

Accela Guide

Upload Change of Contractor Form

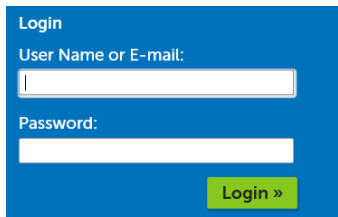
Updated 12.20.22

GENERAL INFORMATION

- You must be logged into your Accela account to process a [Change of Contractor Form](#).
- 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 CHANGE OF CONTRACTOR FORM.

1. Visit the [Accela permitting portal](#) and log into your account.



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

- Label: Login
- Field: User Name or E-mail: [input field]
- Field: Password: [input field]
- Button: Login »

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.

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



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

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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

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.

Record BLD-22-0485532:
Residential Miscellaneous Permit
Record Status: In Process
Expiration Date: 04/10/2022

Record Info | Payments | Condi

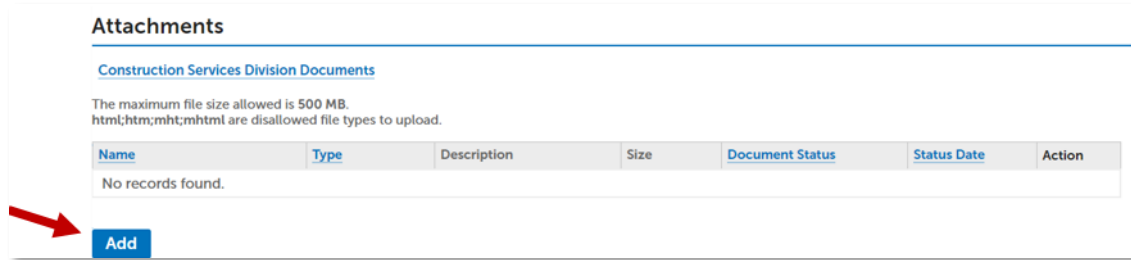
Record Details
Processing Status
Related Records
Attachments

was added to this record on 09/2
SECURED P
Attachments

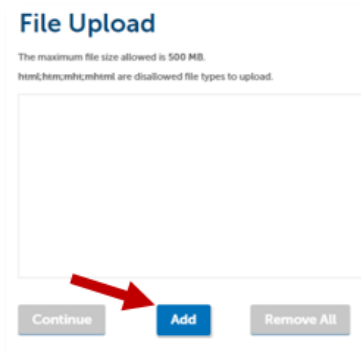
8. The screen below will populate. Click on Add.

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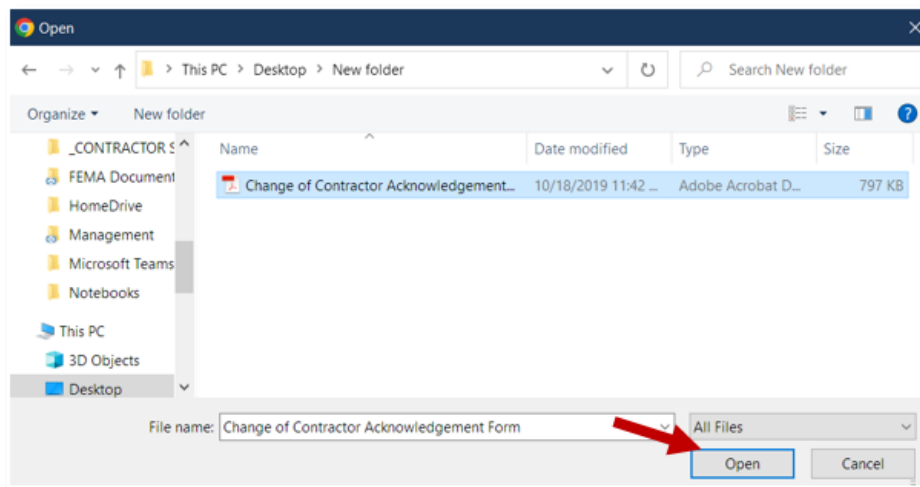
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9. Click Add again.



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



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

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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;msp;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
Change of Contractor Acknowledgement Form.pdf	Change of Contractor Form	Change of Contractor Form	796.89 KB	Uploaded	12/05/2022	Actions ▾

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