

## ELEVATOR ACCIDENT REPORT STEP-BY-STEP FORM UPLOAD INSTRUCTIONS IN ACCELA CITIZEN ACCESS

Following is the process to report elevator / escalator / moving conveyance incidents within the Central Florida Tourism Oversight District (the District) Building & Safety Department. This process enables property owners and representatives to upload the completed “Elevator Accident Report” form directly to the elevator unit, which in turn, *will auto-schedule an inspection for the elevator inspectors*. A couple of requirements must be met to ensure success in this new process:

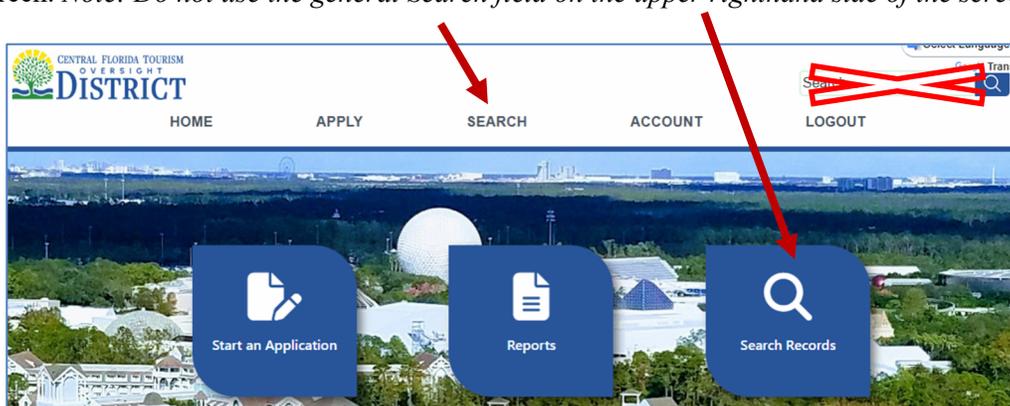
- The submitter must be an authorized user of the Accele Citizen Access (ACA) online permitting system and attached to the specific unit for access: <https://ca.rcid.org/CitizenAccess/>. Instructions on how to obtain a user login can be found on the “Accele Citizen Access Online Permitting System User Guide” found on the department website: <https://www.oversightdistrict.org/doing-business/building-department/>. Please direct any additional registration questions to [Permitting@oversightdistrict.org](mailto:Permitting@oversightdistrict.org).
- A copy of the latest “Elevator Accident Form” must be filled in completely, signed, flattened and saved as a pdf document ready for upload.

### Step-By-Step Guide to Upload an Accident Form:

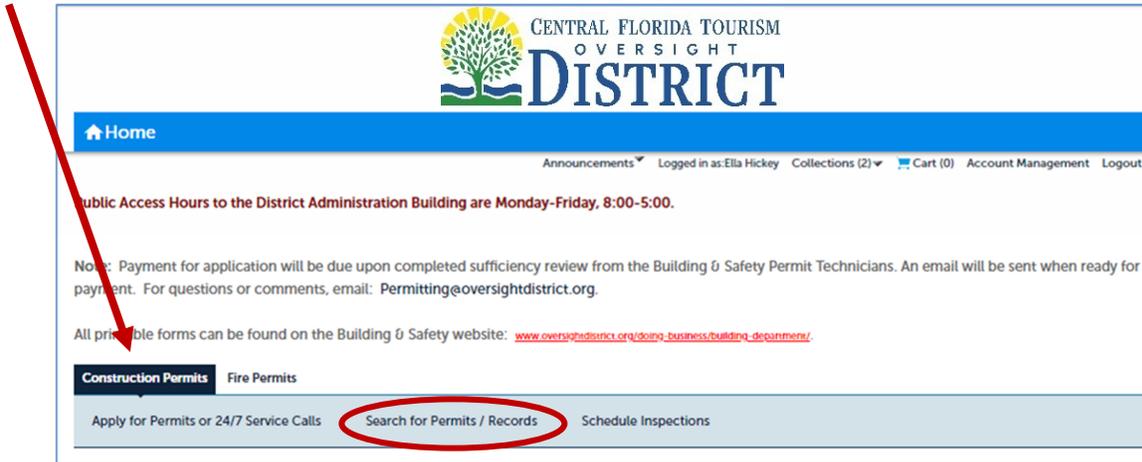
- 1) Download the “Elevator Accident Form” found on the District website, complete in full, sign, flatten and save as a pdf:



