NORTHERN NEVADA Public Health | Air Quality

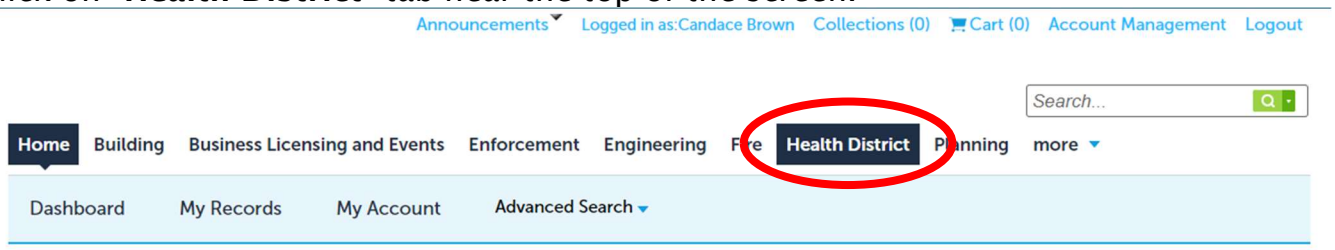
Accela One Regional Licensing & Permits (ACA) Payment Instructions

The current AQMD Fee Schedule can be found here:
https://www.nnph.org/resources/fees/air-quality-management-fees.php

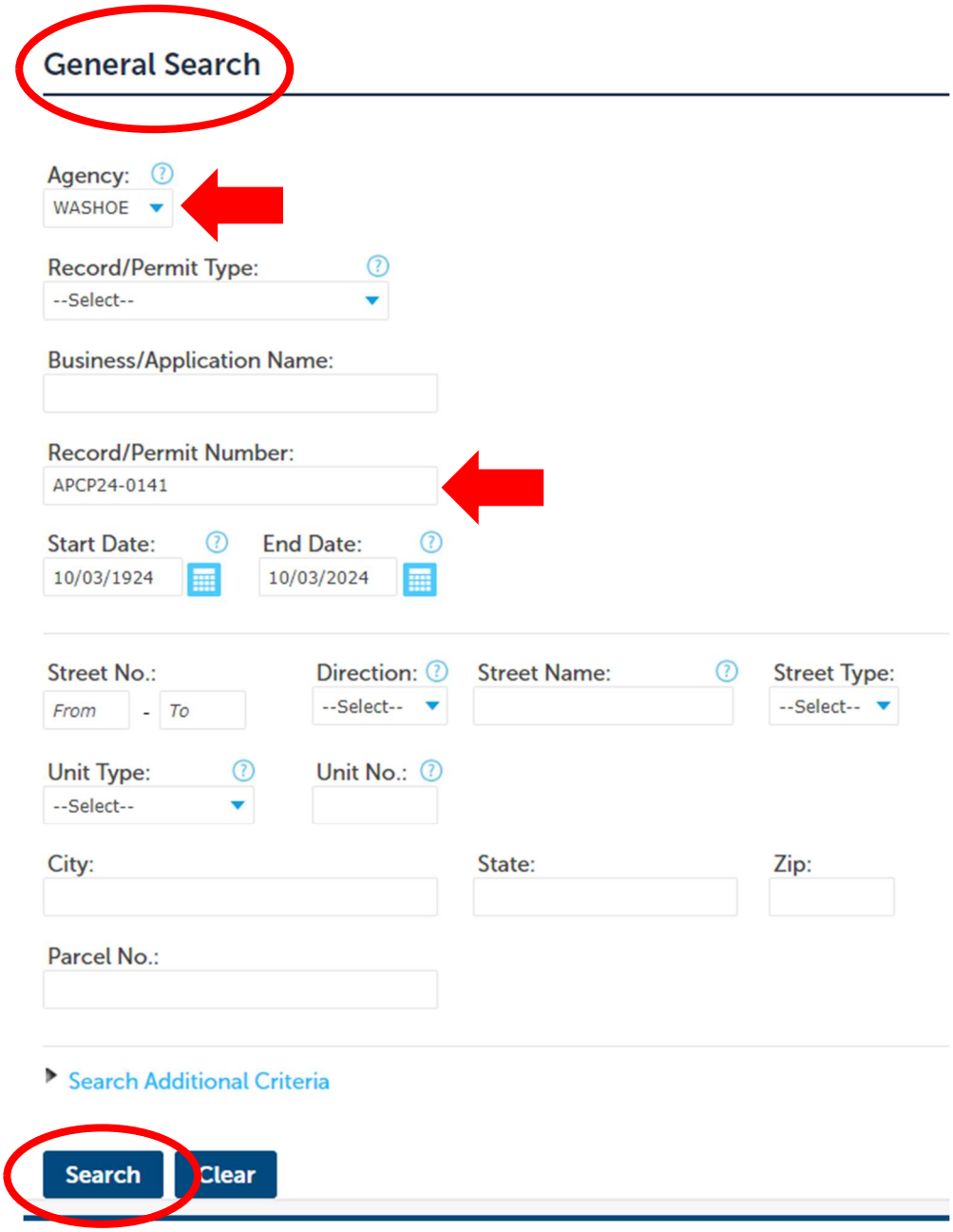
1. **New Users**. You must have an ACA account to make payment online. Visit the following link to create a new account:
   https://aca-prod.accela.com/ONE/CommunityView/account/new

