

Citizen Access Schedule Inspection

1. Open your web browser and navigate to <https://my.lincoln.ne.gov/CitizenAccess/Login.aspx>
2. Enter the email address and password you used when you registered for your account. If you have not registered previously, click the Register Now button.

Accele Citizen Access - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Accele Citizen Access

Register for an Account | Login

Search...

Home Building Health Planning Public Works

Notice:
This feature requires registration and/or login, please login to continue.

Please Login
Many 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.

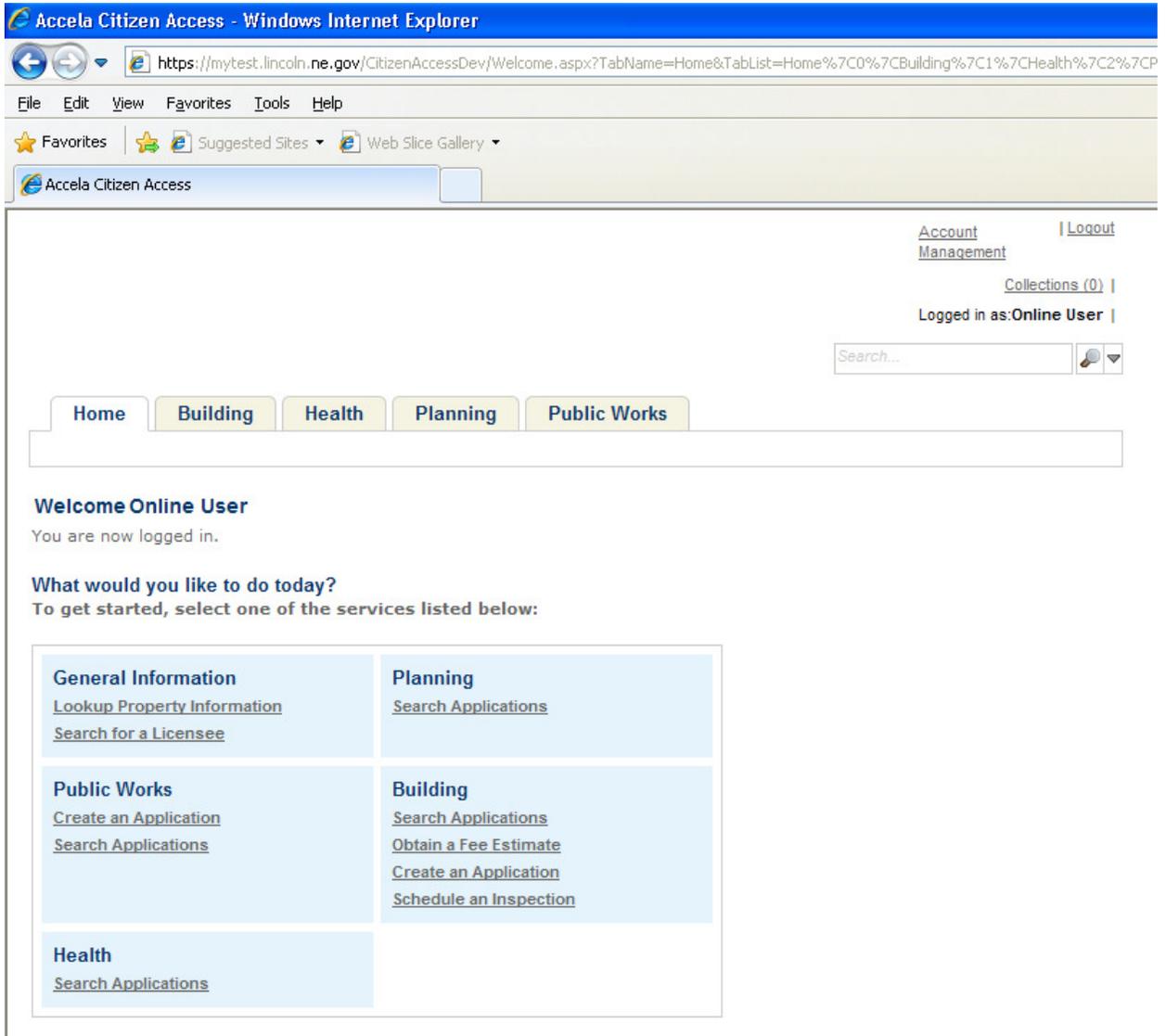
New Users
If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

[Register Now »](#)

Login
User Name or E-mail:
Password:
[Login »](#)

Remember me on this computer
[I've forgotten my password](#)
[New Users: Register for an Account](#)

- Once you are logged into Accela Citizen Access, click the **Search Applications** link under the Building section.



