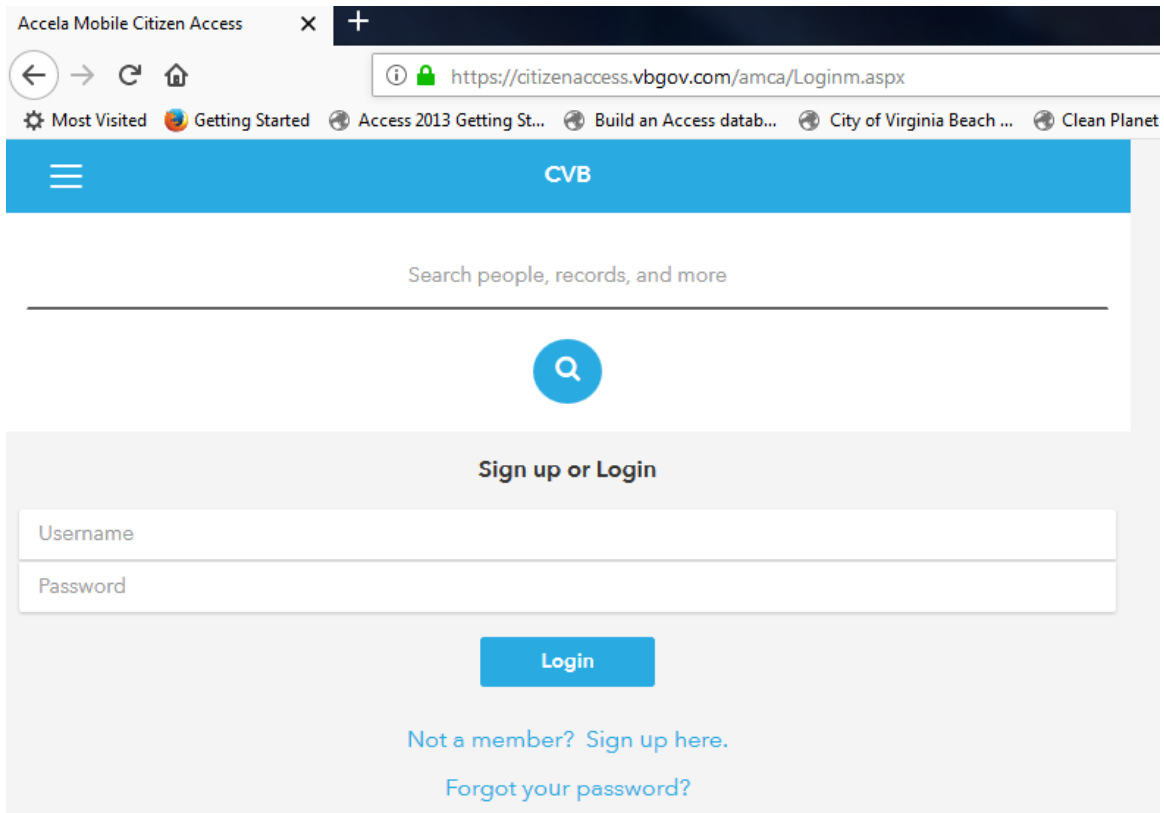


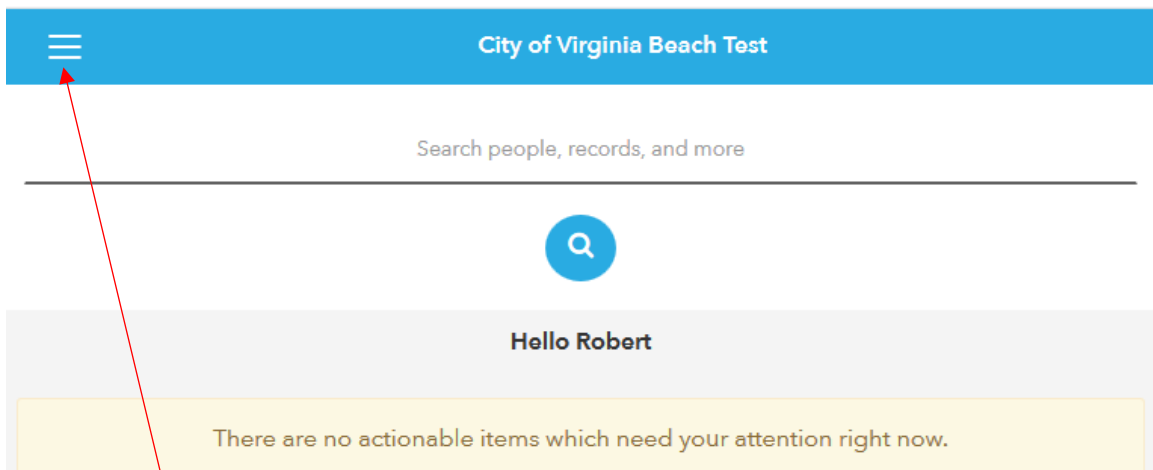
## Using Accela Mobile Citizen Access to Schedule an Inspection

