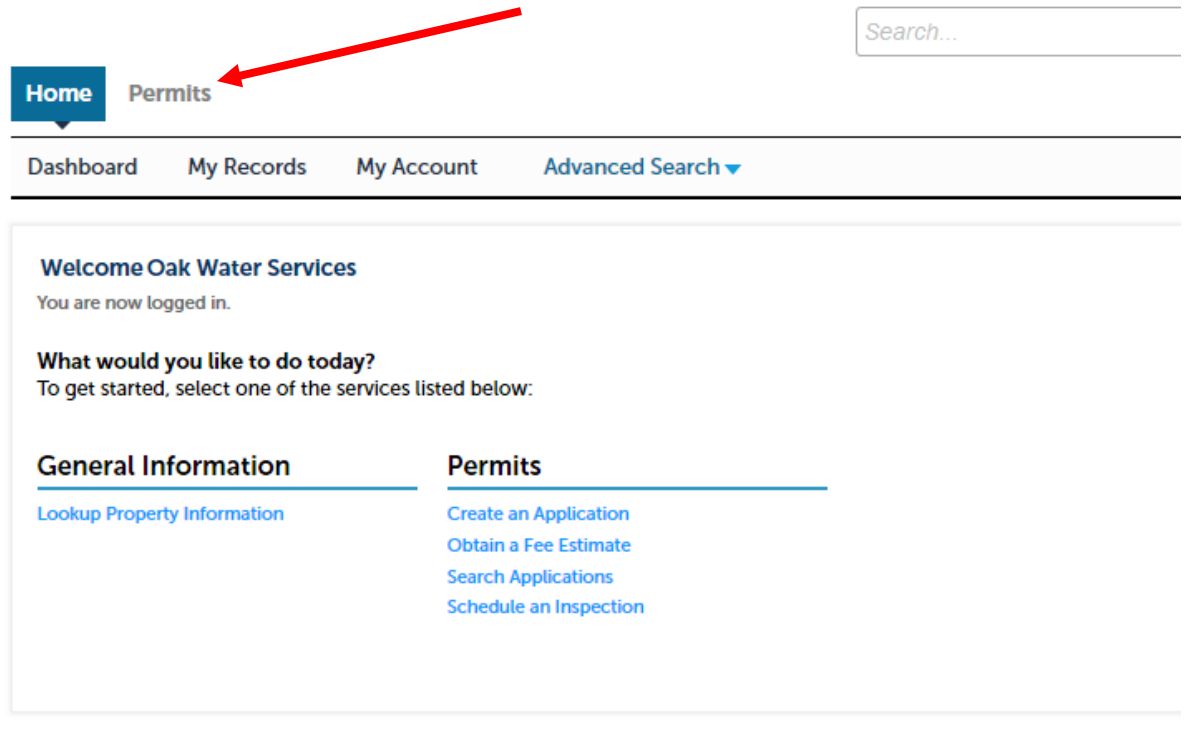


How to add an attachment, upload plans, documents in Oak Lodge Accela permit software

1. Login to your Accela Account.

<https://aca.accela.com/OLWSD/Default.aspx>

2. Navigate to the subject permit. (Note, if there are multiple permits for the same address or project, assure that you are uploading the attachment to the appropriate permit. For example, do not upload an erosion control item to a utility permit).



Search...

Home Permits

Dashboard My Records My Account Advanced Search ▾

Welcome Oak Water Services
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

<u>General Information</u>	<u>Permits</u>
Lookup Property Information	Create an Application
	Obtain a Fee Estimate
	Search Applications
	Schedule an Inspection

@2019 14496 SE River Road | Oak Grove, Oregon 97267 | Sewer & Water

Logged in as: Oak Water Services Collections (0) Reports (1) Account Management Logout

Search...

Home **Permits**

Create an Application Obtain a Fee Estimate **Search Applications** Schedule an Inspection

Records

Show on Map

Showing 1-8 of 8 | Download results | Add to collection

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	02/10/2020	UP2020-011	Utility Placement	Test for inspection	14611 SE river Rd, milwaukie OR 97267 United States	Final Approved	Pay Fees
<input type="checkbox"/>	12/31/2019	ECSL2019-132	Erosion Control Small Lot	test for inspection routing	14611 SE RIVER RD, MILWAUKIE 97267	Issued	Pay Fees
<input type="checkbox"/>	11/25/2019	UP2019-128	Utility Placement	Test for Post-submittal Update	14611 SE RIVER Rd, MILWAUKIE 97267	In Review	Pay Fees
<input type="checkbox"/>	10/28/2019	UP2019-114	Utility Placement	test for water service	14611 SE RIVER RD, MILWAUKIE 97267	Final Approved	Pay Fees

3. Click on “Record Info” drop down blue triangle and navigate to “attachments”

Logged in as: Oak Water Services Collections (0) Reports (1) Account Management Logout

Search...

