

May 2020



TTCP Online: Citizen Access

Getting Started

City of Santa Monica

Online TTCP Submittal



Create a Citizen Access Account

Chrome File Edit View History Bookmarks People Tab Window Help

ProjectDox - CSMPDOXWEBTE X City of Santa Monica, CA | Cit: X +

Not Secure epermit.smgov.net/CitizenAccessTest/Default.aspx?culture=en-US

City of Santa Monica

Announcements Register for an Account Login

Search...

Home Building Enforcement OSE Fire Planning Public Works more

Advanced Search

Welcome to Santa Monica, CA
This system will enable residents of Santa Monica to:

1. Research public information.
2. Submit an application (some departments require registration and login to submit an application).
3. View and track the status of your application.
4. Make secure online payments.

Some services will require you to register for an account.

What would you like to do today?
To obtain a building permit, you need to login.

To get started, select one of the services listed below:

Building Search Applications and Make Payments	Enforcement Search Applications and Make Payments
OSE Search Applications and Make Payments	Fire Search Applications and Make Payments
Planning Search Applications and Make Payments	Public Works Search Applications and Make Payments
Transportation Search Applications and Make Payments	CCS Search Applications and Make Payments

Login
User Name or E-mail:

Password:

Login »

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

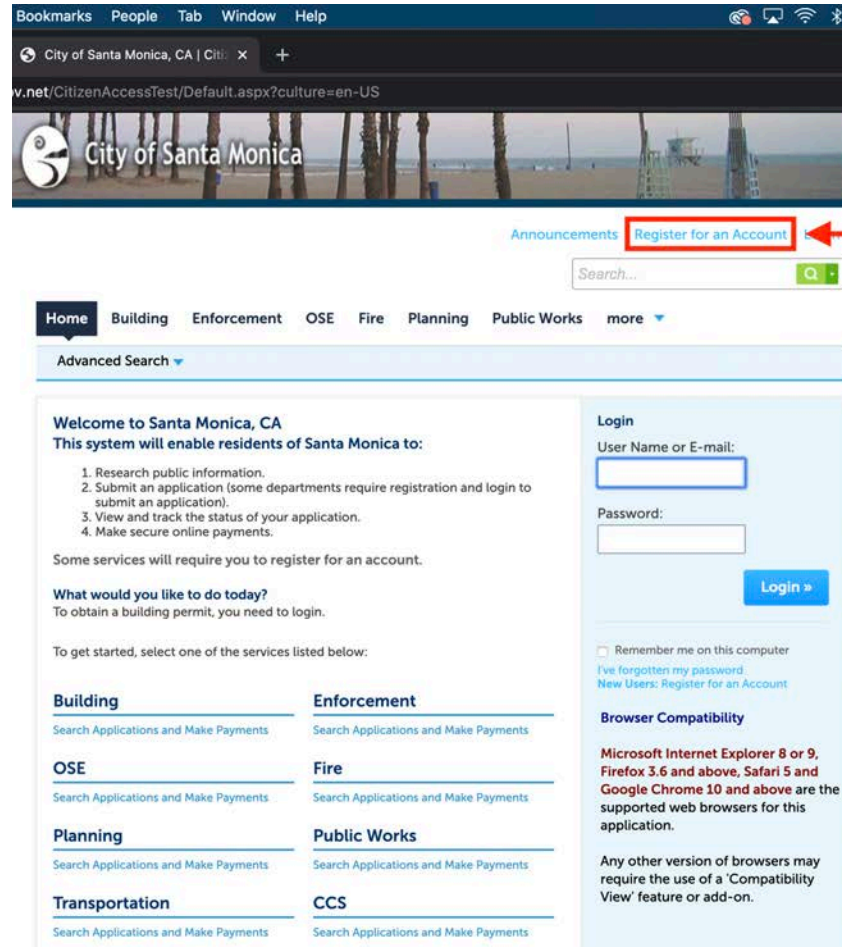
Browser Compatibility
Microsoft Internet Explorer 8 or 9, Firefox 3.6 and above, Safari 5 and Google Chrome 10 and above are the supported web browsers for this application.
Any other version of browsers may require the use of a 'Compatibility View' feature or add-on.

