



Accela Guide Upload Cancellation Letter

Updated 12.21.22

GENERAL INFORMATION

- Use the Cancellation Letter document type to request a cancellation or administrative closure of a permit.
- You must be logged into your Accela account to upload a Cancellation Letter.
- Using this self-service will automatically notify staff that your document is ready for review.

THE FOLLOWING STEPS WILL GUIDE YOU THROUGH THE PROCESS OF UPLOADING A CANCELLATION LETTER.

1. Visit the Accela permitting portal at <https://aca.tampagov.net> and log into your account.

A blue login form with the title "Login". It contains two input fields: "User Name or E-mail:" and "Password:". Below the password field is a green button labeled "Login »".

2. Find the permit to which you intend to upload the document with one of the following methods (a or b).
 - a. Type a complete record number (XXX-00-0000000) into the search field. For example, BLD-22-0485532.

A search input field containing the text "BLD-22-0485532". To the right of the field is a green search button with a magnifying glass icon.

- b. Type an asterisk with a partial record number into the search field. For example, *0485532.

A search input field containing the text "*0485532". To the right of the field is a green search button with a magnifying glass icon.

3. Once you have located the record, click on the corresponding blue link.

<input type="checkbox"/>	Date	Record Number	Record Type	Address	Status
<input type="checkbox"/>	10/14/2021	BLD-22-0485537	Residential Miscellaneous Permit	6221 Bayshore Blvd, T 33611	In Process
<input type="checkbox"/>	10/14/2021	BLD-22-0485536	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process
<input type="checkbox"/>	10/11/2021	BLD-22-0485532	Residential Miscellaneous Permit	1400 N Boulevard, T 33607	In Process

4. Verify that the record number and address is the one for which you intend to upload the document.

Record [BLD-22-0485532](#)

Residential Miscellaneous Permit

Record Status: In Process

Expiration Date: 04/10/2022

Work Location

1400 N Boulevard
T 33607

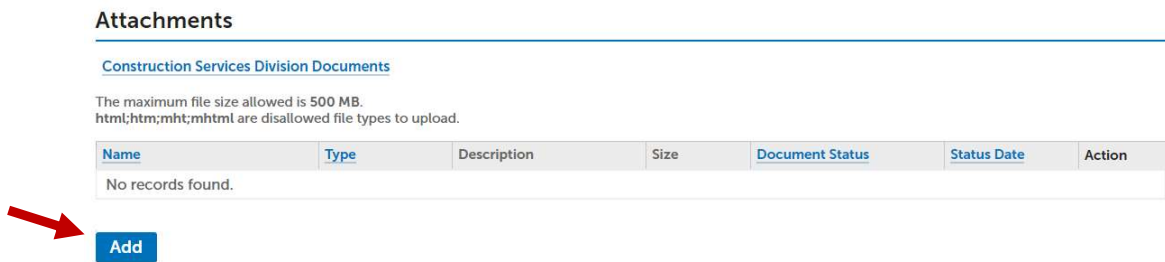
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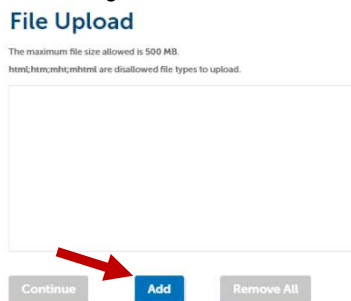
5. Click on the Record Info tab and select the Attachments option.



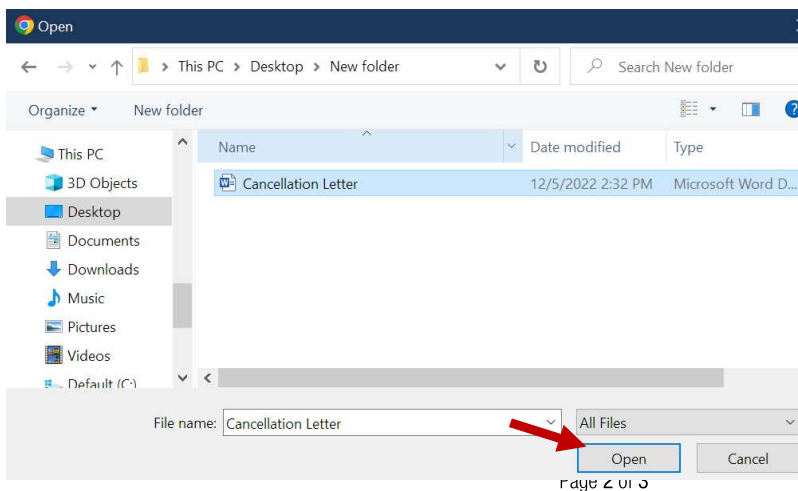
6. The screen below will populate. Click on Add.



7. Click Add again.



8. Locate the document on your PC and click Open.



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9. When upload percentage is at 100%, click Continue.

File Upload

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;m...
are disallowed file types to upload.

Cancellation Letter.docx 100%

[Continue](#) [Add](#) [Remove All](#)

10. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Cancellation Letter.

*Type: File

--Select-- Car

--Select--

Cancellation Letter

Change of Contractor Form

11. Add a description, then click Save.

*Description:

Cancellation Letter

[spell check](#)

[Save](#) [Add](#) [Remove All](#)

12. Upon successful completion of these steps, the document will be available under the Attachments tab.

Attachments

Construction Services Division Documents

The maximum file size allowed is 500 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;m...
are disallowed file types to upload.

Name	Type	Description	Size	Document Status	Status Date	Action
Cancellation Letter.docx	Cancellation Letter	Cancellation Letter	11.50 KB	Uploaded	12/19/2022	Actions

13. Staff receives notification that document was uploaded and will review the form within 3-5 business days.