Home **Permits**

Create an Application Obtain a Fee Estimate Search Applications Schedule an Inspection

Record UP2020-011: [Add to collection](#)
Utility Placement [Tweet](#)
Record Status: Final Approved

Record Info ▼ Payments ▼ Education ▼ Custom Component

Record Details

Processing Status

Related Records

Attachments

Inspections Attachments

I:\Technical Services\Utility Permits\Administration\Resources\Accela\Permit_Module_2017\Implimentation\User Guides\SOP\How to add an attachment.docx

4. Click on “add”

Logged in as: Oak Water Services [Collections \(0\)](#) [Reports \(1\)](#)

[Home](#) **Permits**

[Create an Application](#) [Obtain a Fee Estimate](#) [Search Applications](#) [Schedule an](#)

Record UP2020-011:
Utility Placement
Record Status: Final Approved

[Record Info](#) [Payments](#) [Education](#) [Custom Comp](#)

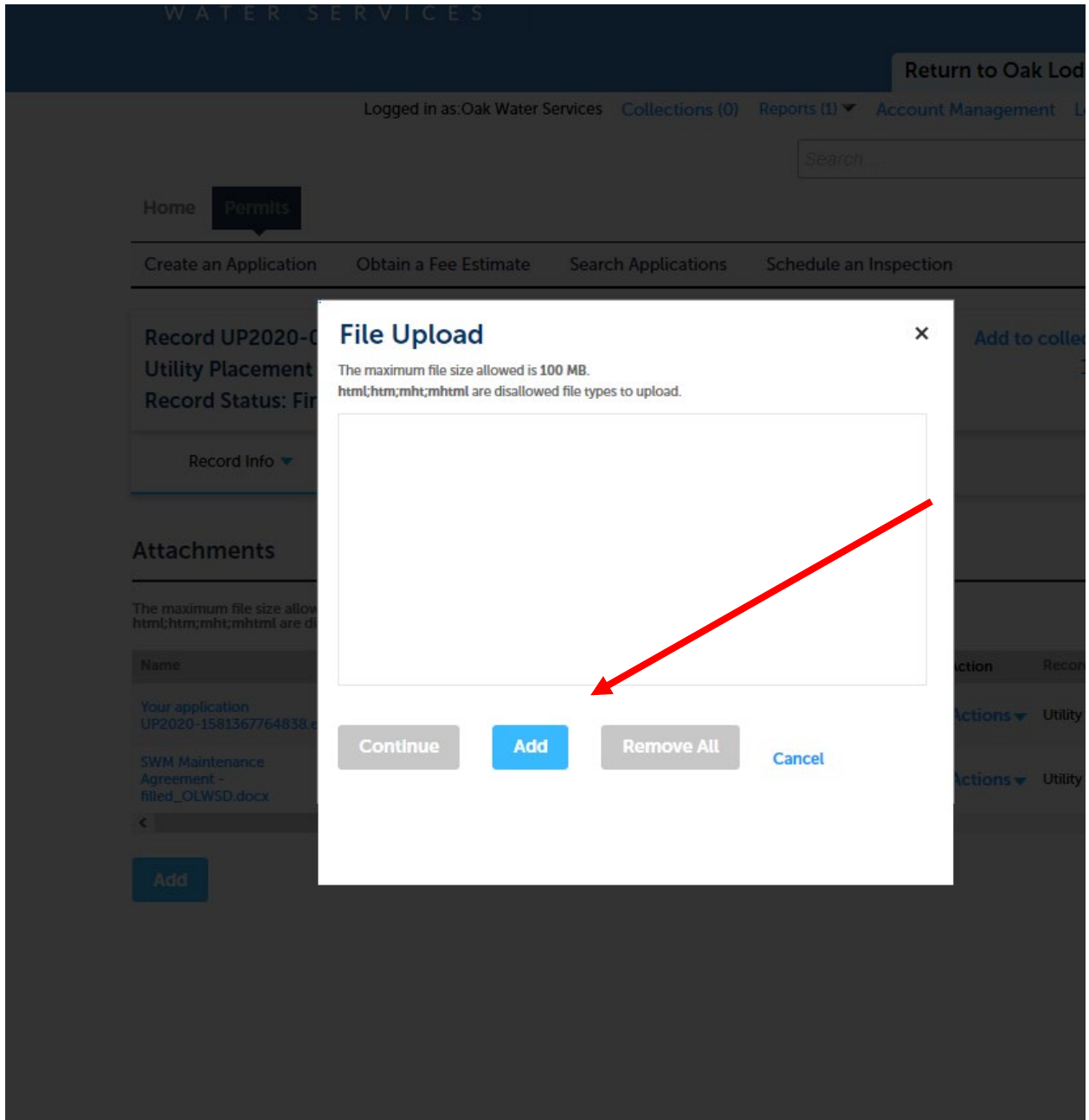
Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest
Your application UP2020-1581367764838.eml	UP2020-011	Record	Email	739 bytes	02/10/2020
SWM Maintenance Agreement - filled_OLWSD.docx	UP2020-011	Record	Document	34.03 KB	02/27/2020

