Accela 004 – Online Payment
How to Pay Online by Using Citizen Access Portal

Pre-Conditions: *First* the user must create a user account within the Citizen Access Portal. See Accela Handout labeled *Accela 001 – Create Citizen Account* for instructions. *Second* **t**he 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 (https://aca.accela.com/CUPERTINO/Login.aspx)
2. Click on **My Records** option on header.

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

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

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

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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.

Continue Application »

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

Payment Options

Amount to be charged: $668.00

◉ Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: ⓘ

--Select-- ▼

* Name on Card: * Exp. Date:

01▼   2020▼

Credit Card Holder Information:

☐ Auto-fill with   Phuong Devries▼

Country:

United States ▼

* Street Address:

* City: * State: * Zip:

--Select--▼

* Phone:

E-mail:

Submit Payment »