



ACC PORTAL TUTORIAL

2. How to pause an application

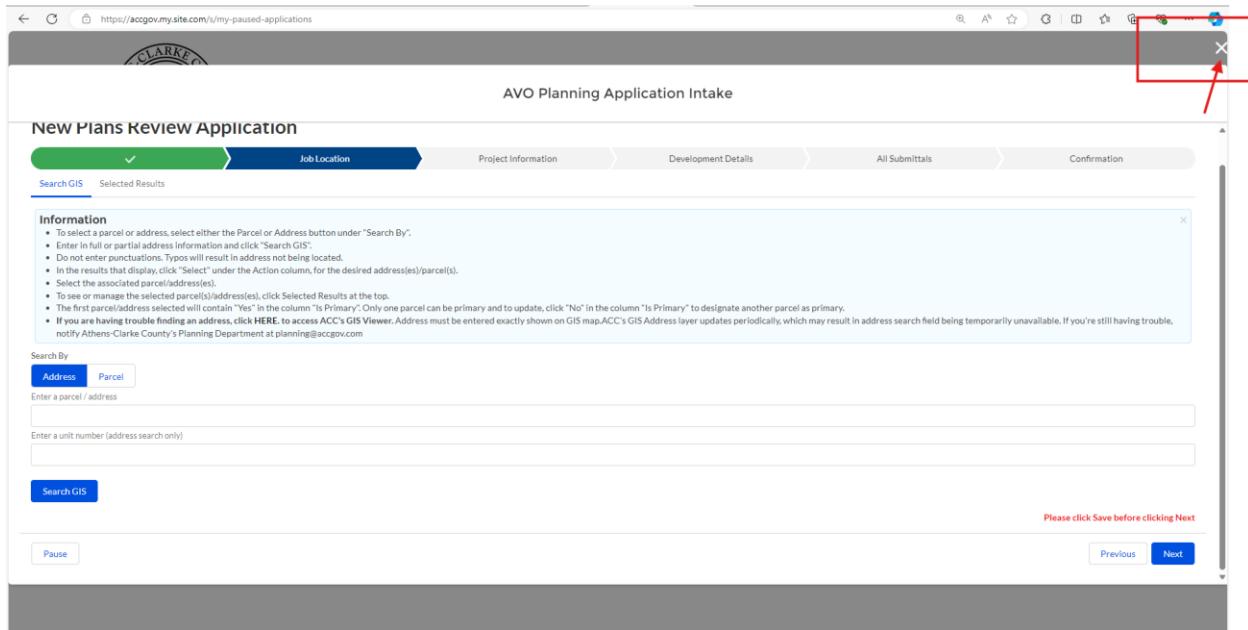
The Pause application feature has been enabled to allow an applicant to save their submittal at any point during the application submittal process. You may click the "Pause" button to suspend your Planning Application and finish at a later date.

A screenshot of the ACC Portal. At the top, there is a navigation bar with the county logo, "Home", "Planning Applications" (which is the active tab, indicated by a dropdown arrow), "My Paused Applications", a search bar, and notification icons. Below the navigation is a section titled "Planning Applications" with "Page Navigation Instruction". It includes a note about saving data and three numbered steps. Below this is a "New Planning Application" form. The "Planning Applications" radio button is selected. A "Pause" button is located in the middle of the form, with a red box drawn around it. At the bottom of the form are "Previous" and "Next" buttons. A note at the bottom of the page says: "At any time, you may click the "Pause" button to suspend your Planning Application and finish at a later date. To access your paused applications, go to "My Paused Applications."".

To access your paused applications, go to "My Paused Applications."

A screenshot of the ACC Portal. At the top, there is a navigation bar with the county logo, "Home", "Planning Applications" (which is the active tab, indicated by a dropdown arrow), "My Paused Applications" (which is highlighted with a red box), a search bar, and notification icons. Below the navigation is a section titled "Planning Applications" with "Page Navigation Instruction". It includes a note about saving data and three numbered steps. Below this is a "New Planning Application" form. The "Planning Applications" radio button is selected. A "Pause" button is located in the middle of the form. At the bottom of the form are "Previous" and "Next" buttons. A note at the bottom of the page says: "At any time, you may click the "Pause" button to suspend your Planning Application and finish at a later date. To access your paused applications, go to "My Paused Applications."".

Once a paused application is resumed, the applicant may continue their submittal. Do **NOT** click the X at the top of the screen as this will delete the application in its entirety and all progress (including previously paused sections) to be deleted.



Paused applications are not considered submitted to meet submittal deadlines, nor can staff see it until processed a PR reference number created and documents uploaded.