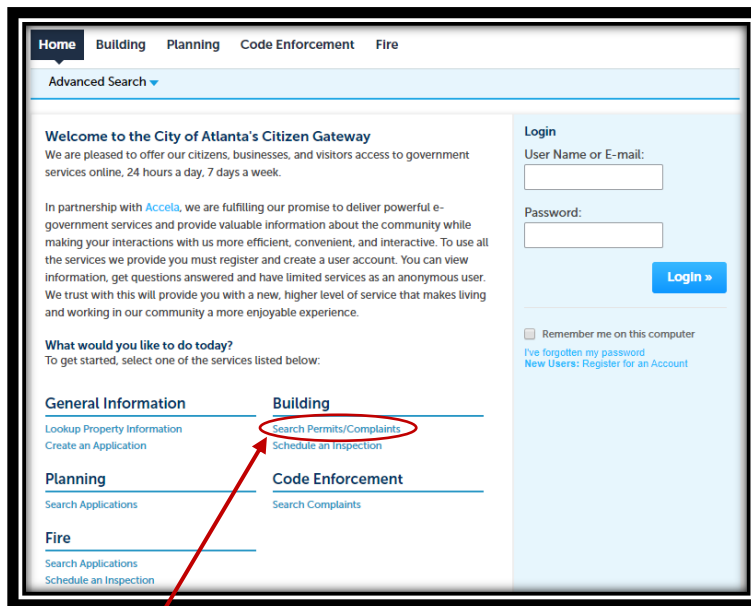


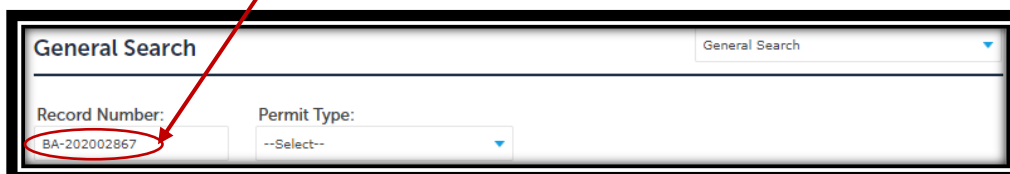


## PROCESS for VIEWING a BA RECORD on ACCELA CITIZEN ACCESS (ACA)

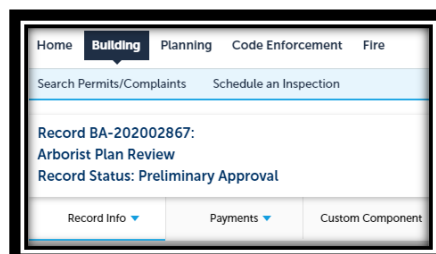
- 1) Go to [https://aca-prod.accela.com/atlanta\\_ga](https://aca-prod.accela.com/atlanta_ga)
- 2) The webpage below will appear



- 3) Click on **"Search Permits/Complaints"** which is located under the **"Building"** section.
- 4) Scroll down to the **"General Search"** section and enter the BA record number. You will need to enter **BA-** plus the **9-digit number** with no spaces.



- 5) After entering the record number, scroll down and click on **Search** button.
- 6) The record details window as shown below will appear.

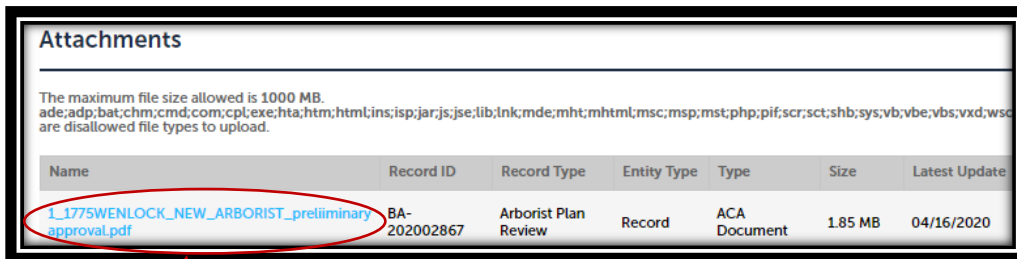




- 7) Click on the **down arrow** to the right of **“Record Info”** to display the list of options

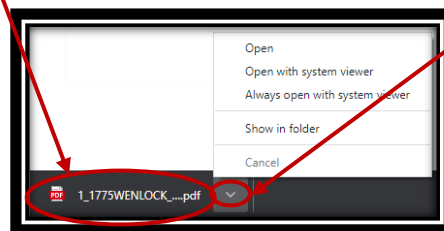


- 8) Click on **“Attachments”**, and the window below will appear.



- 9) Click on the **hyperlink** located under the **“Name”** column to view the plans.

- 10) The following file will appear at the bottom of the screen, click on the **down arrow** to open a list of options. Click on **“Open”**.



- 11) The plans will then open and will be displayed on the screen

