

# Uploading Documents to Accela Online Portal

1

Navigate to <https://aca-prod.accela.com/OLMSTED/Login.aspx>

The screenshot shows the Olmsted County Citizen Portal login page. At the top left is the Olmsted County Minnesota logo. The page title is "Olmsted County Citizen Portal". Below the title are navigation links: "Home", "Search", and "Schedule". On the right side, there are links for "Announcements", "Register for an Account", and "Login". A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains text explaining that many services require login and provides instructions for existing users and new users. A "Register Now »" button is at the bottom of this column. The right column is titled "Sign In" and contains a "USERNAME OR EMAIL:" field with the value "steph.kruckenberg", a "PASSWORD:" field with masked characters, a "Forgot Password?" link, a "SIGN IN" button, and a "Remember me on this device" checkbox.

## 2 Click "Sign In"

Search Schedule

Announcements Register for an Account Login

Search...

Online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll enjoy the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

### Sign In

USERNAME OR EMAIL:\*  
steph.kruckenberg

PASSWORD:\*  
.....

[Forgot Password?](#)

**SIGN IN**

Remember me on this device

Not Registered?  
[CREATE AN ACCOUNT](#)

## 3 Click this search field.

# Olmsted County Citizen Portal

Search Create Schedule

Announcements Logged in as: Stephanie Kruckenberg Collections (0) Cart (0) Account Management Logout

Stephanie Kruckenberg

Items in Cart (0) **View Cart**

There are no items in your shopping cart right now.

4

Type your permit number, remember the first character is the letter O (think O for Olmsted), not the digit zero. Building permit numbers are in the format of O##-####RB (or CB or PM)

5

Click "Record Info"

The screenshot displays the Olmsted County Citizen Portal interface. At the top left is the Olmsted County Minnesota logo. The main header reads "Olmsted County Citizen Portal". Below the header is a navigation bar with links for Home, Search, Create, and Schedule. A secondary navigation bar shows the user is logged in as Stephanie Kruckenberg, with links for Announcements, Collections (0), Cart (0), Reports (1), Account Management, and Log out. A search bar contains the permit number "o24-0056cb". Below the search bar, the permit details are shown: "Building O24-0056CB: Commercial Building (New Building) Record Status: Issued". Two tabs are visible: "Record Info" (which is selected and highlighted with a red circle) and "Payments". To the right of the tabs are two green buttons: "Add to c" and "Add to collect". Below the tabs, a note states: "To schedule an online inspection, you must be logged on as a registered user. Once logged in, click above on the record informational dropdown to select inspections. Here is an instructional handou". An "IMPORTANT:" section follows with two bullet points: "The permit site packet received from the Inspections Division must be on site or the inspection will be disapproved. Site packet includes permit, inspection card, plan review, and site plans." and "Scheduling inspections for permits other than your own is prohibited. Doing so may result in loss of online privileges." At the bottom, a "Work Location" section is highlighted in red, showing the address: "550 NW SCHUMANN DR STEWARTVILLE MN 55976".

## 6 Click "Attachments"

The screenshot shows a web application interface. At the top, there is a navigation bar with links for Home, Search, Create, and Schedule. Below this, there are user-related links: Announcements, Logged in as: Stephanie Kruckenberg, Collections (0), Cart (0), Reports (1), Account Management, and Log. A search bar contains the text 'o24-0056cb'. The main content area displays 'Building O24-0056CB: Commercial Building (New Building) Record Status: Issued'. A dropdown menu is open, showing options: Record Info, Payments, Permit Details, Processing Status, Related Permits, Attachments (highlighted with an orange circle), and Inspections. Below the menu, there are sections for 'Work Location' (550 NW SCHUMANN DR, STEWARTVILLE MN 55976) and 'Permit Details' (Applicant: Michael D. McCowan, Licensed Professional: Mike McCowan).

## 7 Click "Add"

The screenshot shows the same web application interface as in step 6. The 'Attachments' section is now visible, with a red header bar. Below the header, it states 'Only PDF files are allowed for upload.' and features a green 'Add' button highlighted with an orange circle. The footer contains copyright information: ©2022 Olmsted County, Minnesota | Olmsted County 2122 Campus Dr SE Rochester, MN 55904.

## 8 Click "Add"

Building O24-0056CB:  
Commercial Building (New Building)  
Record Status: Issued

Record Info ▾ Payments ▾

To schedule an online inspection, you must be logged on as a registered user. Please contact your account manager to learn more about how to schedule inspections. Here is an instructional handout.

IMPORTANT:

- The permit site packet received from the Inspections Division is not valid until you receive a permit, inspection card, plan review, and site plans.
- Scheduling inspections for permits other than your own is not allowed.

Attachments

Only PDF files are allowed for upload.