- 2) Log into ACA, select either the “Search - Building” tab or the “Search Records - Building” button from the Home screen. *Note: Do not use the general Search field on the upper righthand side of the screen.*



*Note: The District unit number will be needed to submit the document and auto schedule the inspection (E90XXXX):*



3) Scroll to the bottom of the page and type in the unit number in the “Permit #” field and select “Search”:

### Search for Permits / Records

Please enter appropriate search criteria below and click on "Search"

In the results found, you may click on an underlined column heading to change the sorting of that column. Also, clicking on underlined text, such as a Permit #, Address or Contractor's license number will take you to that record.

*Tip: Entering only the first few letters of what you are looking for may be helpful at times.*

**General Search**
General Search ▾

Search for an existing Permit using criteria below.

Permit #:

Record Type:

Select to search my records only.

Record Status:

Project Name:

Start Date:

End Date:

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State License Number:

Name of Business:

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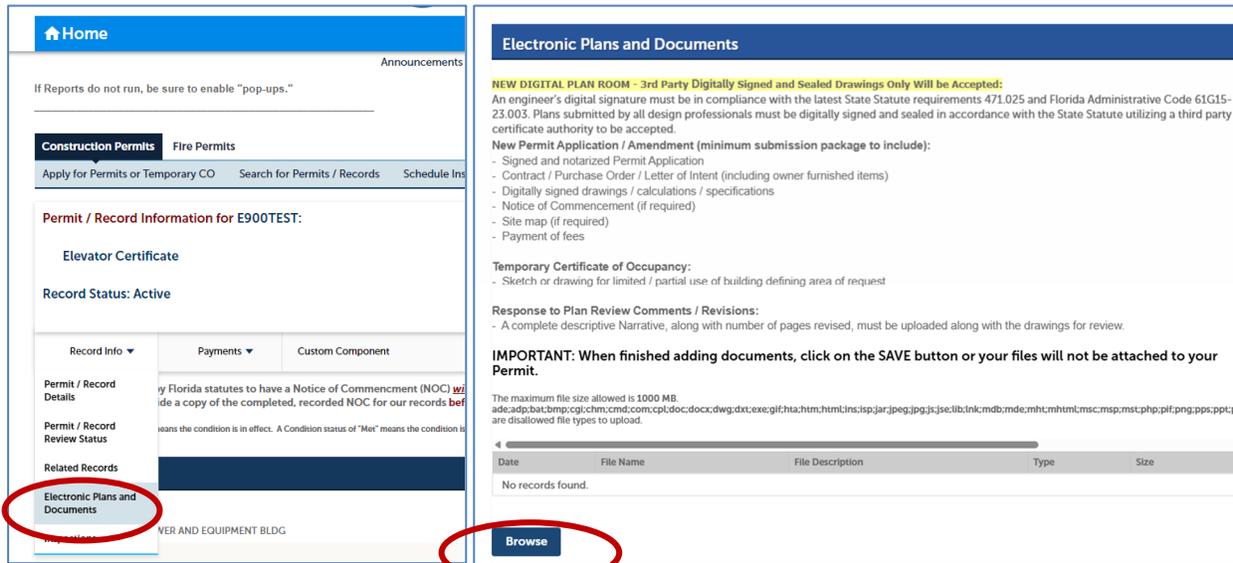
Street No.:  From  - To

Fraction:

