City of Sacramento – On-line permits training series

Public Works – Transportation Permit Online

Citizen Portal

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Accela 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

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: ⑦

* E-mail Address:

* Password: ⑦

* Type Password Again:

* Select a Security Question: ⑦

* Answer: ⑦

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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Fill in your Contact Information and Continue

Contact Information

* First: Middle: * Last:

Name of Business:

* Address:

* City: * State: * Zip:
                 --Select▾

* Mobile Phone: Work Phone: Home Phone:

* E-mail:

[Continue] [Clear] 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 <u>NOT</u> active yet. You will receive additional instructions by e-mail. Please check for an e-mail from noreply@accela.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.

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2. Transportation Permit Creation

To create a Transportation Permit

Login to Citizen Access

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

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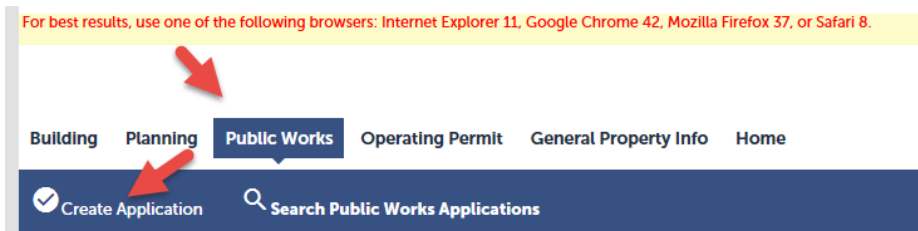
Step 1 – Enter all Permit Information

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 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 4 – Pay Fees

Fees will be Assessed based on the permit type selected.

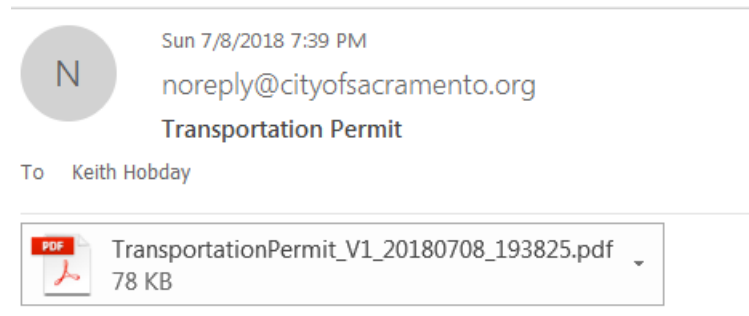Continue to Pay Fees with a Valid Credit Card

After your payment is made an email confirmation will be sent to you and the City will review your application.
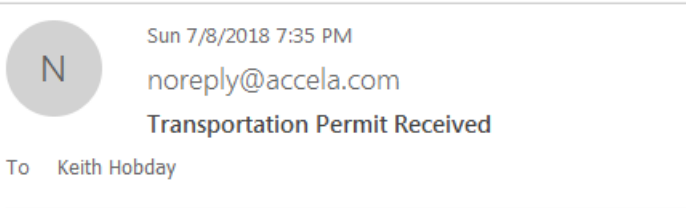
Once approved a Transportation Permit will be emailed to your Account Email.

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.

Navigating to the "Payments" tab and selecting fees

Then selecting view details
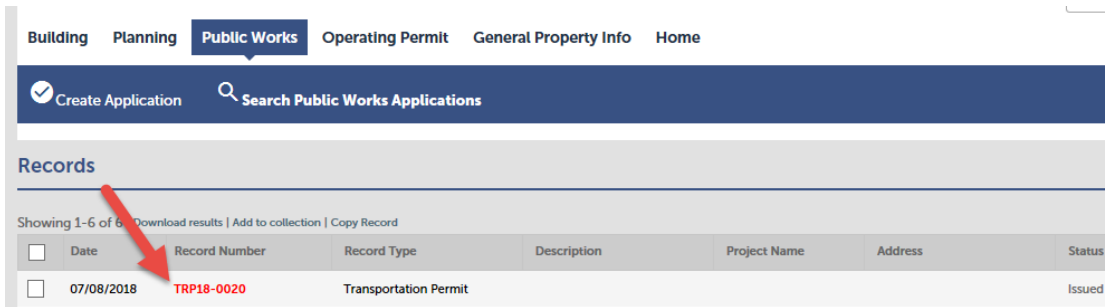
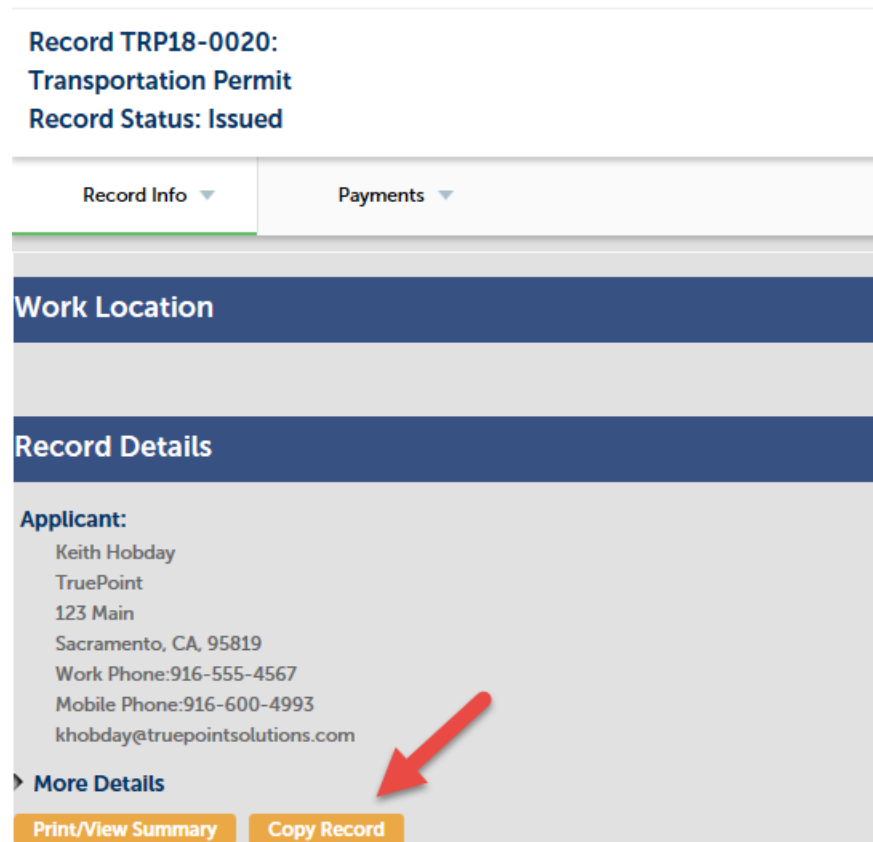## 4. Copying an Existing Transportation Permit

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

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