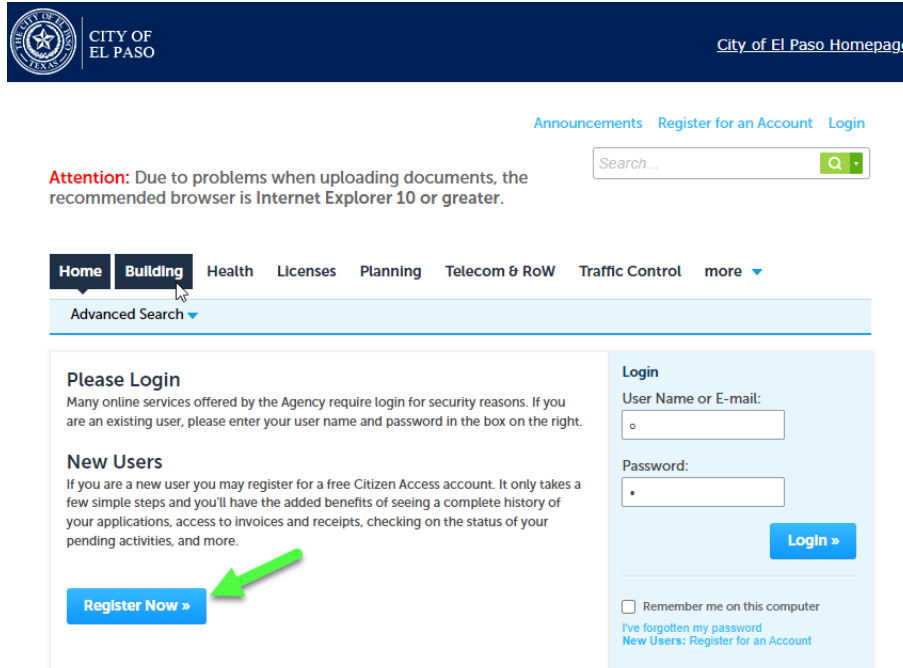


(ACA) ACCELA Citizen Access Portal

Applying for a Convenience Store Registration Record

Record Acronym: **LCSR**

- 1) Navigate to ACA – URL: <https://epermits.elpasotexas.gov/citizenaccess/>
- 2) Click on **Register Now** (if not already registered)



CITY OF EL PASO City of El Paso Homepage

Announcements Register for an Account Login

Search...

Attention: Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater.

Home **Building** Health Licenses Planning Telecom & RoW Traffic Control more ▾

Advanced Search ▾

Please Login
Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

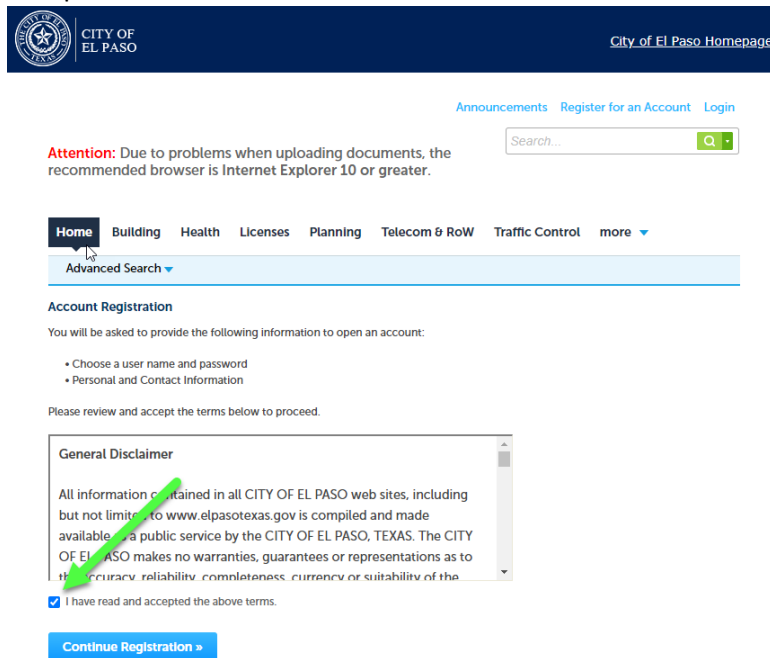
New Users
If you are a new user you may register for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of your applications, access to invoices and receipts, checking on the status of your pending activities, and more.