2. **Existing Users**. Login to ACA: https://aca-prod.accela.com/ONE/Login.aspx

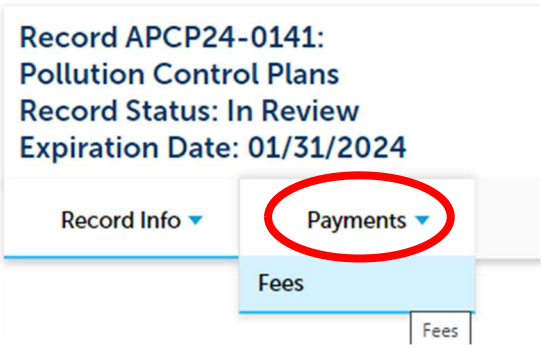
3. Click on "**Health District**" tab near the top of the screen.



4. Locate the "**General Search**" section near the bottom of the screen and enter the following information. DO NOT enter any other information.
   a. **Agency** – Select "Washoe".
   b. **Record/Permit Number** – Enter the associated permit number (ex., AAIRXX-XXXX for Stationary Source Permits, ASBXX-XXXX for Acknowledgement of Asbestos Assessment, APCPXX-XXXX for Dust Control Permits).
   c. Select **"Search"**.

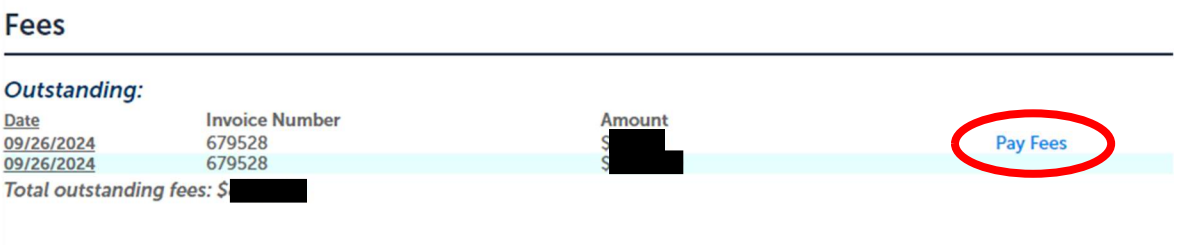


5. A screen will populate with record details associated with the permit number. Select "**Payments**", then "**Fees**".

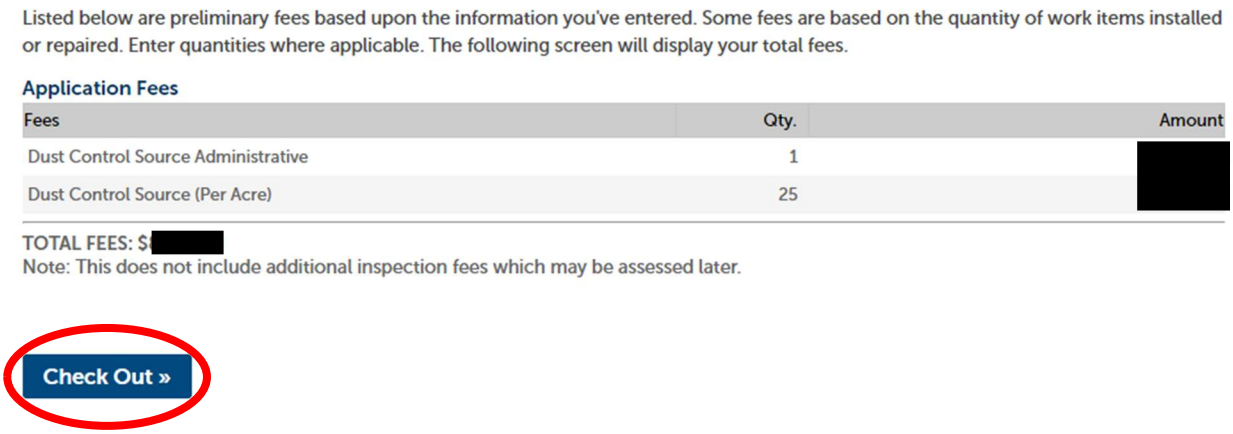