If you are using a smart phone or tablet to access the Virginia Beach Accela Citizen Access site schedule an inspection, you should be going to the <https://citizenaccess.vbgov.com/amca> site. It is written for smart phone and tablet use. It is the Accela Mobile Citizen Access (AMCA) site.



The screenshot shows a mobile browser interface for the Accela Mobile Citizen Access site. The address bar displays the URL <https://citizenaccess.vbgov.com/amca/Loginm.aspx>. The page features a blue header with the CVB logo and a search bar with the placeholder text "Search people, records, and more". Below the search bar is a "Sign up or Login" section with input fields for "Username" and "Password", a blue "Login" button, and links for "Not a member? Sign up here." and "Forgot your password?".

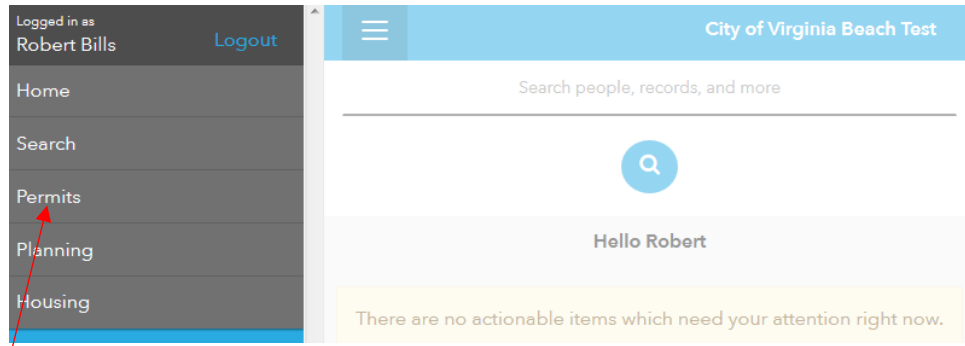
You will need to log on.



