



# City of Spokane Accela Citizen Access (ACA) Private Stormwater Inspection Certification Process

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## Department Contact Information

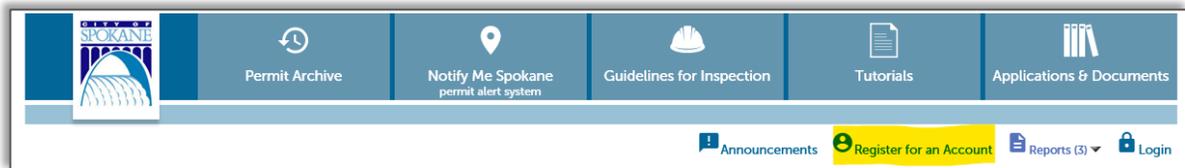
Department	Phone Number
Wastewater Management	509.625.7900

## Register for an Account

*Property Owners and Citizens:* you **must** be registered for an account to upload certification documents for a Private Stormwater Inspection with the City of Spokane. This will also ensure that we have up-to-date contact information for you and be able to send you important information pertaining to your Private Stormwater Inspection certification.

## Step-by-Step Account Registration Instructions

1. Click on **Register for an Account** underneath the ACA banner at the top of the screen:



2. Read the General Disclaimer

City of Spokane Wastewater Management  
909 E Sprague Ave, Spokane, WA 99202  
Phone: 509.625.7900

3. Check the box to state that you have read and accept the terms
4. Click **Continue Registration**

#### *Login Information*

5. Enter your desired User Name
  - a. Click on the question mark if you have any questions regarding the format
  - b. If the User Name already exists, you'll receive an error
6. Enter your E-Mail Address
  - a. If an email address is already in use, you'll receive an error
7. Enter a Password
  - a. Click on the question mark if you have any questions regarding the format
8. Retype the password
9. Enter Security Question
  - a. You get to select your own security question prompt. This is used by the automated system to reset your password
10. Enter the answer to the Security Question

#### *Contact Information*

11. Click **Add New**
12. Enter all required fields (marked with a red asterisk)
13. Click **Continue**
14. A dialog box will appear that says, "The information you entered is not found. Click Continue to create a new account. Click Cancel to change the information."
  - b. Click **Continue** to create your new account
15. Click **Continue Registration**

You have now successfully created your ACA account, can sign in, and access your Private Stormwater inspection record.

## Read Private Stormwater Inspection Record Information

**IMPORTANT:** You must have completed registration of your Accela Citizen Access (ACA) account to search for your Private Stormwater Inspection record.

### Search for your Private Stormwater Inspection record

The City of Spokane's Accela Citizen Access (ACA) will refer to "records". A record can be a permit, application, license, site visit, etc. You can search the City's permitting database records a few different ways, but the easiest method is Global Search. The search bar is always located towards the top of the screen:



You can use this search feature by inputting your Private Stormwater inspection record number (as the example shows above). Your Private Stormwater inspection record number will be on the letter you received. It will be a 12-character number that starts with a "P" and ends with "SWPI".

Another useful feature of the Global Search is easy accessibility of your recent searches. Just hover over the down-facing arrow to see your recent entries.

## View Permit Specific Information

After searching for your Private Stormwater inspection record your specific record should be visible to you. As shown below with our example record P2300285SWPI:

The screenshot shows a web interface with a navigation bar at the top containing links for Home, Building, Engineering (highlighted), Fire, Trade Licenses, Taxes and Licenses, Parking, Planning, and Historic Preservation & MFTE. Below the navigation bar is a dark blue header with 'Apply for Permit' and a search icon labeled 'Search Records & Permits'. The main content area displays the record details for 'Record P2300285SWPI: Private Stormwater Inspection' with a status of 'Open'. There are two tabs: 'Record Info' (selected) and 'Payments'. Below the tabs is a 'Work Location' section with the address '808 W SPOKANE FALLS BLVD, SPOKANE WA 99201'. The 'Record Details' section is divided into two columns: 'Project Description' (Test Private Stormwater Inspection, This is for test/demo purposes.) and 'Owner' (SPOKANE, CITY OF, 808 W SPOKANE FALLS BLVD, SPOKANE WA 99201-3333).

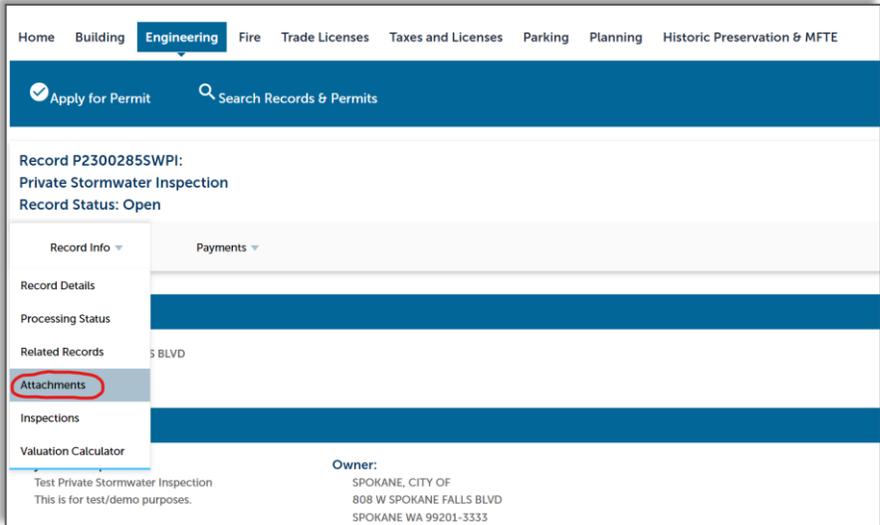
Once you are looking at your record, you have access to a large amount of information. Besides being able to view information at a glance, you can also choose to view "Record Info".