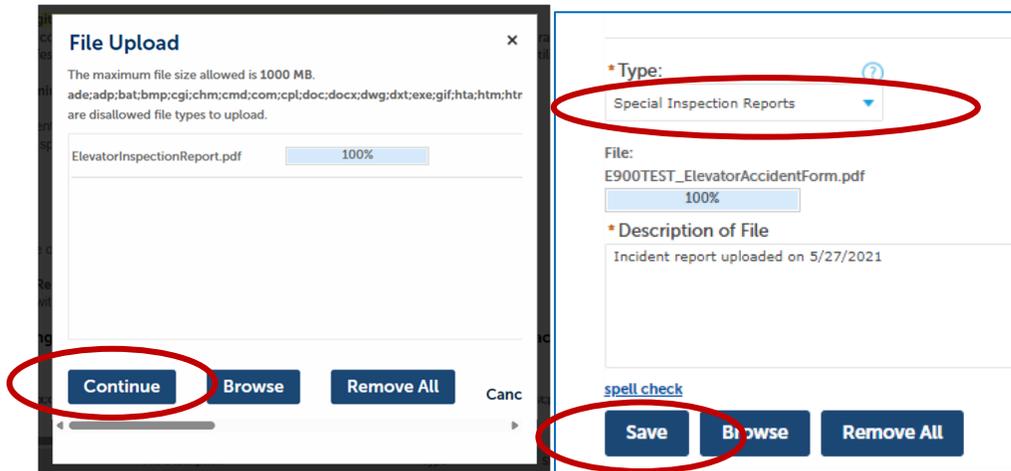
Street Name:

Unique ID:

4) The unit record will open. Next select “Record Info – Electronic Plans and Documents” and “Browse”:



5) After selecting “Browse”, locate the previously signed and saved “Elevator Accident Report” form on your computer/network and “Open” it to ACA. *Note: It is critical to save the document type as Special Inspection Reports from the dropdown when uploading the document.* Then click “Save”:

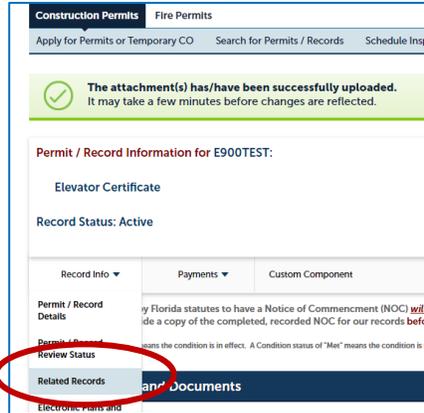


Be sure to click on “Save” to complete the upload process. Once saved it will appear in the document list under the “Browse” section:

The maximum file size allowed is 1000 MB.  
html,htm,mht,mhtml,zip,doc,docx,ppt,pptx,pps,xlsx,mdb,tiff,jpg,jpeg,bmp,gif,png,psd,bat,cgi;com;exe;jar;vb;wsf,dwg,dxt;txt; are disallowed file types to upload.

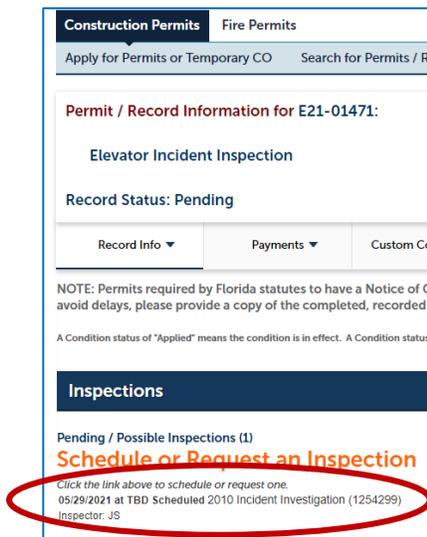
Date	File Name	File Description	Type	Size
05/27/2021	E900TEST_ElevatorAccidentForm.pdf	Incident report uploaded on 5/27/2021	Special Inspection Reports	89.05 KB

- 6) To confirm the inspection has been scheduled successfully and to monitor results, navigate back to the “Record Info” tab, select “Related Records” and select the last Elevator Incident Inspection on the list. Click on “View” to the right of the list:



Related Records				
View Entire Tree >				
Permit No	Record Type	Project Name	Date	View
E900TEST	Elevator Certificate	E900TEST - BELL SOUTH CELL TOWER	10/28/2008	
E21-00542	Elevator Inspection Certification	E900TEST - BELL SOUTH CELL TOWER	02/24/2021	<a href="#">View</a>
E21-01471	Elevator Incident Inspection	E900TEST - BELL SOUTH CELL TOWER	05/27/2021	<a href="#">View</a>

- 7) Go to the newly created Activity, “Record Info – Inspections”. The 2010 Incident Investigation inspection will be visible as scheduled:



From this point forward, all inspections will take place on the newly created Activity number and can be tracked 24/7. Any follow up document for this incident only, will be uploaded directly to this newly created Activity.