

Accela Guide

Upload Cancellation Letter

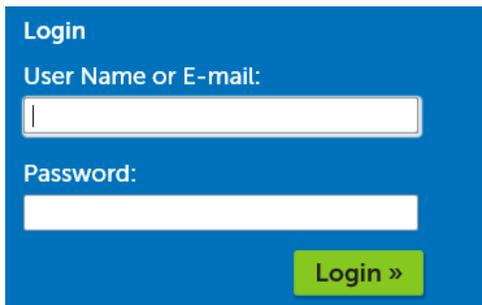
Updated 12.21.22

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](#) and log into your account.



The screenshot shows a blue login form with the following fields and buttons:

- Login** (header)
- User Name or E-mail:** (label) followed by a white text input field.
- Password:** (label) followed by a white password input field.
- Login »** (green button)

2. Find the permit to which you intend to upload the document with one of the following methods (3 or 4).
3. Type a complete record number (XXX-00-0000000) into the search field. For example, BLD-22-0485532.



The screenshot shows a search field with the text "BLD-22-0485532" and a green search button with a magnifying glass icon.

Accelea Guide

Upload Cancellation Letter

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



A search input field containing the text '*0485532' and a green search button with a magnifying glass icon.

5. 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

Page 1 of 6

6. 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

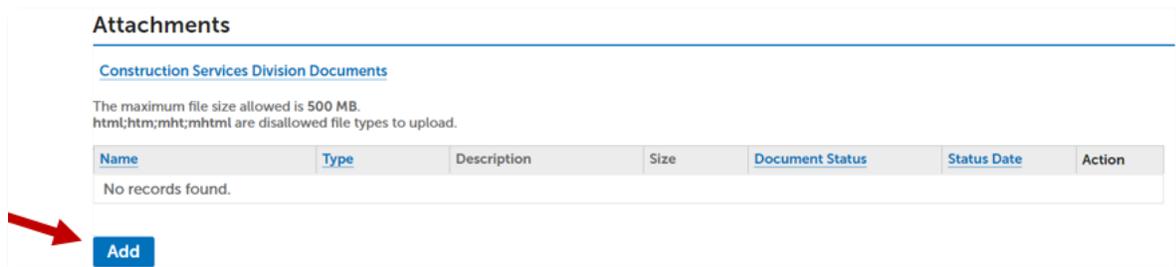
7. Click on the Record Info tab and select the Attachments option.