Register Now »

Login
User Name or E-mail:
Password:
Login »

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

- 3) Accept 'General Disclaimer'



CITY OF EL PASO City of El Paso Homepage

Announcements Register for an Account Login

Search...

Attention: Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater.

Home **Building** Health Licenses Planning Telecom & RoW Traffic Control more ▾

Advanced Search ▾

Account Registration
You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information

Please review and accept the terms below to proceed.

General Disclaimer
All information contained in all CITY OF EL PASO web sites, including but not limited to www.elpasotexas.gov is compiled and made available as a public service by the CITY OF EL PASO, TEXAS. The CITY OF EL PASO makes no warranties, guarantees or representations as to the accuracy, reliability, completeness, currency or suitability of the information.

I have read and accepted the above terms.

Continue Registration »

4) Provide New Account Information

Home Building Health Licenses Planning Telecom & RoW Traffic Control more ▾

Advanced Search ▾

Account Registration Step 2:
Enter/Confirm Your Account Information * indicates a required field.

Login Information

* User Name: ⓘ

* E-mail Address:

* Password: ⓘ


* Type Password Again:

* Enter Security Question: ⓘ

* Answer: ⓘ

Contact Information

Choose how to fill in your contact information.

Add New  Select 'Business Owner' from contact list.

Continue Registration >

5) Provide 'Business Owner' information

Contact Information

* First Name: Middle Name: * Last Name:

Name of Business:

* Address:

* City: * State: * Zip:

* Phone: * E-mail:

Continue **Clear** Discard Changes

6) Provide Login Credentials

The screenshot shows the City of El Paso homepage. At the top left is the City of El Paso logo and name. At the top right is the text "City of El Paso Homepage". Below the header are links for "Announcements", "Register for an Account", and "Login". A search bar is present with the text "Search...". A red "Attention" message states: "Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater." A navigation menu includes "Home", "Building", "Health", "Licenses", "Planning", "Telecom & RoW", "Traffic Control", and "more". Below the menu is an "Advanced Search" dropdown. The main content area is titled "Please Login" and contains instructions for existing users and new users. A "Register Now" button is on the left. On the right, there is a "Login" form with fields for "User Name or E-mail" (containing "testing") and "Password" (containing "*****"). A "Login »" button is below the form. A checkbox for "Remember me on this computer" is also present, along with links for "I've forgotten my password" and "New Users: Register for an Account". A green arrow points from the "Licenses" menu item to the login form.

7) Select 'Licenses' from menu

The screenshot shows the City of El Paso homepage after logging in. The header includes the City of El Paso logo and name, and the text "City of El Paso Homepage". Below the header are links for "Announcements", "Logged in as: Angel Luna", "Collections (0)", "Cart (0)", "Account Management", and "Logout". A search bar is present with the text "Search...". A red "Attention" message states: "Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater." The navigation menu includes "Home", "Building", "Health", "Licenses", "Planning", "Telecom & RoW", "Traffic Control", and "more". Below the menu is a sub-menu with "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area starts with "Hello, Angel Luna". Below this are two panels: "Saved in Cart (0)" with a "View Cart" link, and "My Collection (0)" with a "View Collections" link. Both panels contain the text: "There are no items in your shopping cart right now." and "You do not have any collections right now." respectively. A green arrow points from the "Licenses" menu item to the "My Account" sub-menu item.

8) Select 'Create an Application' from sub-menu

The screenshot shows the City of El Paso homepage with the 'Licenses' sub-menu open. The 'Create an Application' option is highlighted in green, and a green arrow points to it. Below the sub-menu is a 'Records' section with a table of license records.

Action	Status	Date	License Number	Record Type	Business
<input type="checkbox"/>	Inspection	05/05/2022	LCSR22-00001	Convenience Store Registration	t
<input type="checkbox"/> Resume Application		05/05/2022	2205TMP-142970	Convenience Store Registration	t
<input type="checkbox"/>	Issued	04/26/2021	LAEG21-00001	Groomer License	
<input type="checkbox"/>	Expired	09/10/2020	LSAL20-01504	Security Alarm License	

9) Accept Application Disclaimer

The screenshot shows the 'Online Application' section of the City of El Paso website. It includes a 'General Disclaimer' box with a green arrow pointing to it, and a checked checkbox indicating that the user has read and accepted the terms.