Name	Record ID	Size	Action
Submitted Information.pdf	O24-0056CB	581.58 KB	Actions ▾
Site Plan.pdf	O24-0056CB	15.53 MB	Actions ▾
Submitted Information (2).pdf	O24-0056CB	7.99 MB	Actions ▾
Submitted Information (3).pdf	O24-0056CB	14.22 MB	Actions ▾
Plans.pdf	O24-0056CB	105.87 MB	Actions ▾

< Prev 1 2 3 4 5 6 7 8 Next >

## 9 Click "Continue"

Building O24-0056CB:  
Commercial Building (New Building)  
Record Status: Issued

Record Info ▾ Payments ▾

To schedule an online inspection, you must be logged on as a registered user. Please contact your account manager to learn more about how to schedule inspections. Here is an instructional handout.

IMPORTANT:

- The permit site packet received from the Inspections Division is not valid until you receive a permit, inspection card, plan review, and site plans.
- Scheduling inspections for permits other than your own is not allowed.

Attachments

Only PDF files are allowed for upload.

Olmsted County Schedule of

Name	Record ID	Size	Action
Submitted Information.pdf	O24-0056CB	581.58 KB	Actions ▾
Site Plan.pdf	O24-0056CB	15.53 MB	Actions ▾
Submitted Information (2).pdf	O24-0056CB	7.99 MB	Actions ▾
Submitted Information (3).pdf	O24-0056CB	14.22 MB	Actions ▾
Plans.pdf	O24-0056CB	105.87 MB	Actions ▾

< Prev 1 2 3 4 5 6 7 8 Next >

10 Click the type dropdown.

Name	Record ID	Size	Latest Update	Description	Action
Submitted Information.pdf	O24-0056CB	581.58 KB		13_ISSUE 7 PROC DATASHEETS AND LISTS UT MN PILOT DPF 2024 10 04.pdf	Actions ▾
Site Plan.pdf	O24-0056CB	15.53 MB		Civil Plans - MN PILOT DPF 1.pdf	Actions ▾
Submitted Information (2).pdf	O24-0056CB	7.99 MB		ISSUE 7 SPECIFICATIONS_VOLUME 1_UT MN PILOT DPF 2024 ... <a href="#">read more</a>	Actions ▾
Submitted Information (3).pdf	O24-0056CB	14.22 MB		ISSUE 7 SPECIFICATIONS_VOLUME 2_UT MN PILOT DPF 2024 10 04.pdf	Actions ▾
Plans.pdf	O24-0056CB	105.87 MB		ISSUE 7 FULL DRAWING SET UT MN PILOT DPF 2024 10 04_Si... <a href="#">read more</a>	Actions ▾

< Prev 1 2 3 4 5 6 7 8 Next >

\*Type:

File:  
Olmsted County Schedule of Fees.pdf  
100%

\*Description:  
  
Duct Leakage Test  
Engineered Alt Foundation Wall Support  
Plan Review  
Re-roof Tear-off Pictures  
Re-siding Tear-off Pictures

Save Add Remove All

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11 Click the "Description:" field and enter the document description (Plans, Site Plan, energy calcs, etc.)

Site Plan.pdf	O24-0056CB	15.53 MB		Civil Plans - MN PILOT DPF 1.pdf	Actions ▾
Submitted Information (2).pdf	O24-0056CB	7.99 MB		ISSUE 7 SPECIFICATIONS_VOLUME 1_UT MN PILOT DPF 2024 ... <a href="#">read more</a>	Actions ▾
Submitted Information (3).pdf	O24-0056CB	14.22 MB		ISSUE 7 SPECIFICATIONS_VOLUME 2_UT MN PILOT DPF 2024 10 04.pdf	Actions ▾
Plans.pdf	O24-0056CB	105.87 MB		ISSUE 7 FULL DRAWING SET UT MN PILOT DPF 2024 10 04_Si... <a href="#">read more</a>	Actions ▾

< Prev 1 2 3 4 5 6 7 8 Next >

\*Type:

File:  
Olmsted County Schedule of Fees.pdf  
100%

\*Description:

spell check

Save Add Remove All

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12

## Click "Save"

Site Plan.pdf	O24-0056CB	15.53 MB	Civil Plans - MN PILOT DPF 1.pdf	Actions ▾
Submitted Information (2).pdf	O24-0056CB	7.99 MB	ISSUE 7 SPECIFICATIONS_VOLUME 1_UT MN PILOT DPF 2024 ... read more	Actions ▾
Submitted Information (3).pdf	O24-0056CB	14.22 MB	ISSUE 7 SPECIFICATIONS_VOLUME 2_UT MN PILOT DPF 2024 10 04.pdf	Actions ▾
Plans.pdf	O24-0056CB	105.87 MB	ISSUE 7 FULL DRAWING SET UT MN PILOT DPF 2024 10 04_Si... read more	Actions ▾

< Prev 1 2 3 4 5 6 7 8 Next >

\*Type: Plan Review Re

File: Olmsted County Schedule of Fees.pdf  
100%

\*Description: TEST DOCUMENT UPLOAD

spell check

Save Add Remove All

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