4. If you previously applied for the permit, it should be listed below. Alternatively, you can search for the permit by Address, Parcel #, or Permit Number. Click on the permit # you want to schedule an inspection for to continue the process.

[Home](#) [Building](#) [Health](#) [Planning](#) [Public Works](#)

[Search Applications](#) | [Obtain a Fee Estimate](#) | [Create an Application](#) | [Schedule an Inspection](#)

Records

[Show on Map](#) 

Showing 1-1 of 1 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	<u>Date</u>	<u>Record Number</u>	<u>Record Type</u>	<u>Project Name</u>	<u>Address</u>	<u>Status</u>	<u>Action</u>
<input type="checkbox"/>	09/26/2012	M1204302	City Non-Licensed Mechanical		555 S 10TH ST		

Search for Records

Enter information below to search for records.

- Site Address
- Contractor License Information
- Parcel Number
- Record Information
- Contact Information

Select the search type from the drop-down list.

General Search

Search my records only
 Search All Records

5. Scroll down to the section for **Inspections**. Click on the **Schedule or Request Inspection** link and select the type of inspection you want to schedule.

Record Details

Applicant:

City Lincoln
555 S 10th Room 203
Lincoln, NE, 68508

Project Description:

Test

Owner:

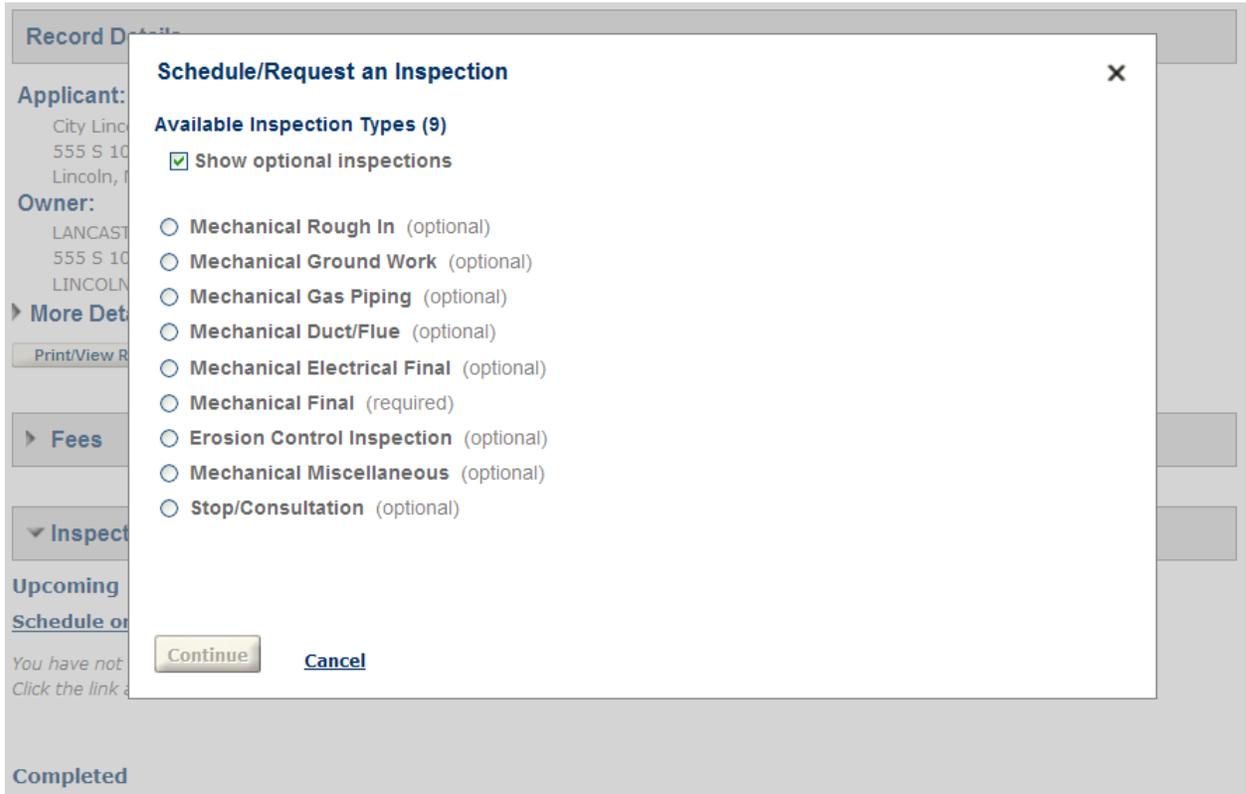
LANCASTER COUNTY
555 S 10 ST LINCOLN, NE 68508
LINCOLN NE 68508

▶ More Details[Print/View Record](#)[Print/View Summary](#)**▶ Fees****▼ Inspections****Upcoming****[Schedule or Request an Inspection](#)**

You have not added any inspections.

