

Attaching documents to the Consumer Fireworks Applications

After you have created your Accela account you can click on the “Account Management” link to add documents that you will need to attach to your applications or just to keep copies of documents that you want to keep with your Fireworks information.

Having your documents attached to your account is not the same as having a document attached to your application. You will be able to attach a document to your applications by using the documents in your account or documents saved to your computer.

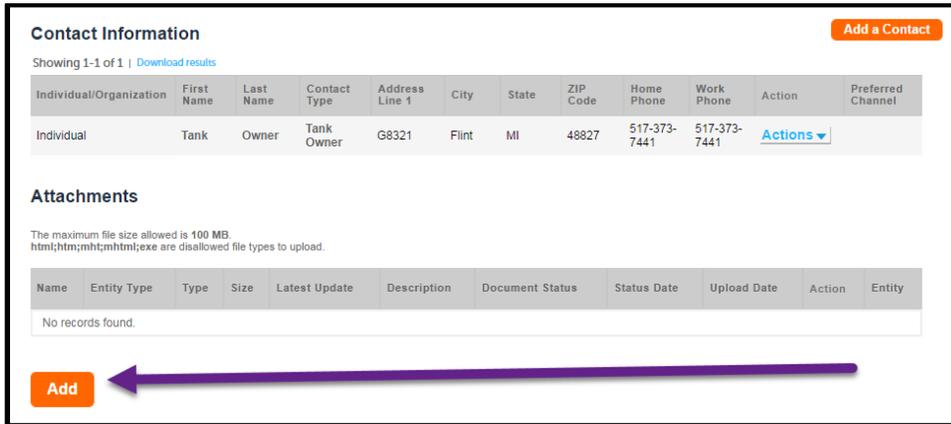
The screenshot shows the Accela application management interface. At the top, there are navigation links: Announcements, Logged in as: Tank Owner Business Name, Collections (0), Cart (3), Account Management, and Logout. A red arrow points to the 'Account Management' link. Below the navigation is a search bar with the text 'First Last or License #' and a magnifying glass icon. A red arrow points to the search bar. The main navigation menu includes Home, BCC Licenses, BCC Permits, Plan Review, Fire Services, and Complaints. Below this is a sub-menu with 'Create/Amend an Application/Record', 'Obtain a Fee Estimate', and 'Search Applications'. The 'Consumer Fireworks Certificate Temporary Structure' is shown with a progress bar indicating the current step is '5 Documents'. A purple arrow points to the 'Attachments' section. The text under 'Attachments' reads: 'Attach Site Plans and Floor Plans for review when not exempt from review. Applicant must determine this using the criteria outlined in the Fireworks Safety General Rules. Click [HERE](#) for Fireworks Plan Submittal Guideline.' Below this is a table with columns: Name, Type, Size, Latest Update, and Action. The table is empty, with the text 'No records found.' below it. A green arrow points to the 'Select from Account' button. At the bottom, there are buttons for 'Continue Application >' and 'Save and resume later'.

Using the “Select from Account” link takes you to your Account Management page. This example tells you that you have not yet saved any documents to your account. You can click on the “X” in the upper right corner of the message or click on “Discard Changes” to return to the previous page.

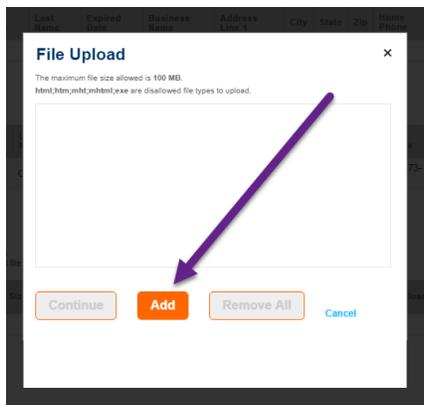
The screenshot shows the 'Select Files from Account' dialog box. The title is 'Select Files from Account'. Below the title is the text: 'Select the file(s) you want to attach to your application.' Below this is a table with columns: Name, Entity Type, Type, Size, Latest Update, and Description. The table is empty, with the text 'No records found.' below it. A yellow arrow points to the 'No records found.' text. At the bottom, there are buttons for 'Continue' and 'Discard Changes'.

To add documents to your account you must first access the “Account Management” link. There you will find the Section for storing documents. These documents must be available from your computer at the time.

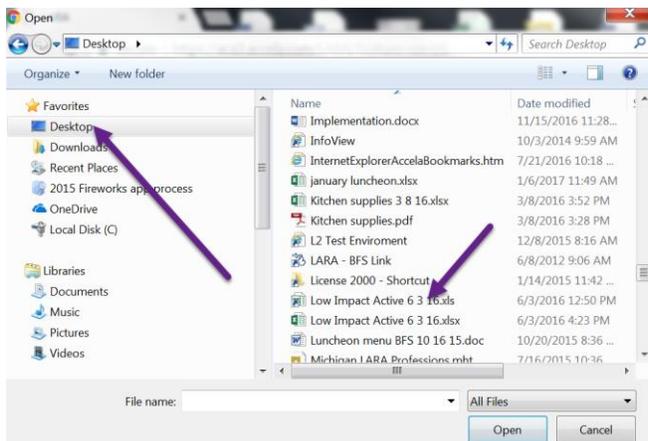
To add documents to your account click on the “Add” button in the “Account Management” area:



