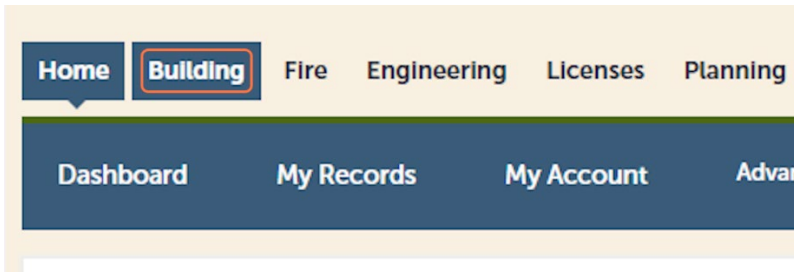




Uploading Files and Accessing Documents in the Portal ^[V01.31.24]

The intent of this guide is to provide step-by-step instructions to attach, view, and download documents. These instructions apply during application or once a license or permit has been applied for.

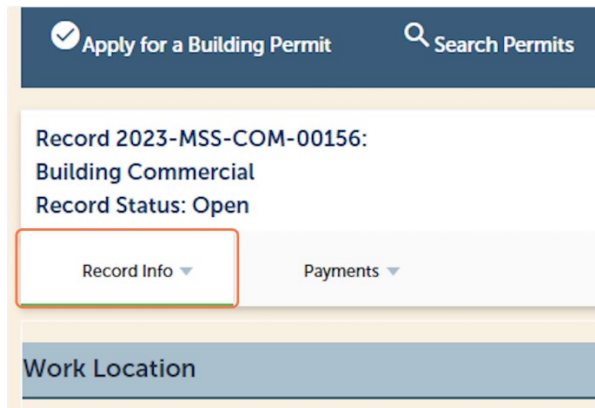
1. [Go to the Permitting and Licensing Portal: https://aca-prod.accela.com/MISSOULA/](https://aca-prod.accela.com/MISSOULA/)
2. Login with your username and password. Documents are only available when signed in.
3. Click on the tab for the type of permit or license you are managing.



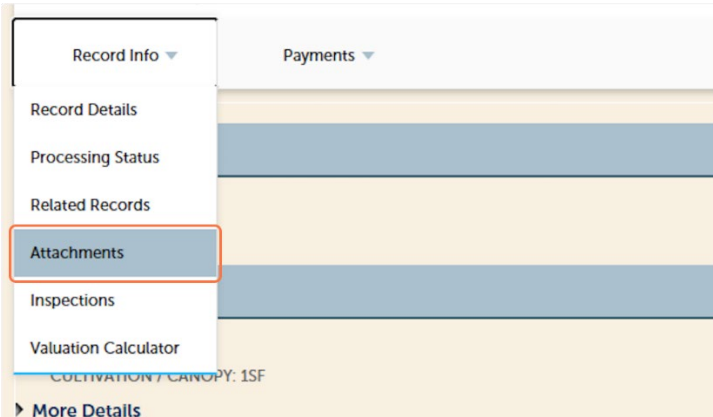
4. Select the red Record Number

<input type="checkbox"/>	10/27/2023	2023-MSS-DEM-00074	Demolition	Remove salvage and remove foundation everything ~27,000s
<input type="checkbox"/>	10/12/2023	2023-MSS-RES-00844	Building Residential	test
<input type="checkbox"/>	09/06/2023	2023-MSS-RES-00712	Building Residential	2021 CO
<input type="checkbox"/>	05/14/2023	2023-MSS-COM-00156	Building Commercial	CULTIVA

5. Click on Record Info



6. Click on Attachments



Download Files

Click on the file name in blue. The file will download to your computer, based on your computer preferences. Note, permits must be in an issued status for approved plans to be available for download (see Document Status, below).

Name	Type	Size	Upload Date	Document Description	Document Status	Action
2024-MSS-COM-012345-Reviewed-Approved.pdf	Plans	490.01 KB	01/31/2024	2024-MSS-COM-012345-Reviewed-Approved.pdf	Approved Set - Permit Issued	Actions

Attach or Resubmit Files

1. Review the document requirements and naming conventions shown on the webpage
2. Before proceeding to the next step in the portal, you must rename the file on your computer to match the file naming conventions. All plan documents should include the record number and description, such as *2024-MSS-COM-012345 INITIAL PLANS* or *2024-MSS-COM-012345 REV 1*
3. For **resubmittal**, click on the red Resubmit shown

Name	Type	Size	Upload Date	Document Description	Document Status	Action
2024-MSS-COM-012345.pdf	Plans	265.01 KB	01/31/2024	2024-MSS-COM-012345 INITIAL PLANS	Review Complete	Actions
2024-MSS-COM-012345-Reviewed-Resubmittal Required.pdf	Plans	404.75 KB	01/31/2024		Resubmittal Required	Resubmit

4. For **new files**, click on Add Files (No Plan Revisions) button
For instructions and specifications on submitting revision submission is authorized. Revision submission is only all

The maximum file size allowed is 1000 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht

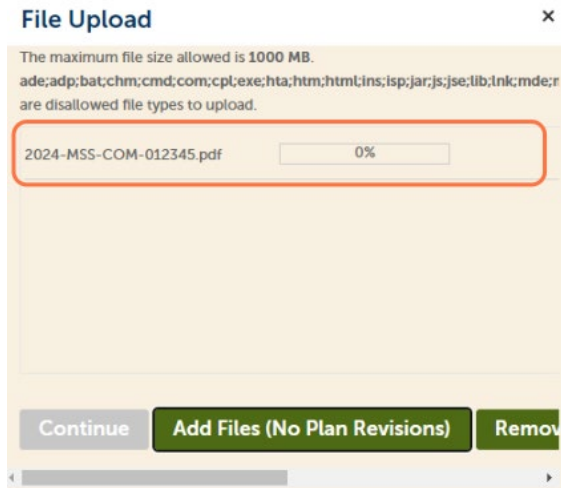
Name	Type	Size
No records found.		