General Disclaimer
While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

10) Select Application Type from the available applications on list (Convenience Store Registration)

[Announcements](#) [Logged in as:Angel Luna](#) [Collections \(0\)](#) [Cart \(0\)](#) [Account Management](#) [Logout](#)

Attention: Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater.

Search...

[Home](#) [Building](#) [Health](#) **Licenses** [Planning](#) [Telecom & RoW](#) [Traffic Control](#) [more](#) ▼

[Create an Application](#) [Search Applications](#)

Select a Record Type

[Please use these options for new application submissions only. To renew an existing license, please go to the 'My Records' section of your Account and click on the 'Renew Application' link.](#)

Choose one of the following available record types.
For assistance regarding Grooming applications please contact us at (915) 212-8741.

[Search](#)

City Attorney Public Records
 Convenience Store Registration
 Groomer License
 Grooming Shop Registration
 Security Alarm License
 Tattoo and Body Art Artist License
 Tattoo Studio License

[Continue Application »](#)

11) Complete 3 REQUIRED documents, save and upload.

Convenience Store Registration

1 Documents	2 Application Information	3 Review	4 Pay Fees	5 Record Submittal
-------------	---------------------------	----------	------------	--------------------

Step 1: Documents >

* May download and provide notarized documents at the time of inspection. The El Paso Police Department and Code Enforcement will be offering free notary services at the following locations:



Code Enforcement Office
7969 San Paulo
El Paso, TX 79907

Westside Regional Command Center
4801 Osborne Dr.
El Paso, TX 79922

Northeast Regional Command Center
9600 Dyer St.
EL Paso, TX 79924

Central Regional Command Center
200 S. Campbell St.
El Paso, TX 79901

PHRCC
10780 Pebble Hills - Ste A
El Paso, TX 79935

MVRCC
9011 Escobar Dr.
El Paso, TX 79907

One Stop Shop
811 Texas Ave.
El Paso, TX 79901

* indicates a required field.

Upload Documentation

IMPORTANT: Before proceeding please complete, save and upload required documentation:

Program Participation Form [*Print and Sign in the presence of a notary]
The City of El Paso, the El Paso Police Department, its' officers and employees are not responsible criminally or civilly for acting on your behalf based on this agreement.

Criminal Trespass Affidavit
Authorizes the El Paso Police Department to enter the property at said location to enforce the criminal trespass statute section of the Texas Penal Code, against any person who is not authorized to be on said property.

Authorization List
Individuals listed on this form are authorized to be on the listed property at the specified time or day.

The maximum file size allowed is 1024 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;scf;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.
This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.
Authorization List, Program Participation Form, Criminal Trespass Affidavit

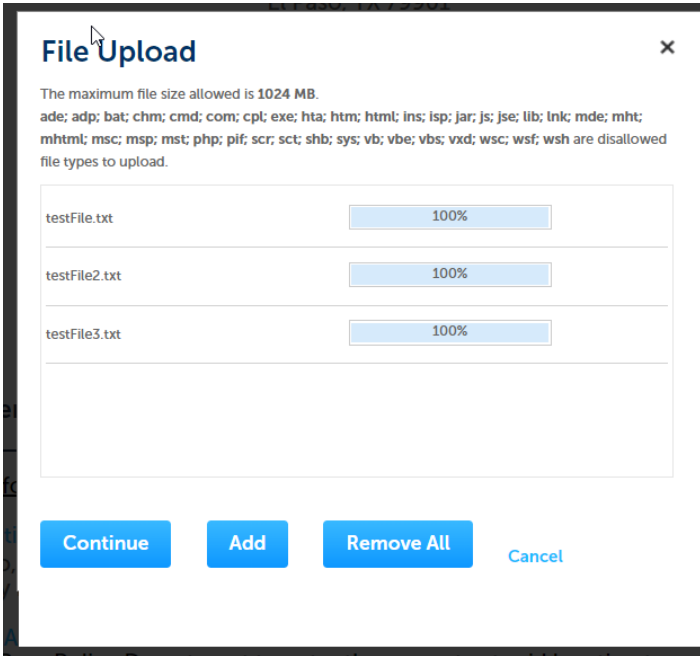
Name	Type	Size	Latest Update	Action
No records found.				