<https://planstest.smgov.net/projectdox/ViewProjects.aspx?TempPassword=False>

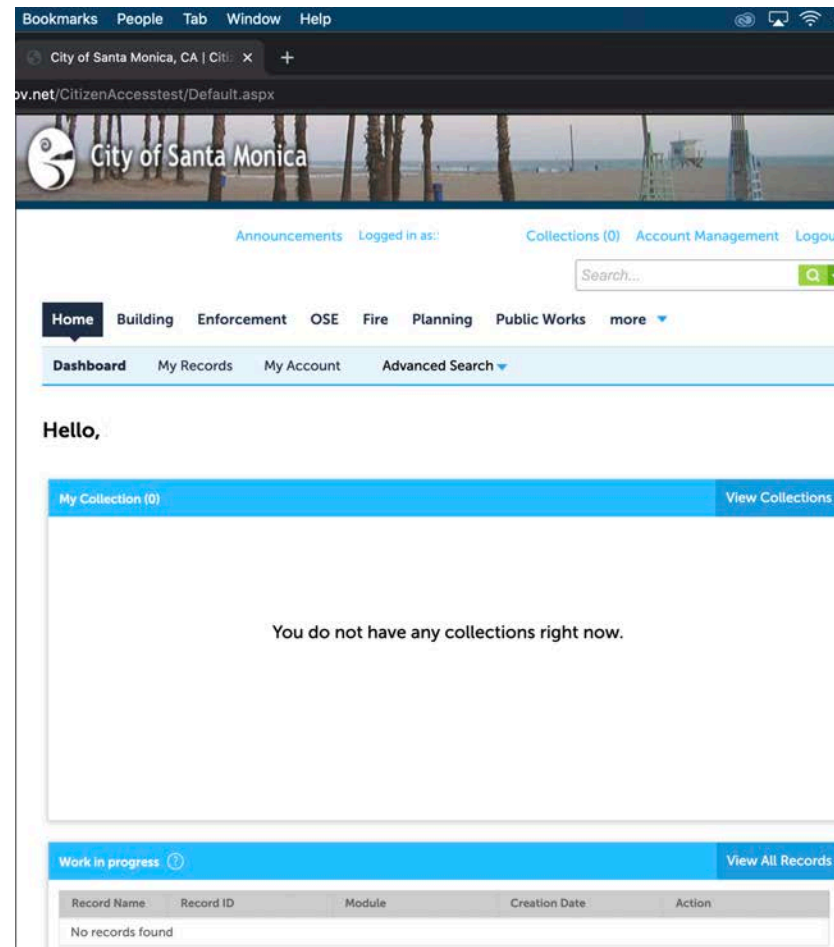


Registration and User Homepage

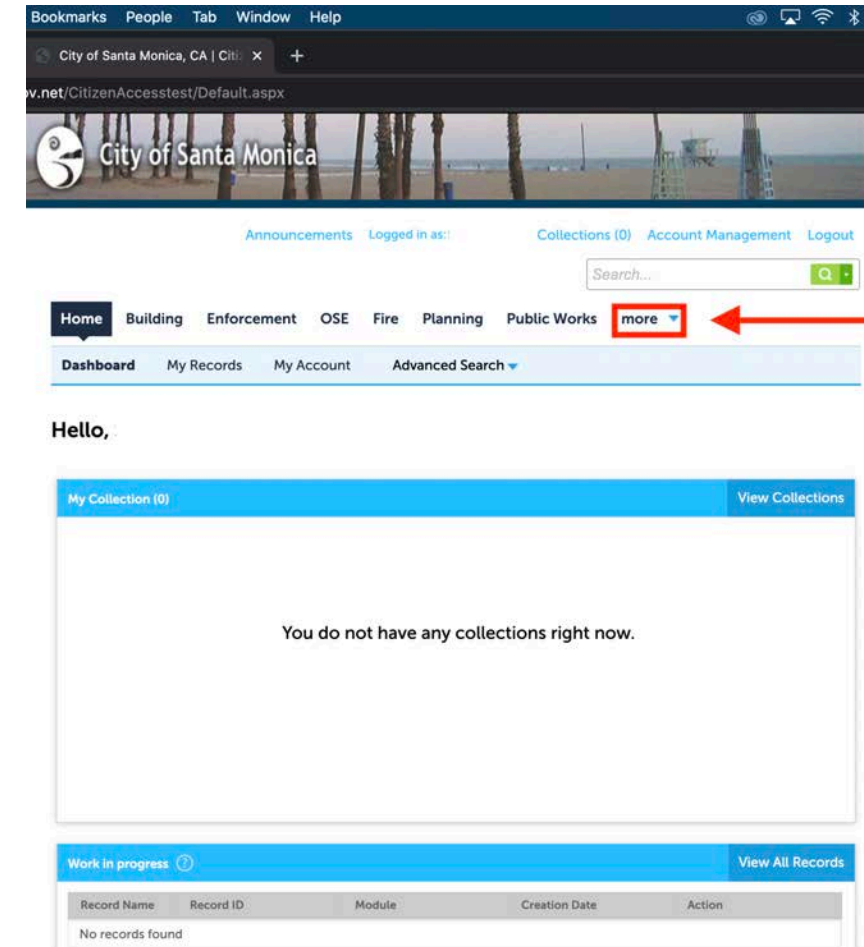
Step 1



Step 2



Step 3



First time users need to Register for an Account before initiating the process of submitting a TTCP online.

