

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 (<u>https://aca.accela.com/CUPERTINO/Login.aspx</u>)
- 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.gov</u> for further assistance.

	Online Permit Services Building, Planning, Public Works
Logged in as:Sean Ha	tch Collections (0) Account Management Logout
	Search Q •
Home Building Planning Public Works Complaints	
Dashboard My Records My Account Advanced Search	•

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

Building

howi	ng 1-7 of 7 🛛	ownload results Ad	d to collection				
	Date	Record Number	Record Type	Project Name	Address	Status	Action
	08/29/2019	BLD-2019-0805	Commercial Sign		10164 EMPIRE, Cupertino CA 95014- 1205	Issued	Pay Fees Due

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

Home	Building	Planning	Public Works	Compla	ints	
Creat	e an Applica	tion	Search Application	ons	Schedule an Inspection	

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.

Payment Options

Continue Application »

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

Pay with Credit Card		
Credit Card	Information:	
Card Type:	*Card Number:	* Security Code:
Select	•	
Name on Card	: • Exp. Date:	
Credit Card	Holder Information	:
Auto-fill with	Phuong Devries	
Country:		
United States	-	
Street Address	1	
City:	*State: *Zip:	
	Select	
Phone:		
-mail:		