Add

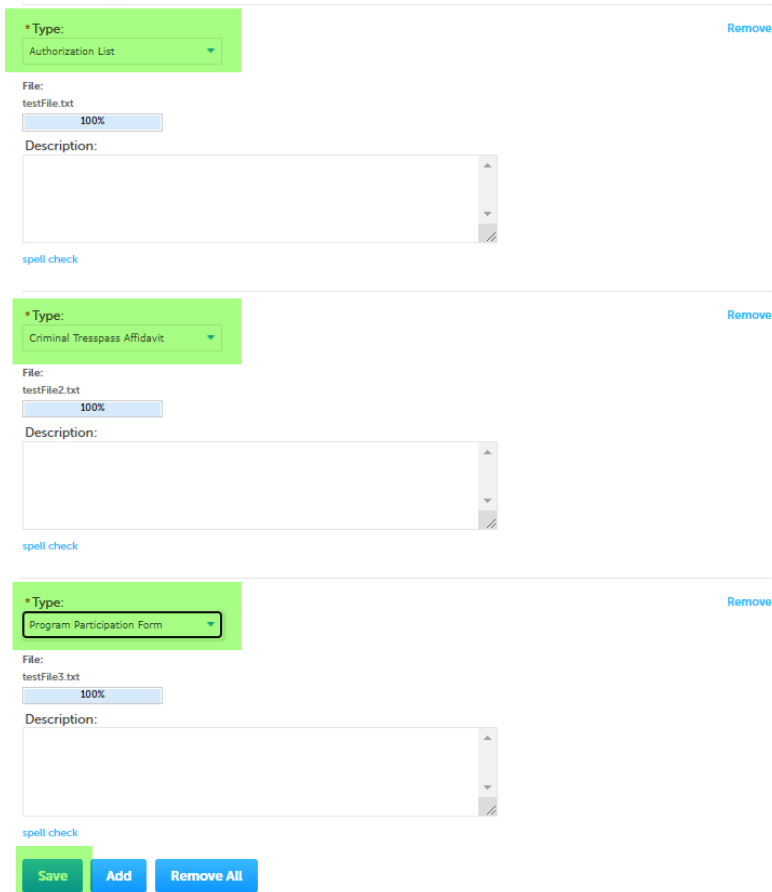


Continue Application >

Select CONTINUE after uploading attachments/documents.



Identified each uploaded file with the TYPE dropdown
Select Save when ready



12) Provide Application Information

Step 2: Application Information >..

* indicates a required field.

Detail Information

* Application Name:

Detailed Description:

[spell check](#)

Store Address

* Street No.: * Street Name: Street Type:

Address Line 1:

Address Line 2:

City: State: Zip:

BUSINESS OWNER

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Select from account if registered as Business Owner

STORE MANAGER

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Identify 1 Store Manager

Contact List

To add a new contact, click the Add Contact link. To edit a contact, click the Edit link.

Required Contact Type Minimum
ON-SITE POINT OF CONTACT 1

Enter as many on-site point of contact as necessary

Showing 0-0 of 0

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
No records found.						

13) Review provided information, and agree to certification. (Do your EDITING here if necessary)

Record Type

Convenience Store Registration

Upload Documentation

Edit

The maximum file size allowed is 1024 MB.

ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsf are disallowed file types to upload.

This application type requires you to submit the following types of documents. Subject to the collected information, you may be required to submit additional documents prior to approval.