In order to access the User Homepage for Citizen Access users are required to create an account and sign in.

Click "more" to activate the dropdown menu containing Transportation



Creating an Application

Step 4

Bookmarks People Tab Window Help
City of Santa Monica, CA | Cit... x +
gov.net/CitizenAccessstest/Default.aspx

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning Public Works more

Dashboard My Records My Account Advanced Search

Transportation

CCS

Hello,

My Collection (0) View Collections

You do not have any collections right now.

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
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Select "Transportation" from the "more" dropdown menu.

Step 5

Bookmarks People Tab Window Help
City of Santa Monica, CA | Cit... x +
gov.net/CitizenAccessstest/Default.aspx

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning Transportation more

Create an Application Search Applications and Make Payments

Records

Showing 0-0 of 0

Date	Record Number	Record Type	Description	Project Name	Expiration Date	Status	Action
No records found.							

Search for Records

Enter information below to search for records
Not all fields required. Less information entered will return broader results
For payments, only input record number (i.e. project/permit number, citation number, etc.)

General Search

Record Type: --Select-- Record Number: First: Last: Search my records only

Start Date: 01/01/1900 End Date: 04/29/2020

Street No.: Street Name:

To begin the application process click "Create an Application"

Step 6

Bookmarks People Tab Window Help
City of Santa Monica, CA | Cit... x +
gov.net/CitizenAccessstest/Default.aspx

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning Transportation more

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 Review 4 Pay Fees 5 Record Issuance

Step 1: Job Location > Page 1

Address

If applicable, enter "Street No" and "Street Name" and click "Search" button. The program will auto enter the rest of the fields including Parcel and Owner Information.

Street No.: 1685 Street Name: Main Street Unit No.:

City: Santa Monica State: CA Zip: 90401-

Search Clear

Parcel

* Parcel Number: Zoning: Use Code:

Enter the address of the proposed TTCP location and click "Search"



Job Address and Contact Information

Step 7

The screenshot shows a web browser window with the URL "gov.net/CitizenAccessTest/Default.aspx". The page contains a form for entering address information. The "Street No." field is filled with "1685" and the "Street Name" field is filled with "Main Street". The "City" field is filled with "Santa Monica", the "State" field is filled with "CA", and the "Zip" field is filled with "90401". A red box highlights the "Search" button. Below the address fields, there is a "Parcel" section with fields for "Parcel Number:", "Zoning:", and "Use Code:". A red box highlights the "Continue Application" button at the bottom of the form.

Enter the TTCP address and click "Search". Then indicate the location of the TTCP and click "Continue Application".

Step 8

The screenshot shows the "City of Santa Monica" website. The "Transportation" menu is highlighted. The "Step 2: Contacts > Page 1" section is visible. A red box highlights the "Select from Account" button. The "Applicant" section is also visible, with a "Continue Application" button highlighted.

Include the contact information from the associated account by clicking "Select From Account".

Step 9

The screenshot shows the "City of Santa Monica" website. The "Transportation" menu is highlighted. The "Step 2: Contacts > Page 1" section is visible. A green checkmark and the text "Contact added successfully." are displayed. The "Applicant" section is also visible, with a "Continue Application" button highlighted.

The contact information will auto populate. Click "Continue Application" to proceed to reviewing the information.



Reviewing Application and Adding Fee

Step 10

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning **Transportation** more ▾

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 **Review** 4 Pay Fees 5 Record Issuance

Step 3: Review

[Continue Application »](#) [Save and resume later](#)

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

Record Type

Temporary Traffic Control Plan

Address [Edit](#)

1685 Main Street
Santa Monica CA 90401

Parcel [Edit](#)

Custom Fields

Verify that all of the information is correct on the application and click "Continue Application" to move forward.

Step 11

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning **Transportation** more ▾

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 Review 4 **Pay Fees** 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Enter the total number of pages to calculate your fees. The following screen will display your total fees. Incorrect entries will result in delays to your plan review schedule.

Application Fees

Fees	Qty.	Amount
Traffic Control Plan Review - First two reviews, per page	<input type="text" value="3"/>	\$0.00

TOTAL FEES: \$0.00
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

Indicate the number of pages in the TTCP in the quantity box (Qty).

