



Process for Paying Fees through ACA

- 1)** Type "https://aca-prod.accela.com/Atlanta_ga" in the web address field of your browser.
 - 2)** Click on the "Building" tab located under the "City of Atlanta" image.
 - 3)** Locate the permit you would like to pay fees on by completing a search on the "General Search" section.
 - 4)** After locating the permit you would like to pay fees for, click on the "Payments" column.
 - 5)** Next click on "Fees" which is located under the "Payments" column.
 - 6)** The "Fees" screen will appear, click on "Pay Fees".
 - 7)** A screen will now appear listing fees for your permit.
 - 8)** Click on "Continue Application >>".
 - 9)** The "Payment Options" screen will now appear.
 - a. Currently American Express, Discover, MasterCard, and Visa are the only methods of payment being accepted.
 - 10)** Fill in all required information.
 - 11)** Click on "Submit Payment >>" button.
- ❖ Congratulations, you have successfully made a payment on your account.