Accela Guide

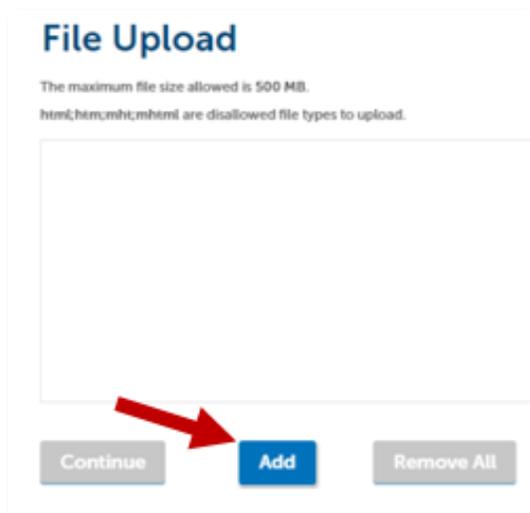
Upload Cancellation Letter



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



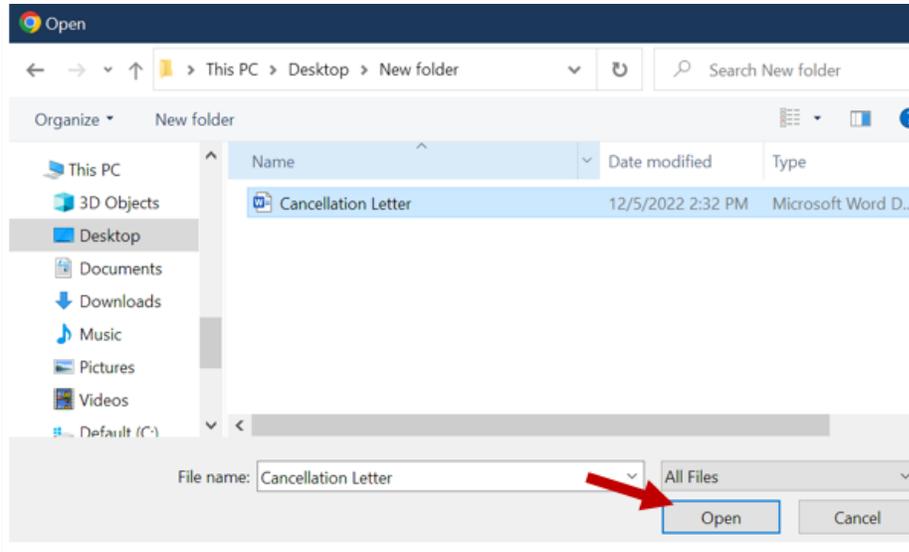
9. Click Add again.



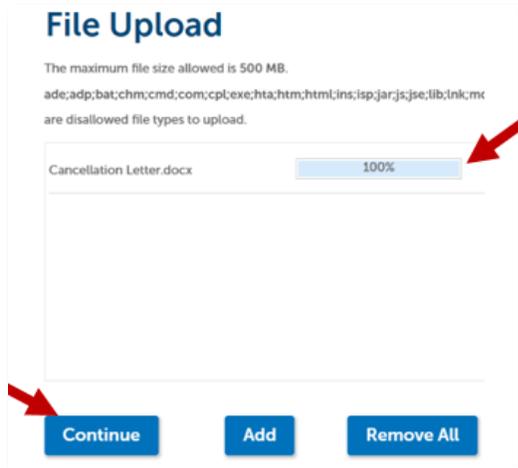
10. Locate the document on your PC and click Open.

Accela Guide

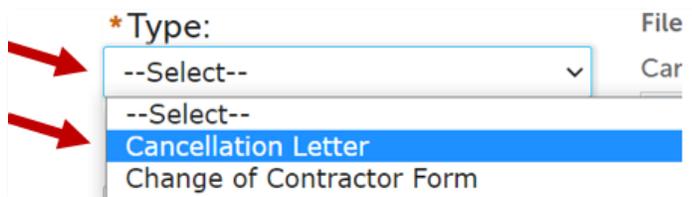
Upload Cancellation Letter



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



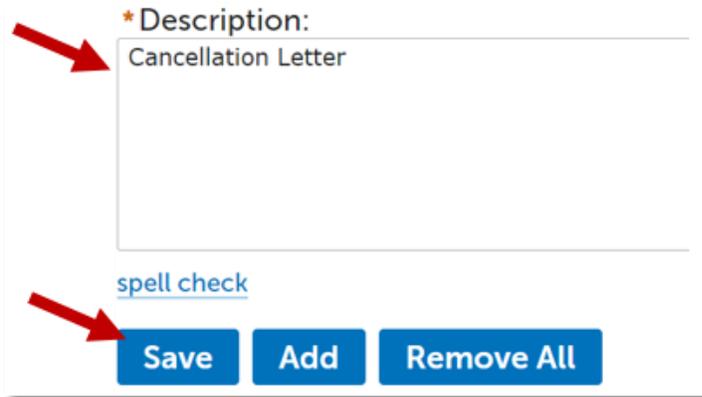
12. Select document type by clicking on Type to activate the drop-down menu. Scroll down and click on Cancellation Letter.



13. Add a description, then click Save.

Accela Guide

Upload Cancellation Letter



*Description:
Cancellation Letter

[spell check](#)

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

Detailed description: This screenshot shows a web form for uploading a document. At the top, there is a label '*Description:' followed by a text input field containing the text 'Cancellation Letter'. Below the input field is a blue link labeled 'spell check'. At the bottom of the form are three blue buttons: 'Save', 'Add', and 'Remove All'. Two red arrows point to the 'Description' label and the 'Save' button.

14. 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;mvp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh 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 ▼

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