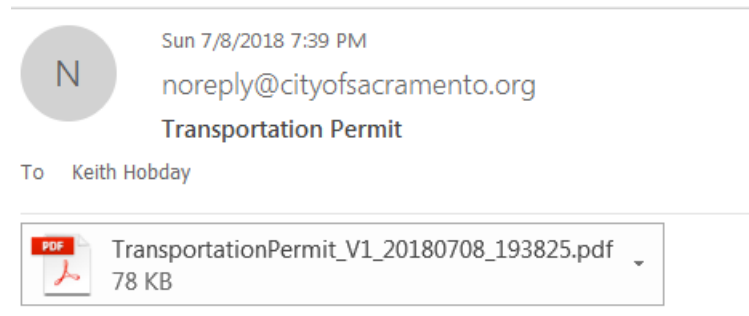
After your payment is made an email confirmation will be sent to you and the City will review your application.



Transportation Permit Application: TRP18-0020

Thank you for submitting your application

Once approved a Transportation Permit will be emailed to your Account Email.



Please see attached Transportation Permit

3. Printing a Receipt

If you would like a receipt for your records it can be printed by selecting your permit from the “Public Works” page.

Home Building Planning **Public Works** Operating Permit General Property Info

Create an Application Search Public Works Applications

Records

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#) | [Copy Record](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Description	Project Name	Status
<input type="checkbox"/>	07/29/2018	18TMP-006919	Transportation Permit	Origin: B, Destination: C	Annual	

Navigating to the “Payments” tab and selecting fees

Home Building Planning **Public Works** Operating Permit General Property Info

Create an Application Search Public Works Applications

Record TRP18-0010: [Add to collection](#)
Transportation Permit
Record Status: Issued

Record Info Payments

Fees

Then selecting view details

Transportation Permit
Record Status: Issued

Record Info Payments

Fees

Paid:

Date	Invoice Number	Amount	View Details
08/06/2018	558738	\$16.00	

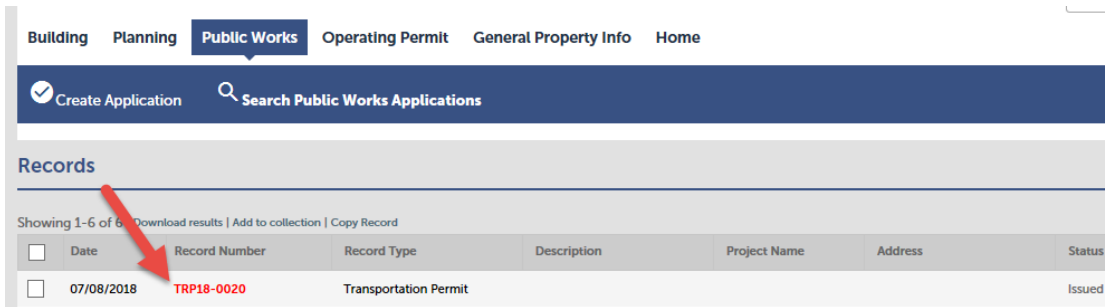
Total paid fees: \$16.00

4. Copying an Existing Transportation Permit

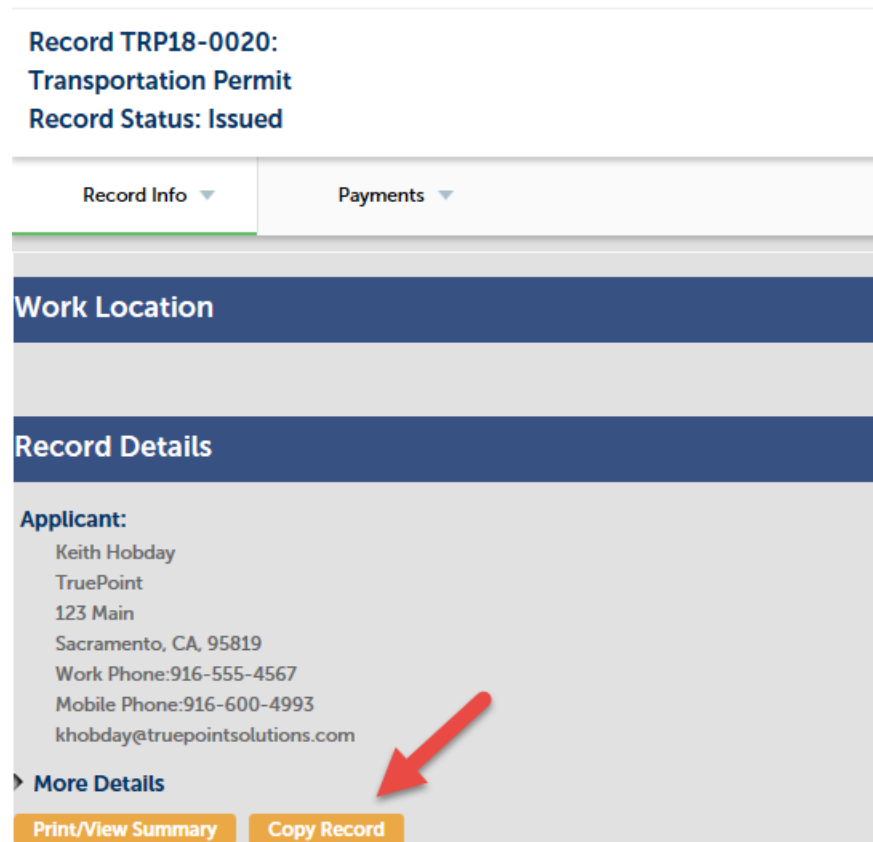
If you are creating a transportation permit that is like one you have already created you can copy an existing permit to save data entry time.

Log into your account.

Select an existing Transportation permit you want to copy from



Then select Copy Record




Then select Copy

Copy Record

Available Sections (Information in the checked sections will be copied.)

<input type="checkbox"/> Address	<input checked="" type="checkbox"/> Custom Fields
<input type="checkbox"/> Parcel	<input type="checkbox"/> Custom Lists
<input type="checkbox"/> Owner	<input type="checkbox"/> Assets
<input type="checkbox"/> Education	<input type="checkbox"/> Licensed Professionals
<input type="checkbox"/> Continuing Education	<input checked="" type="checkbox"/> Contacts
<input type="checkbox"/> Examination	<input type="checkbox"/> Detail Information
<input type="checkbox"/> Valuation Calculator	<input type="checkbox"/> Additional Information

Please verify all information on the new record before submitting it.



The existing data will load, and you will be able to make change where appropriate, pay fees and submit the Application.