eConnect/ACA Applicant Process Outline

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Purpose

This process outlines steps for record submittal, resubmittal, and approval that Applicants will complete when using the online eConnect/ACA portal, including document uploading.

Key Notes:

- The ability to **view and upload** documents is restricted to only Applicants, Contacts, and Licensed Professionals associated with the record, in combination with system configured document permission restrictions based on the Document Type.
- The ability to **upload** documents is dependent on the Record Status.
- Document Size and Type restrictions apply.
- Document requirements are based on the Record Type and possibly other application information provided by the Applicant.

Record Statuses – Document Uploading Allowed

Document uploading is restricted based on the Record Status. Click here to view the Record Statuses that allow documents to be uploaded.

Document Types and Size Allowed

Document Types Allowed: XLS, XLSX, DOC, DOCX, JPG, JPEG, PDF, PNG, TIFF

Document Size: 250MB per document. No batch limit.

Document Name Size: 70 Characters maximum.

Digital Projects and Attachments

The eConnect/ACA Online Portal offers two views for document uploading. The view available to the Applicant is based on the Record Type and business process for each Module/Department.

Digital Project Uploads

If the Record Type uses enhanced Digital Projects features, the Digital Projects tab will be available on the record in eConnect/ACA. Click here for a list of Record Types that are using the Digital Projects feature.

This feature includes helpful tools such as:

- Document requirements for more complete submittals.
- Digital signature and stamp validations. *(For signed and sealed documents)*
- Enhanced document security checks.
- Drag and drop functionality.
- Improved document organization and classification.
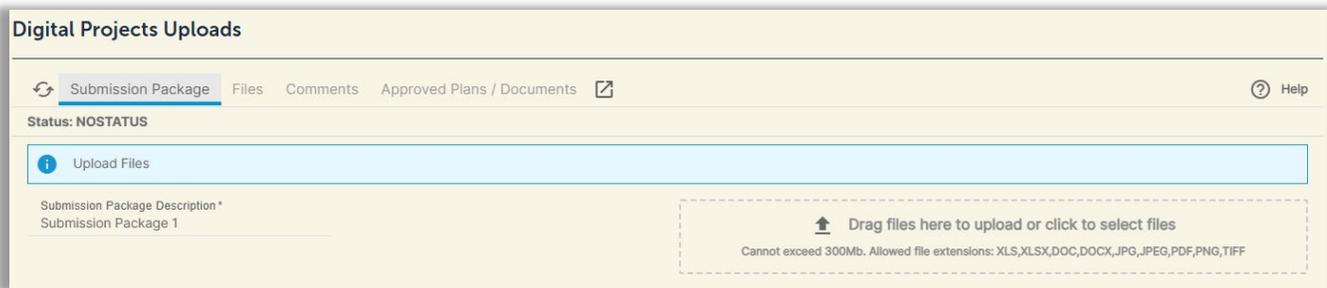
Attachments

If the Record Type uses the ACA Attachments feature, a simplified view is available with a requirement for the Applicant to select a document "Type" and save before proceeding. Document requirements may be included but may not be listed as it varies by Record Type and Module/Department business process.
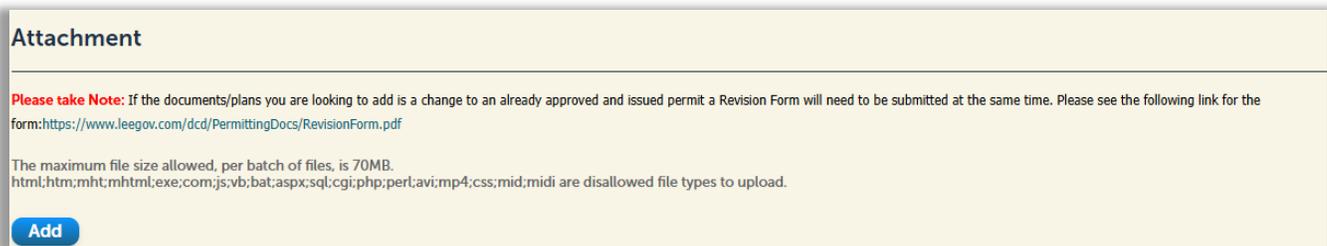
Submittal

The system completes checks/validations during the submittal process based on current business processes to ensure all requirements are met before allowing you to proceed to the next step.

ACA Applicant Process Flow - Submittal

Resubmittal

Resubmittals may be necessary if processing staff or reviewers determine that additional information or documentation is required. System generated notifications and other communications will be provided to the Applicant advising when the record has been rejected or found insufficient.

ACA Applicant Process Flow - Resubmittal

The Processing Status of each review can be tracked from the Record Details > Processing Status tab of the record in eConnect/ACA.

Review Approval/Sufficiency *(Final Documents Provided to Applicant)*

This step occurs after all reviews are completed and found to be approved or sufficient and includes preparing the record for issuance or closeout, which may be different per Module/Department and Record Type. The record may follow one of two paths:

1. Issuance > Inspections > Record Closeout
2. Straight to Record Closeout (no issuance or inspections required)

The process to provide the Applicant with final documents is consistent with either path, however, if the record goes straight to Record Closeout, future document uploading may not be available due to the Record Status.

The information below outlines the process flow and how to obtain final documents.

ACA Applicant Process Flow – Final Approval

Post Approval/Sufficiency *(Inspections/Record Closeout)*

All Modules/Departments
All document uploading will be completed using the Record Details > Attachments tab.

- The ability to **upload** documents is dependent on the Record Status.
- If the record includes the Digital Project tab, documents associated with the record will still be accessible, however, no new documents may be uploaded from this tab. The tab may only be used for viewing and downloading existing documents.

Other available features include:

- Inspections

- Fee Payments
- Review of Outstanding Conditions
- Obtain Final Documents
- Obtain Record Reports

Permitting and Development Services Only
Click here for more info regarding Revisions, Revisions Prior to Issuance, Amendments, and Minor Changes.