Click the link above to schedule or request one.

6. After selecting the type of inspection you are scheduling, click the **Continue** button.



- After you select the type of inspection, you will be asked to select a date for the inspection to be completed on. Only the dates in blue are valid dates to select. Select a date and click the **Continue** button.

Record Details
✕

Applicant:
City Lincoln
555 S 10th
Lincoln, NE

Owner:
LANCASTER
555 S 10th
LINCOLN, NE

► **More Details**
Print/View Record

► **Fees**

▼ **Inspection**

Upcoming
Schedule or Request an Inspection

You have not scheduled any inspections.
Click the link above to schedule or request one.

Completed

Schedule/Request an Inspection

Inspection type: Mechanical Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

Sep 2012							Oct 2012							Nov 2012							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

[« Prev](#)
[Next »](#)

[Back](#)
[Cancel](#)

- Once the date is selected, you will be given the option to select a timeframe for the inspection to be completed. Select one of the given times and click the **Continue** button.

Record Details
×

Applicant:
City Lincoln
555 S 10th
Lincoln, NE

Owner:
LANCASTER
555 S 10th
LINCOLN, NE

[More Details](#)

[Print/View Record](#)

[Fees](#)

[Inspect](#)

Upcoming
[Schedule or Request an Inspection](#)

You have not scheduled an inspection.
Click the link above to schedule an inspection.

Completed
There are no completed inspections.

Schedule/Request an Inspection

Inspection type: Mechanical Final

To continue, select an appointment date and time range by clicking a link on the calendar below:

Sep 2012							Oct 2012							Nov 2012							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
						1		1	2	3	4	5	6						1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		
30																					

[« Prev](#)
[Next »](#)

Available Times for Monday, Oct 15 2012

Morning (08:00 AM - 12:00 PM)

08:00 AM - 12:00 PM

Afternoon (01:00 PM - 04:00 PM)

01:00 PM - 04:00 PM

[Continue](#)
[Back](#)
[Cancel](#)

9. You will be asked to confirm the address and contact information. If everything looks correct, click the **Continue** button.

The screenshot shows a web application interface with a modal dialog box titled "Schedule/Request an Inspection". The dialog box has a close button (X) in the top right corner. Inside the dialog, the text reads: "Inspection type: Mechanical Final", "Location and Contact", and "Verify whether the location and contact person for the selected inspection are correct." Below this, the "Location" is listed as "555 S 10TH ST" and the "Contact" is listed as "City Lincoln". There is a "Change Contact" link with a dropdown arrow. At the bottom of the dialog are three buttons: "Continue", "Back", and "Cancel".

Record Details

Applicant:
City Lincoln
555 S 10TH ST
Lincoln, NE

Owner:
LANCASTER
555 S 10TH ST
LINCOLN, NE

More Details

Print/View Record

Fees

Inspections

Schedule/Request an Inspection

*You have not added any inspections.
Click the link above to schedule or request one.*

Completed

10. You will be asked to confirm the date and time of the requested inspection.

Schedule/Request an Inspection

Confirm Your Selection
Please confirm the details below and click the Finish button to schedule the inspection.

Inspection Type: Mechanical Final
Date and Time: 10/15/2012 8:00 AM
Location: 555 S 10TH ST
Contact: City Lincoln

Include Additional Notes
Optional Comments or Instructions for your Inspector:

(Please include an alternate phone number if different from the contact information provided in your application.)

Finish [Back](#) [Cancel](#)

11. Once the request is complete, the Date/Time/Inspection Type will be displayed. If you need to cancel or reschedule an inspection, you can click on **Actions** to display a cancel or reschedule option. If you are finished, you can logout.

Inspections

Upcoming (1)
[Schedule or Request an Inspection](#)

10/15/2012 at 08:00 AM Scheduled Mechanical Final (8009894)
Inspector: unassigned

Actions ▼
View Details
Reschedule
Cancel

Completed
There are no completed inspections on this record.