

How to Link a Permit

1. Access the online permitting portal by clicking <http://aca-prod.accela.com/SNHD/> and login using your credentials. If you don't have an account, select 'create an account' and follow the prompts.
2. Once logged into your account, select 'permit linking'. Read the general disclaimer and select 'I have read and accepted the above terms'. Then select 'Continue Application'.



3. Select 'add a row' to enter the permit ID and pin number for each permit you are linking to your account. If linking more than one permit, click the drop-down to add multiple rows at once.

Permit Match Criteria

Please proceed by clicking on "Add a Row" and entering the permit number and the PIN # you received. If you have more than one record you wish to associate to, and have received a PIN for, you may enter them by adding additional rows.

Permit Linking

Showing 0-0 of 0

Permit ID	PIN
No records found.	

Add a Row (circled in red) **Edit Selected** **Delete Selected**

Save and resume later

Continue Application »

* If you are already enrolled in electronic invoicing, an automated email containing your permit ID and PIN will have been sent to the email address on file. If you have not received this email, please contact the Environmental Health Division for assistance.

- Permit IDs consist of nine-digit alphanumeric characters and may begin with FA or PR.
- FA permit IDs, or facility permit IDs, will link all environmental health permits under the same ownership at that location. PR permit IDs will link only that specific permit.



- Use the FA number to link all permits.
- Use the PR number to link only the specific permit.

4. Enter the permit ID and pin number for each permit you are linking. When finished, click 'submit'. An error message will display if the permit ID and PIN combination cannot be located. Contact the Environmental Health Division for assistance.

5. Review the list and make any necessary changes by clicking 'edit'. Once finished, click 'continue application'.

Permit Linking

1 Permit ID and PIN Entry	2 Review	3 Record Issuance
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Step 2: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Permit Linking

Permit Match Criteria

Permit Linking

Edit

Permit ID	PIN
FA0000000	00XXX

Save and resume later

Continue Application »

6. A message will confirm that the permits were successfully linked to your account. To view all permits linked to your account, select 'my records' under the home button.

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.