[Add Files \(No Plan Revisions\)](#)

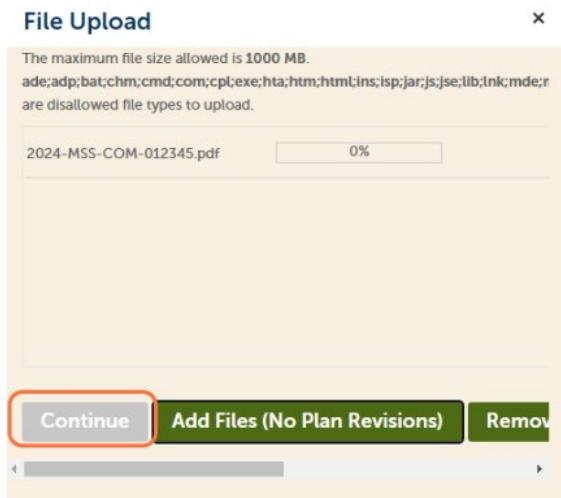
5. Click on Add Files (No Plan Revisions)



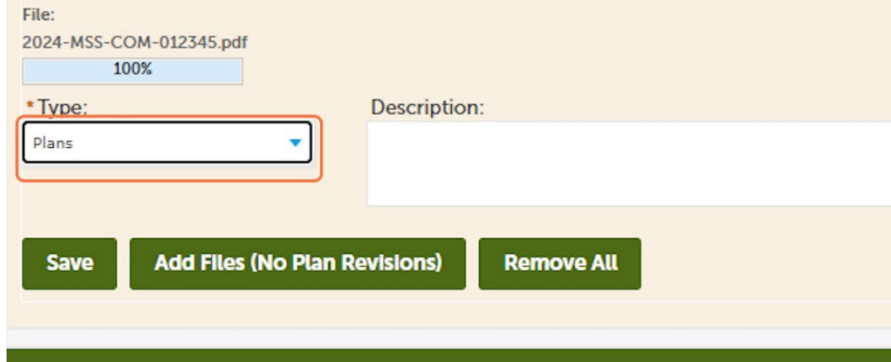
6. A pop-up to your computer or device's file explorer will appear. Select the file(s) you want to attach from the file explorer on your computer.
7. You should see all the files you selected from your computer listed.



8. Click on Continue



9. Assign the Type of document (plans, supplemental docs, etc.)
Resubmittals default to the correct document type, so you are not prompted to assign a document type.
Assigning the correct document type is highly important. If the wrong document type is selected, the appropriate city staff group will not be notified, therefore review may be delayed.



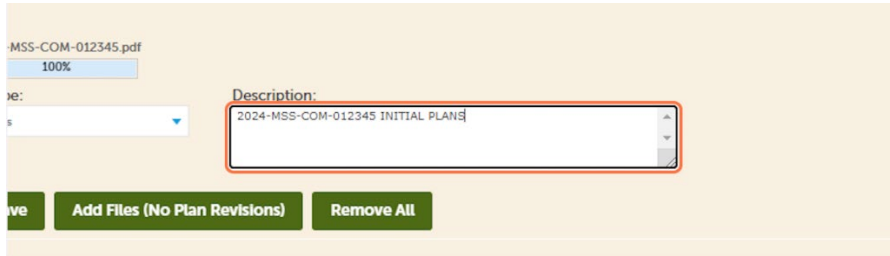
File:
2024-MSS-COM-012345.pdf
100%

*Type: Plans

Description:

Save Add Files (No Plan Revisions) Remove All

10. Enter a document description, following the requirements and instructions outlined on the page. Typically, this is a short description of the file.



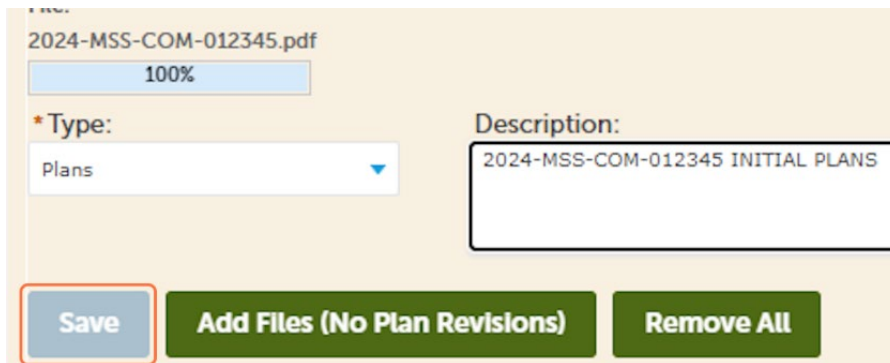
MSS-COM-012345.pdf
100%

ie:
s

Description: 2024-MSS-COM-012345 INITIAL PLANS

ve Add Files (No Plan Revisions) Remove All

11. Click on Save



2024-MSS-COM-012345.pdf
100%

*Type: Plans

Description: 2024-MSS-COM-012345 INITIAL PLANS

Save Add Files (No Plan Revisions) Remove All

12. You should see the file(s) in the attachments list.

Name	Type	Size	Upload Date	Document Description	Document Status
2024-MSS-COM-012345.pdf	Plans	265.01 KB	01/31/2024	2024-MSS-COM-012345 INITIAL PLANS	Review Complete
2024-MSS-COM-012345-Reviewed-Resubmittal Required.pdf	Plans	404.75 KB	01/31/2024		Resubmittal Required