 *To view additional details or to expand the areas for a record:*

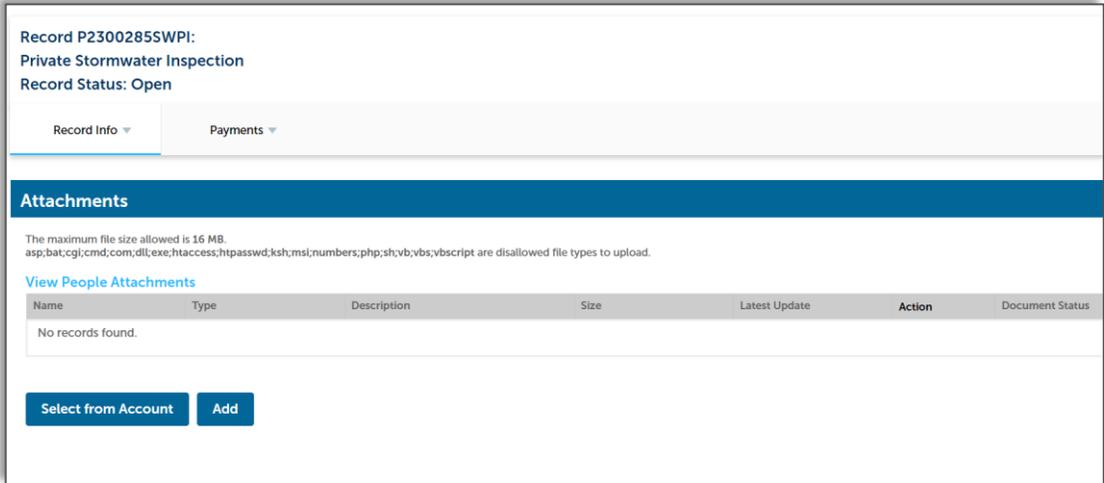
- When you see a downward-facing arrow, click on the actual arrow itself, or the wording, as shown in the example to the right.
- When you see a right-facing arrow, click on the arrow itself, not the wording

The screenshot shows the 'Record Info' dropdown menu for record P2300285SWPI. The menu items are: Record Details, Processing Status, Related Records (with a right-facing arrow), Attachments, Inspections (with a right-facing arrow), and Valuation Calculator. The 'Record Info' tab is selected, and the 'Payments' tab is also visible.

# Add Attachments and Documents



Once you have scheduled and completed your Private Stormwater inspection it is time to upload a digital copy of your inspection certification. To do so, select **'Attachments'** from the **'Record Info'** drop-down, when viewing your individual record (as shown above).



## Attach a Document or Image

For Private Stormwater records, it is necessary to upload a certification document and/or any related images to the record. Please perform the following steps to do so:

1. Click the **'Add'** button to upload a new document
  - a. A dialog box will open called **'File Upload'**
2. Click **'Add'**
3. Select the document(s) from your computer or phone and click **Open**
  - a. You can select multiple attachments
  - b. Click **Add** to select another attachment
  - c. Click **Remove All** to stop the documents from uploading
  - d. Click **Cancel** to start over
4. Click **Continue**

5. The attachment will need to be given a **'Description'** and categorized using the **'Type'** dropdown. The available types of attachments are **'Inspection Sheet'**, **'90 Day Extension'**, and **'Picture'**.
  - a. Please review this information carefully before selecting the options
6. Click **'Save'** to attach all the documents to the record
  - a. You can continue adding attachments until all required documents are uploaded
7. For each document, once uploaded, you can select an **Action**
  - a. View Details
    - i. Allows you to confirm that the details for the attachment are accurate
  - b. Delete
    - i. Allows you to remove a document that you uploaded accidentally

The screenshot shows a web application interface for managing permits. At the top, there is a navigation bar with 'Apply for Permit' and a search function for 'Search Records & Permits'. A green notification banner at the top states: 'The attachment(s) has/have been successfully uploaded. It may take a few minutes before changes are reflected.' Below this, the record details for 'Record P2300285SWPI: Private Stormwater Inspection' are shown, with a status of 'Open'. There are tabs for 'Record Info' and 'Payments'. The main section is titled 'Attachments' and includes a warning about a 16 MB file size limit and disallowed file types. A table lists the attachments, with one entry 'ross-cool-1.jpg' of type 'Inspection Sheet' and size '290.55 KB', uploaded on '01/25/2023'. The table has columns for Name, Type, Description, Size, Latest Update, Action, and Document Status. The 'Action' column for the uploaded file has a dropdown menu with 'View Details' selected. At the bottom, there are buttons for 'Select from Account' and 'Add'.

## City of Spokane Private Stormwater Inspection Forms & Resources

For more information about the City of Spokane's Private Stormwater Inspection Certification process, please visit:

<https://my.spokanecity.org/publicworks/stormwater/private-facilities-certification>