



COMMUNITY DEVELOPMENT DEPARTMENT
BUILDING DIVISION

CITY HALL
10300 TORRE AVENUE • CUPERTINO, CA 95014-3255
(408) 777-3228 • FAX (408) 777-3333

Accela 004 – Online Payment

How to Pay Online by Using Citizen Access Portal

Pre-Conditions: *First* the user must create a user account within the Citizen Access Portal. See Accela Handout labeled [Accela 001 – Create Citizen Account](#) for instructions. *Second* the public user account through which the payment is done must be added to the permit system (if other than Applicant). This is completed by the Building Division staff – see contact info below.

1. Login to the public portal (<https://aca.accela.com/CUPERTINO/Login.aspx>)
2. Click on **My Records** option on header.

Note: If you do not see the permit record listed under your records then please call 408-777-3228 or email at permitcenter@cupertino.org for further assistance.

Logged in as: Sean Hatch Collections (0) Account Management Logout

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Dashboard **My Records** My Account Advanced Search ▾

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<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	08/29/2019	BLD-2019-0805	Commercial Sign		10164 EMPIRE, Cupertino CA 95014-1205	Issued	Pay Fees Due

3. Click on the **Pay Fees Due** hyperlink in Blue color.
4. The fees information will be displayed. Verify the fees amount and click **Continue Application** to move forward.

Listed below are preliminary fees based upon the information you've entered.

Application Fees

Fees	Qty.	Amount
Permit Issuance	45	\$45.00
Address Assignment	2	\$356.00
Wall, Electric	1	\$267.00

TOTAL FEES: \$668.00

Note: This does not include additional fees which may be assessed later.

[Continue Application »](#)

5. Provide credit card and billing information then select **Submit Payment** to complete.

Payment Options

Amount to be charged: \$668.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: [?](#)

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

[Submit Payment »](#)