Authorization List, Program Participation Form, Criminal Trespass Affidavit

Name	Type	Size	Latest Update	Action
testFile.txt	Authorization List	4 bytes	05/10/2022	Actions ▾
testFile2.txt	Criminal Trespass Affidavit	4 bytes	05/10/2022	Actions ▾
testFile3.txt	Program Participation Form	4 bytes	05/10/2022	Actions ▾

Detail Information

Edit

Application Name:
Detailed Description:

Store Address

Edit

218 CAMPBELL ST
EL PASO TX 79901
218 N CAMPBELL ST

BUSINESS OWNER

Edit

Angel Luna
El Paso City
218 Campbell
El Paso, TX, 79901
Phone: 915123456
E-mail: lunaa@elpasotexas.gov

STORE MANAGER

Edit

Angel Luna
218 Campbell
El Paso, TX, 79901
Phone: 915123456
E-mail: lunaa@elpasotexas.gov

Contact List

Edit

Required Contact Type Minimum
✓ ON-SITE POINT OF CONTACT1
Showing 1-1 of 1

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
Angel Luna	El Paso City	ON-SITE POINT OF CONTACT	9152121475		lunaa@elpasotexas.gov	Edit

Important Information

Convenience store employee training is located online at:

- <https://www.elpasotexas.gov/police-department/code-enforcement/about-code-enforcement/>
- Please keep convenience store staff's online training certificates together in one binder for inspection purposes.

By checking this box, I agree to the above certification.

Date:

Continue Application »

14) Review applicable Fee(s) and proceed to Check Out

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

Attention: Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater.

Search...

Home Building Health **Licenses** Planning Telecom & RoW Traffic Control more ▾

Create an Application Search Applications

Convenience Store Registration

1 Documents	2 Application Information	3 Review	4 Pay Fees	5 Record Submittal
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Step 4: Pay Fees

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
Convenience Store Registration Fee	1	\$146.92
Technology Fee	146.92	\$4.00

TOTAL FEES: \$150.92
Note: This does not include additional inspection fees which may be assessed later.

[Check Out »](#) [Continue Shopping »](#)

Announcements Logged in as:Angel Luna Collections (0) Cart (1) Account Management Logout

Attention: Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater.

Search...

Home Building Health Licenses Planning Telecom & RoW Traffic Control more ▾

Dashboard My Records My Account Advanced Search ▾

Cart

1 Select item to pay	2 Payment Information	3 Receipt/Record Issuance
----------------------	-----------------------	---------------------------

Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

ATTENTION: The City of El Paso is no longer accepting American Express as of August 1, 2016. We apologize for the inconvenience this may cause you.

IMPORTANT: To prevent double charges please avoid the following during the payment process:

- Do not double click pay button
- Do not refresh browser page
- Do not hit back at any point
- Should an error occur after financial details are entered, please do not resubmit payment AND contact the One-Stop Shop at (915) 212-0104.

218 CAMPBELL ST, EL PASO TX 79901
1 Application(s) | \$150.92
Convenience Store Registration 2205TMP-143445 Total due: \$150.92

Total amount to be paid: \$150.92
Note: This does not include additional inspection fees which may be assessed later.

[Checkout »](#) [Edit Cart »](#) [Continue Shopping »](#)

15) After payment has been made ACA will provide you with an **LCSR id#** please keep it for your records since this will be the record id of your application.

The screenshot shows the City of El Paso website interface. At the top left is the City of El Paso logo and name. At the top right is the text "City of El Paso Homepage". Below the header, there is a navigation bar with links for "Home", "Building", "Health", "Licenses", "Planning", "Telecom & RoW", and "Traffic Control", along with a "more" dropdown. A search bar is located to the right of the navigation bar. Below the navigation bar, there are two buttons: "Create an Application" and "Search Applications". A progress indicator shows three steps: "1 Select item to pay", "2 Payment information", and "3 Receipt/Record issuance", with the third step being the active one. Below the progress indicator, the heading "Step 3: Receipt/Record issuance" is displayed, followed by the sub-heading "Receipt". A green confirmation message with a checkmark icon states: "Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records." Below this message, the text "No Address" is shown. At the bottom, a yellow box contains the alphanumeric string "CSNN21-00009", which is pointed to by a red arrow.

City of El Paso

City of El Paso Homepage

Logged in as: Angel Luna Collections (0) Cart (0) Account Management Logout

Attention: Due to problems when uploading documents, the recommended browser is Internet Explorer 10 or greater.

Search...

Home Building Health Licenses Planning **Telecom & RoW** Traffic Control more ▾

Create an Application Search Applications

1 Select item to pay 2 Payment information 3 **Receipt/Record issuance**

Step 3: Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

No Address

CSNN21-00009