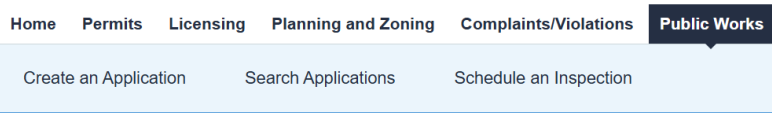


# Annual Maintenance Application with User and Contractor Registration



## Selecting a Record Type

Click [RoWP Admin](#) .

Click [Annual Maintenance Permit Application](#).

Click [Continue Application](#) .

### Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please c

- [ROWP Admin](#)
- [Annual Maintenance Permit Application](#)

- [ROWP Applications](#)
- [ROWP Reporting](#)

[Continue Application >](#)

## Applicant

Click [Select from Account](#).

Select your name and address from the [Contact list](#).

*If your information is not listed, you add it in the [Contacts](#) section of the [Account Management](#) page.*

Click [Continue](#).

## Utility Company

Select your Company from the dropdown.

*If your company is not listed in the dropdown, it does not have a Maintenance permit. You can apply for work under [the Individual Permit Application](#).*

## Underground Utilities/Above Ground Utilities

Fill out the information fields.

Click [Continue Application](#).

# Accele Annual Maintenance Application with User and Contractor Registration

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

Annual Maintenance Permit Application

1 Support Documentation 2 **Supporting Documentation** 3 Review 4 Record Issuance

Step 2: Supporting Documentation > Supporting Documentation \* indicates a required field

### Attachments

Please note: The following Documents are required to be submitted:

- Approved Contractors
- Approved Users

Please ensure all files are in .csv format with all required columns filled in.

The maximum file size allowed is 100 MB  
ade;adp;bat;chm;cmd;com;cp;exe;hta;ins;isp;jar;js;java;lib;lnk;mde;msc;map;mat;png;pdf;psd;scract;shb;sys;vbl;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

**Add** **Save and resume later**

#### File Upload

The maximum file size allowed is 100 MB.  
ade;adp;bat;chm;cmd;com;cp;exe;hta;ins;isp;jar;js;java;lib;lnk;mde;msc;map;mat;png;pdf;psd;scract;shb;sys;vbl;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

[Utility Name] Authorized

[Utility Name] Authorized Users.xlsx

**Continue** **Add** **Remove All**

Continue Application >

## Attachments

Click [Add](#).

Click [Add](#) in the popup window.

Select the files you would like to upload.  
*You select multiple files.*

Click [Continue](#).

### Attachments

Please note: The following Documents are required to be submitted:

- Approved Contractors
- Approved Users

Please ensure all files are in .csv format with all required columns filled in.

The maximum file size allowed is 100 MB  
ade;adp;bat;chm;cmd;com;cp;exe;hta;ins;isp;jar;js;java;lib;lnk;mde;msc;map;mat;png;pdf;psd;scract;shb;sys;vbl;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

\*Type:  Description:  **Remove**

File: [Utility Name] Authorized Contractors.xlsx

\*Type:  Description:  **Remove**

File: [Utility Name] Authorized Users.xlsx

**Save** **Add** **Remove All**

**Save and resume later** **Continue Application >**

Select the attachment [Type](#) form the dropdown for each attachment.

Click [Save](#).

Click [Continue Application](#).

Home Permits Licensing Planning and Zoning Complaints/Violations **Public Works**

Create an Application Search Applications Schedule an Inspection

Annual Maintenance Update

1 Support Documentation 2 **Review** 3 Record Issuance

Step 2: Review

**Save and resume later** **Continue Application >**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

## Annual Maintenance Update

### Attachment Edit

The maximum file size allowed is 100 MB  
ade;adp;bat;chm;cmd;com;cp;exe;hta;ins;isp;jar;js;java;lib;lnk;mde;msc;map;mat;png;pdf;psd;scract;shb;sys;vbl;vbe;vbs;vxd;wsc;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
[Utility Name] Authorized Contractors.xlsx	Approved Contractors	8.23 KB	01/24/2025	<b>Actions</b> ▼

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification. Date:

**Save and resume later** **Continue Application >**

## Review

Review the [Amendment](#).

Click the certification check box.

Click [Continue Application](#).

*The confirmation will be on the next page.*

# Accele Annual Maintenance Application with User and Contractor Registration

Please visit our help page for additional assistance: <https://www.acccounty.org/inspections-and-permits/land-use-navigator/system-help/general-access>  
\*\*\*\*If you are experiencing difficulties logging into your account clear browser cache/ browsing history data and restart browser to try again.

The screenshot shows the ACA Home Page navigation menu with 'Home', 'Permits', 'Licensing', 'Planning and Zoning', 'Complaints/Violations', and 'Public Works'. The 'Public Works' menu item is circled in red. Below the menu is a 'Public Works' table with columns: Date, Record Number, Record Type, Created By, Status, and Action. The table lists various permit applications. The 'Amendment' link in the 'Action' column of the record with Record Number BGE-24 is circled in red.

## Adding additional Users and Contractors

On the ACA Home Page

Click [Home](#).

Click [My Records](#).

Click the arrow by [Public Works](#) to display a lists of your permits.

Locate the [Annual Maintenance Permit](#).

Click [Amendment](#).

## Attachments

Click [Add](#).

Click [Add](#) in the popup window.

Select the files you would like to upload.  
*You can select multiple files.*

Click [Continue](#).

Select the attachment [Type](#) form the dropdown for each attachment.

Click [Save](#).

Click [Continue Application](#).

## Review

Review the [Amendment](#).

Click the certification check box.

Click [Continue Application](#).

*The confirmation will be on the next page.*

The screenshot shows the 'Annual Maintenance Permit Application' process. The 'Attachments' step is highlighted, showing a 'File Upload' popup window with 'Add' and 'Continue' buttons circled in red. Below the popup, the 'Attachments' table is visible with a dropdown menu for 'Type' set to 'Approved Contractors'. The 'Save' button is circled in red. The 'Review' step is also visible, showing a 'Continue Application' button circled in red.