[Add](#)

5. Click on “add” again



I:\Technical Services\Utility
Permits\Administration\Resources\Accela\Permit_Module_2017\Implementation\User
Guides\SOP\How to add an attachment.docx

6. Click on “continue”

The screenshot shows a web application interface for Oak Water Services. A 'File Upload' dialog box is open in the foreground, indicating that a file named 'OLWSD_Map 11x17 MRM.mxd' has been successfully uploaded (100% progress). The dialog box includes a warning that the maximum file size is 100 MB and that HTML-related file types are disallowed. At the bottom of the dialog, there are four buttons: 'Continue', 'Add', 'Remove All', and 'Cancel'. A red arrow points to the 'Continue' button. In the background, the 'Permits' section is active, showing a record for 'Record UP2020-0' and a list of attachments, including 'SWM Maintenance Agreement - filled_OLWSD.docx'.

I:\Technical Services\Utility
Permits\Administration\Resources\Accela\Permit_Module_2017\Implementation\User
Guides\SOP\How to add an attachment.docx

7. Select the document type and press “save”.

Record UP2020-011:
Utility Placement
Record Status: Final Approved

Record Info ▼ Payments ▼ Education ▼ Custom Con

Attachments

The maximum file size allowed is 100 MB.
html;htm;mht;mhtml are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Date
Your application UP2020-1581367764838.eml	UP2020-011	Record	Email	739 bytes	02/1
SWM Maintenance Agreement - filled_OLWSD.docx	UP2020-011	Record	Document	34.03 KB	02/2

<

File:
OLWSD_Map 11x17 MRM.mxd
100%

*Type:

--Select--

--Select--

Certificate of Occupancy

Construction Plans

Correspondence

Document

Email

Other

Permit

Photos

Plans


Site Plans

Required Select a dropdown value to load the c
Operating Instruction: Please hold ALT and pres
press UP ARROW or DOWN ARROW to select ar

Save Add Remove All

I:\Technical Services\Utility
Permits\Administration\Resources\Accela\Permit_Module_2017\Implimentation\User
Guides\SOP\How to add an attachment.docx

8. The green check at the top confirms the attachment upload.

 **The attachment(s) has/have been successfully uploaded.**
It may take a few minutes before changes are reflected.

Record UP2020-011: [Add to collection](#)
Utility Placement [Tweet](#)
Record Status: Final Approved

Record info ▾Payments ▾Education ▾Custom Component

Attachments

The maximum file size allowed is 100 MB.
htm;html;mhtml are disallowed file types to upload.

Name	Record ID	Entity Type	Type	Size	Latest Update	Action	Record Type
OLWSD_Map 11x17 MRM.mxd	UP2020-011	Record	Plans	4.61 MB	Pending		Utility Placeme
Your application UP2020-1581367764838.eml	UP2020-011	Record	Email	739 bytes	02/10/2020	Actions ▾	Utility Placeme
SWM Maintenance Agreement - filled_OLWSD.docx	UP2020-011	Record	Document	34.03 KB	02/27/2020	Actions ▾	Utility Placeme

<>

[Add](#)