

How to Pay Permit Fees In The Oak Lodge Accela Permit System: Instructions For Applicants

1. Login to your Oak Lodge Accela User account here:
<https://aca.accela.com/OLWSD/Default.aspx?culture=en-US>
2. Click on the "Permits" word next to the default-highlighted "Home"

Logged in as: Oak Water Services [Collections \(0\)](#) [Account Management](#) [Logout](#)

Search...

Home Permits

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Hello, Oak Water Services


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
No records found				

- Click on the "Pay Fees" text (in blue color) in the "action" column. If this is not visible, expand your browser window.



Welcome to Oak Lodge Water Services!

Phone: 503-654-7765

[Return to Oak Lodge WS](#)

Logged in as: Oak Water Services [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

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Home
Permits

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[Schedule an Inspection](#)

Records

Show on Map

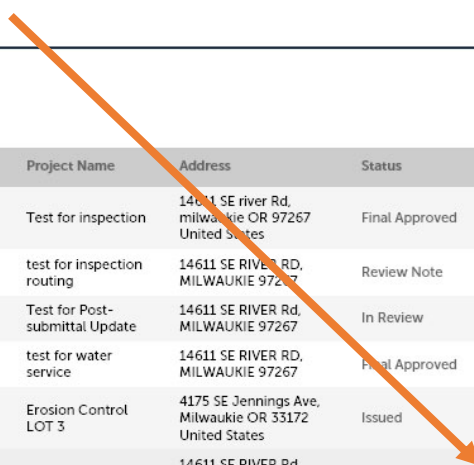
Showing 1-8 of 8 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Project Name	Address	Status	Action
<input type="checkbox"/>	02/10/2020	UP2020-011	Utility Placement	Test for inspection	14611 SE river Rd, milwaukie OR 97267 United States	Final Approved	Pay Fees
<input type="checkbox"/>	12/31/2019	ECSL2019-132	Erosion Control Small Lot	test for inspection routing	14611 SE RIVER RD, MILWAUKIE 97267	Review Note	
<input type="checkbox"/>	11/25/2019	UP2019-128	Utility Placement	Test for Post-submittal Update	14611 SE RIVER Rd, MILWAUKIE 97267	In Review	Edit
<input type="checkbox"/>	10/28/2019	UP2019-114	Utility Placement	test for water service	14611 SE RIVER RD, MILWAUKIE 97267	Final Approved	Pay Fees
<input type="checkbox"/>	08/23/2019	ECSL2019-096	Erosion Control Small Lot	Erosion Control LOT 3	4175 SE Jennings Ave, Milwaukie OR 33172 United States	Issued	Pay Fees
<input type="checkbox"/>	08/13/2019	ECSL2019-092	Erosion Control Small Lot	Test ECSL Pay Pal	14611 SE RIVER Rd, MILWAUKIE 97267	Issued	Pay Fees
<input type="checkbox"/>	08/06/2019	ECSL2019-081	Erosion Control Small Lot	Test for email	14611 SE RIVER Rd, MILWAUKIE 97267	Closed	
<input type="checkbox"/>	07/30/2019	UP2019-074	Utility Placement	Test For Pay Pal	14611 SE RIVER Rd, MILWAUKIE 97267	Fees Owed	Pay Fees

Search for Records

Enter information below to search for records.

- Site Address



4. Click on "Continue Application"

Logged in as: Oak Water Services [Collections \(0\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

Search...

Home **Permits**

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Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees


Fees	Qty.	Amount
Erosion Prevention and Sediment Control Plan Review	1	\$200.00
Erosion Control Inspection	1	\$299.15

TOTAL FEES: \$499.15
Note: This does not include additional inspection fees which may be assessed later.

[Continue Application »](#)

5. Enter in your credit card information

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Search... 

[Home](#) [Permits](#)

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

The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$499.15

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code: 

--Select--

* Name on Card: * Exp. Date:

01 2020

Credit Card Holder Information:

Auto-fill with [Oak Water Services](#)

Country:

United States

6. You should receive a payment confirmation with a green title stipe at the top.

The screenshot displays the Oak Lodge Water Services website interface. At the top, there is a blue header with the company logo and name on the left, and a welcome message 'Welcome to Oak Lodge Water Services!' with the phone number '503-654-7765' on the right. Below the header, a navigation bar includes 'Logged in as: Oak Water Services', 'Collections (0)', 'Reports (1)', 'Account Management', and 'Logout'. A search bar is also present. The main content area features a navigation menu with 'Home' and 'Permits' (the latter being highlighted). Below this, there are links for 'Create an Application', 'Obtain a Fee Estimate', 'Search Applications', and 'Schedule an Inspection'. A prominent green banner with a checkmark icon contains the message: 'Record Issuance. You have paid a fee associated to this Record. Please print a copy of this receipt and retain a copy your records.' Below the banner, there is a thank you message and the record number 'ECSL2019-132'. A 'Print/View Receipt' button is provided. Further down, there is a note about the licensed professional being authorized to proceed with work, and another note about the requirement for a follow-up inspection, with a 'View Record Details' button. The footer contains the address: '©2019 14496 SE River Road | Oak Grove, Oregon 97267 | Sewer & Water'.

End of Payment Task.

Next Step: [Schedule an Inspection.](#)

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