Step 1: Click on **Accela Citizen Access Portal** to access the citizen access portal
Step 2: Existing users enter User Name and Password, and then click **Login** and skip to Step 5. First time users will need to register for an account by clicking on **Register for an account** (blue text) on the right side of the page below the login box and following Steps 3 and 4.
Step 3 (for new users only): Click on Register Now.
Step 4 (for new users only): Choose a user name and password which will be required to access the site. You will also need to provide a valid e-mail address and provide a security question/answer.

Under Contact Information click Add New and fill in fields for name, business, phone numbers, email address and physical address, then click Continue.

Click Continue Registration when done.
Step 5: Under the Transportation heading, click on Create an Application.

(Search Application can be used in the future after applications have been created. Epermits will maintain a history of all your applications for future reference).
Step 6: This General Disclaimer will display for every new application. After reading the General Disclaimer, check the box next to “I have read and accepted the above terms” and then click **Continue Application**.
Step 7: Select the radio button next to “Traffic Control Construction” and then click **Continue Application**.
Step 8: Select/Enter Applicant and select Licensed Professional.

The “Applicant” is the company/contractor performing the work. New “Applicants” can be added by clicking Add New and entering information into fields. Previous “Applicants” can be selected by simply clicking Select from Account.

The “Licensed Professional” is the barricade company submitting the Traffic Control Plan. All barricade companies that have obtained a permit to work in the City of Tempe are already entered into the system. To select the barricade company, click Look Up. In the new window, select Barricade Company from the “License Type” drop-down menu and then click Look Up. In the new window, select the radio button next to the barricade company and then click Continue.

There should now be a green check mark for “Applicant” and “Licensed Professional.” If so, click Continue Application.
Step 9: Enter the Address/Location where the work is being performed. Click **Continue Application** to continue.
Step 10: In the “General Comments” field, type a detailed description of the upcoming traffic restriction (Example: “Northbound Rural Rd from Apache Blvd to Lemon St restricted from 3 lanes to 1, business access maintained, bus stops maintained”).

Step 11: In the “Tracking Number” field, enter the City of Tempe issued Engineering Permit number (Example: UT123456). If there is not an Engineering Permit number, enter the appropriate City of Tempe permit number in the “CIP/ROW/Other” field (Example: CIP123456).

Step 12: Select the Engineering Inspector from the drop down menu.

Step 13: Enter work hours under Work Information (Note format is military time).

Step 14: Next you will enter the street information. In the “Location Information” table, click Add a Row.

Step 15: In the new window, use pull down menus to select the “Street Location”, “Location From” and “Location To” (For example, if the restriction is northbound Rural Rd from Apache Blvd to Lemon St, the “Street Location” is Rural Rd, the “Location From” is Apache Blvd and the “Location To” is Lemon St).

NOTE: The “Street Location Other”, “Location From Other” and “Location To Other” are special fields that can be used if the required street names are not in the pull down menus.
Step 16: Once the Location Information is complete click **Submit** to continue.

Step 17: Next you will enter the schedule information. In the “Work Day Information” table, click **Add a Row**.
Step 18: Select the start date and end date by clicking on the calendar icons beneath the “Start Date” and “End Date” fields.

NOTE: The remaining fields will self-calculate

Once the Work Day Information is complete click Submit to continue.

Step 19: Click Continue Application to continue.
### Step 3: Review

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

#### Record Type
Traffic Control/Construction

#### Applicant
**German Piedrahita**  
*Urbano*  
Business Phone: 602-602-6022  
Mobile Phone: 602-602-6022

#### Licensed Professional

#### Address
123123 W Rural RD  
*Tempe AZ*  
*United States*

#### Detail Information

#### Application Details

**TRANSPORTATION INFORMATION**

- **Tracking Number:** UT123123
- **CLP/ROW/other:**
- **Engineering Inspector:**

**Work Information**

- **Hours From:**
- **Hours To:**
- **Number of Miles:** 1

#### Detail Tables

**LOCATION INFORMATION**

<table>
<thead>
<tr>
<th>Street Location</th>
<th>Street Location Other</th>
<th>Location From Other</th>
<th>Location From Other</th>
<th>Location To Other</th>
<th>Location To Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>RURAL RD</td>
<td>APACHE BLVD</td>
<td></td>
<td></td>
<td>LEMON ST</td>
<td></td>
</tr>
</tbody>
</table>

**WORK DAY INFORMATION**

<table>
<thead>
<tr>
<th>Start Date</th>
<th>End Date</th>
<th>Duration (Days)</th>
<th>Weekends/Holidays</th>
<th>Non-Work Days</th>
<th>Total Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>05/02/2016</td>
<td>05/09/2016</td>
<td>8</td>
<td>2</td>
<td>0</td>
<td>6</td>
</tr>
</tbody>
</table>

#### Attachment

The maximum file size allowed is 16 MB. The following file types are not allowed: .html, .htm, .mit, .mhtm, .exe, .bat, .dll, .psp, .js, .css, .msi, .exe, .config.

<table>
<thead>
<tr>
<th>Name</th>
<th>Type</th>
<th>Size</th>
<th>Latest Update</th>
<th>Action</th>
</tr>
</thead>
</table>

No records found.
Step 20: Review all information; this is an opportunity to verify all the information is correct or edit any erroneous information. Once all the information is verified click **Continue Application** to submit.

Step 21: Finish by clicking **Log out**. Or, click **Home** to start a new application.