6. The lower portion of the screen will then populate with both outstanding and paid fees associated with the permit number.

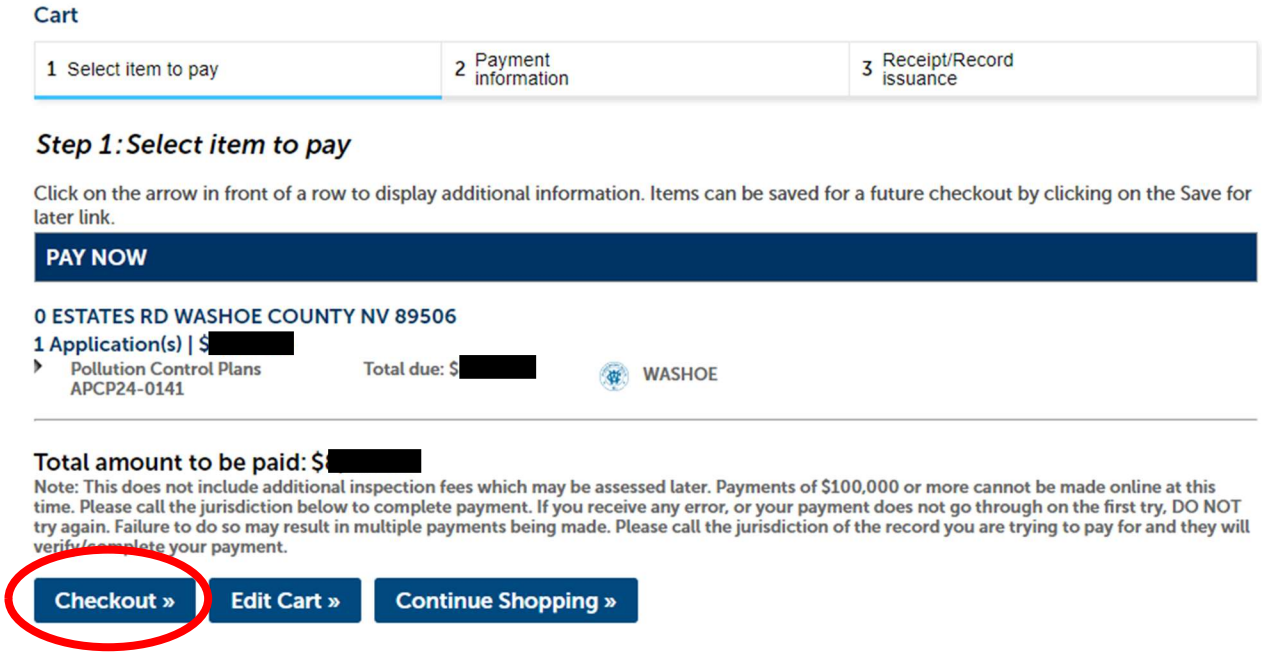
7. Select "**Pay Fees**" (highlighted blue).



8. A new screen will populate with the invoice. Select "**Check Out**" near the bottom of the screen.



9. A new screen will populate. Select "**Check Out**" again.
   a. If you are making payment for more than one permit, select "**Continue Shopping**" to add additional permit numbers following the steps above.



10. You will be redirected to a third-party page to make payment by ECheck or Credit Card. Fields with an asterisk (*) next to them are required.

11. Once the transaction is complete, you will have the option to print/save a receipt. The AQMD will be notified that payment is complete and your permit will then be issued.