Step 12

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning **Transportation** more ▾

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 Review 4 **Pay Fees** 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Enter the total number of pages to calculate your fees. The following screen will display your total fees. Incorrect entries will result in delays to your plan review schedule.

Application Fees

Fees	Qty.	Amount
Traffic Control Plan Review - First two reviews, per page	<input type="text" value="3"/>	\$0.00

TOTAL FEES: \$0.00
Note: This does not include additional inspection fees which may be assessed later.

[Recalculate](#)

[Continue Application »](#)

Click "Recalculate" to update the fees for the TTCP review.



Paying Fees

Step 13

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning **Transportation** more ▾

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Enter the total number of pages to calculate your fees. The following screen will display your total fees. Incorrect entries will result in delays to your plan review schedule.

Fees	Qty.	Amount
Traffic Control Plan Review - First two reviews, per page	3	\$937.29

TOTAL FEES: \$937.29
Note: This does not include additional inspection fees which may be assessed later.

Recalculate

Continue Application »

City of Santa Monica © 2014

Verify that the fee total is accurate.

Step 14

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning **Transportation** more ▾

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Enter the total number of pages to calculate your fees. The following screen will display your total fees. Incorrect entries will result in delays to your plan review schedule.

Fees	Qty.	Amount
Traffic Control Plan Review - First two reviews, per page	3	\$937.29

TOTAL FEES: \$937.29
Note: This does not include additional inspection fees which may be assessed later.

Recalculate

Continue Application »

City of Santa Monica © 2014

Click "Continue Application" to proceed to the payment screen.

Step 15

City of Santa Monica

Announcements Logged in as: Collections (0) Account Management Logout

Search...

Home Building Enforcement OSE Fire Planning **Transportation** more ▾

Create an Application Search Applications and Make Payments

Temporary Traffic Control Plan

1 Job Location 2 Contacts 3 Review 4 Pay Fees 5 Record Issuance

Step 4: Pay Fees

Please select a payment method and then fill in all required information. * indicates a required field.

Payment Options

Amount to be charged: \$937.29

Pay with Credit Card

Credit Card Information:

* Card Type: --Select-- * Card Number: * Security Code: ⓘ

* Name on Card: * Exp. Date: 01 2020

Credit Card Holder Information:

Auto-fill with Shayn Smith

Enter the payment information and scroll to the bottom of the page.



Payment and Confirmation

Step 16

A screenshot of a web browser showing a credit card payment form. The browser address bar shows "City of Santa Monica, CA | Cit... gov.net/CitizenAccessTest/Default.aspx". The page title is "Amount to be charged: \$937.29". Below the title, there is a "Pay with Credit Card" button. The form is divided into two main sections: "Credit Card Information:" and "Credit Card Holder Information:". The "Credit Card Information:" section includes fields for Card Type (a dropdown menu), Card Number, Security Code, Name on Card, and Exp. Date. The "Credit Card Holder Information:" section includes a checkbox for "Auto-fill with" (checked), a name field (Shayn Smith), a Country dropdown menu (United States), a Street Address field, and fields for City, State, and Zip. There are also fields for Phone and E-mail. At the bottom of the form, there is a blue button labeled "Submit Payment" with a right-pointing arrow, which is highlighted with a red rectangular box.

Click "Submit Application" if the application is ready to be submitted.

Step 17

A screenshot of a web browser showing a confirmation page for a Temporary Traffic Control Plan (TTCP). The browser address bar shows "Accele Citizen Access" and "gov.net/CitizenAccessTest/Cap/CapCompletion.aspx?Module=Transportation&stepNumber=6&isRenewal=N&isPay4Existing...". The page has a navigation menu with "Home", "Building", "Enforcement", "OSE", "Fire", "Planning", "Transportation", and "more". Below the navigation menu, there is a search bar and a button "Create an Application Search Applications and Make Payments". A progress bar for "Temporary Traffic Control Plan" shows five steps: 1 Job Location, 2 Contacts, 3 Review, 4 Pay Fees, and 5 Record Issuance. The "5 Record Issuance" step is highlighted. Below the progress bar, there is a green box with a checkmark icon and the text: "Your application has been successfully submitted. Please print your record and retain a copy for your records." Below this, there is a blue button "Print/View Receipt". At the bottom, there is a blue button "View Record Details" with a right-pointing arrow and the text "(You must post the record in the work area.)".

There is now a TTCP record on file. This step is followed by an email notification about uploading plans to be ProjectDox