Again, click on the “Add” button:



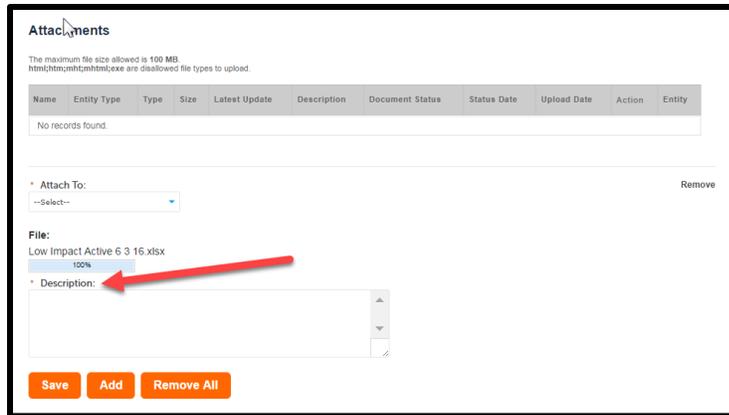
The window that opens will then allow you to go to where ever on your computer you have the documents stored that you want to include, then click on “Open”:



You can then see the file name in the File Upload window. You can click on “Continue” to go back and finish saving to your account or you can click on “Add” to continue to add documents. And of course you can select records to delete by clicking on “Remove All”.

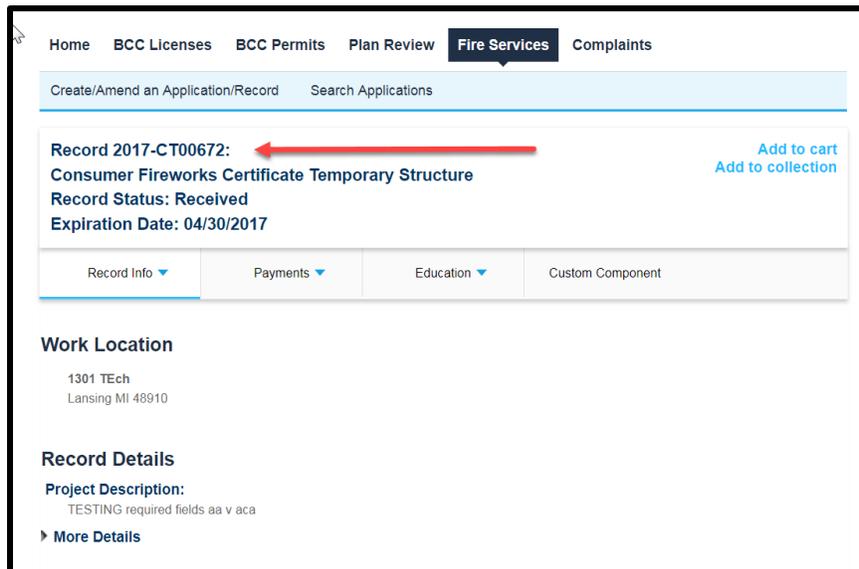


When saving records to your account you will be required to enter information in the “Description” area and then click “Save”.

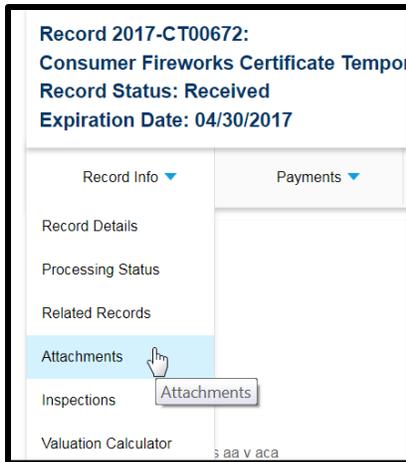


Option 2:

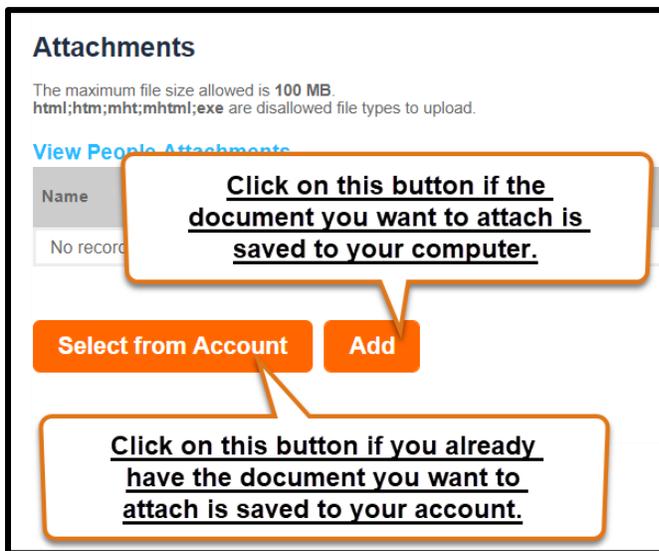
If you have already submitted an application and forgot to attach your document you will first open up the record you need to attach something to.



Click on the Record Info drop down and locate the “Attachments” link to click on next:



You will be able to attach documents you have saved to either your account or your computer.



If you followed the first part of these instructions you will already have documents saved to your account that include the document(s) you need to attach to this application, “Select from Account”. Or you can locate a document to attach that is saved to your computer, “Add”.

