

## 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

<u>Pre-Conditions:</u> First the user must create a user account within the Citizen Access Portal. See Accela Handout labeled <u>Accela 001 – Create Citizen Account</u> 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 (<a href="https://aca.accela.com/CUPERTINO/Login.aspx">https://aca.accela.com/CUPERTINO/Login.aspx</a>)
- 2. Click on My Records option on header.

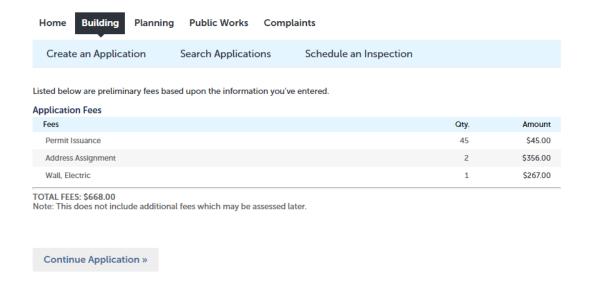
<u>Note:</u> If you do not see the permit record listed under your records then please call 408-777-3228 or email at <u>permitcenter@cupertino.org</u> for further assistance.



3. Click on the **Pay Fees Due** hyperlink in Blue color.

## howing 1-7 of 7 | Download results | Add to collection Date Record Number Record Type Project Name Address Status Action 08/29/2019 BLD-2019-0805 Commercial Sign Cupertino CA 95014- Issued Pay Fees Due 1205

4. The fees information will be displayed. Verify the fees amount and click **Continue Application** to move forward.



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

