

# GIS

## Addressing Application Payment Instructions

Please complete the following steps when making a payment in Accela:

### Register in Accela (Create Login)

[ACA Access to Accela](#)

In Dark Blue Box on right side of screen,  
click on bottom line:

New Users: Register for an Account

Please notify Michele Arnold and Pam Walton at [addressing@pascocountyfl.net](mailto:addressing@pascocountyfl.net) when done creating login. You will then be linked and then you can pay online. (Provide your first and last name that you used to register)

### Making Payments in Accela- You must be logged in.

Click on

[ACA Access to Accela](#)

Log into Accela

Click on Planning: Click on Search Applications

Home Building **Planning** Permits Enforcement Contractor Licenses

Create an Application **Search Applications**

In Record Number Box put: Record # MSTRGR-2022-00016: Click Search

Record Number:  Record Type:

Project Name:  Start Date:  End Date:

License Type:  License Number:

First:  Last:  Name of Business:  Business License #:

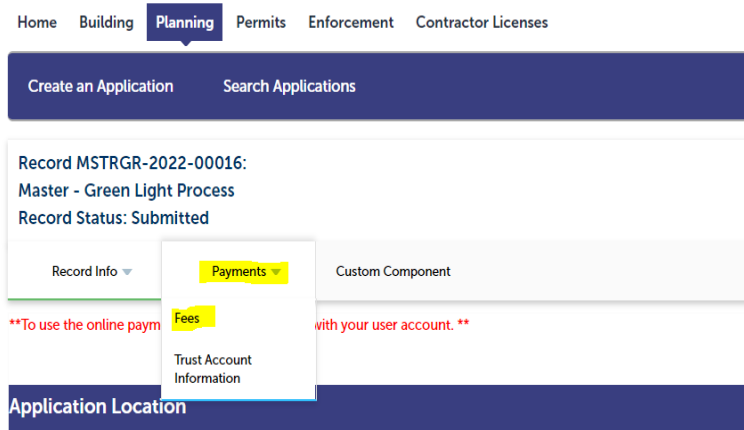
Street No.:  Street Name:  Street Type:  Direction:

City:  State:  Zip:  Unit No.:  Unit Type:

Parcel No.:

▶ Search Additional Criteria

Click on Payments: Click on Fees



**\*\*Our payment system accepts check and credit cards, only\*\***

Once you have paid, please reach out to Michele and Pam.