City of Sacramento – On-line permits training series

Public Works – Transportation Permit Online

Citizen Portal

By: Keith Hobday, TruePoint Solutions
Last Revised: 08/07/2018
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
Enter Account Information

Create your Contact Information by selecting “Add New”

Select a Contact Type of “Applicant”
Fill in your Contact Information and Continue

**Contact Information**

- **First:**
- **Middle:**
- **Last:**

- **Name of Business:**

- **Address:**

- **City:**
- **State:**
- **Zip:**

- **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.

![Your account has been created successfully but is NOT active yet. You will receive additional instructions by email. Please check for an email from noreply@accela.com. If you don’t receive a verification email, please check your Junk E-Mail/Spam Folder or send an email to Streamline@cityofsacramento.org.](image)

Follow the instructions in the email to activate your account.
2. Transportation Permit Creation

To create a Transportation Permit
Login to Citizen Access

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

Transportation Permit Application: TRP18-0020

Thank you for submitting your application

Once approved a Transportation Permit will be emailed to your Account Email.

Please see attached Transportation Permit
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

**Copy Record**

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