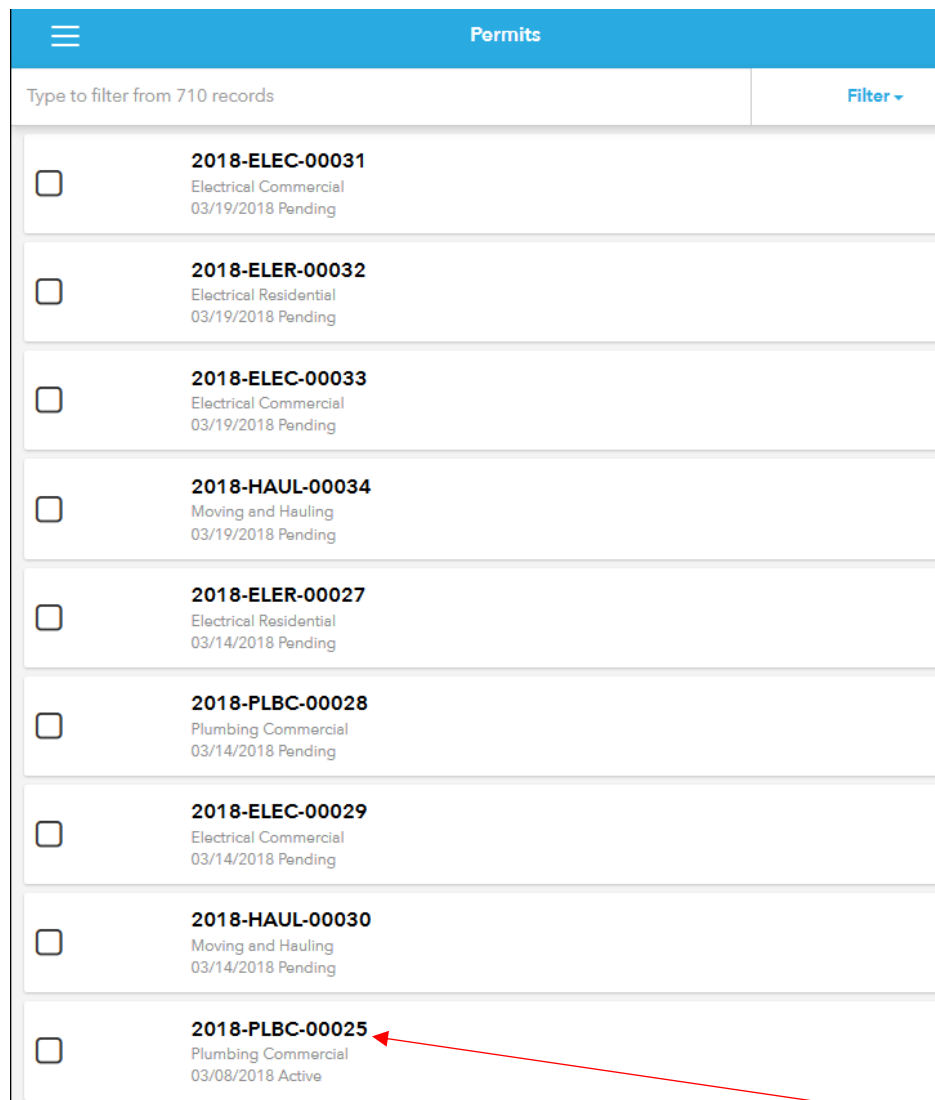
The screenshot shows the user's dashboard after logging in. The header now says "City of Virginia Beach Test". The search bar remains. Below the search bar, the user is greeted with "Hello Robert". A yellow notification box at the bottom states: "There are no actionable items which need your attention right now." A red arrow points to the three horizontal dashes (hamburger menu icon) in the top left corner of the blue header.

Click on the 3 dashes in the upper right hand corner.

## Using Accela Mobile Citizen Access to Schedule an Inspection (continued)

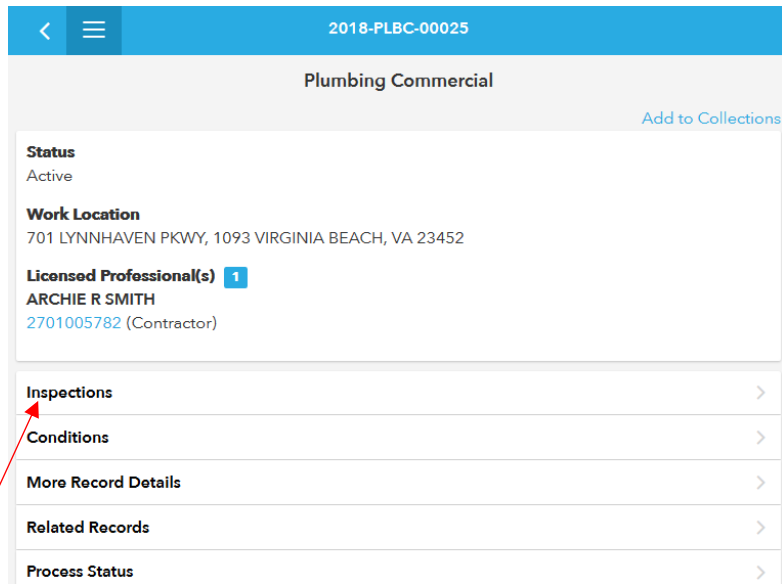


Select "Permits".

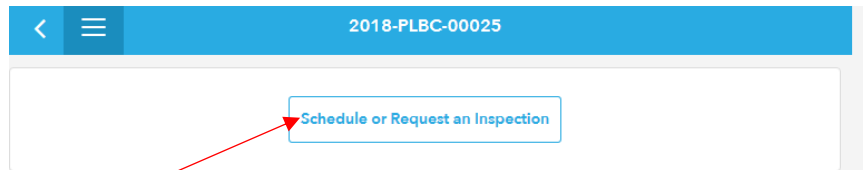


Click on the permit you want to schedule an inspection for. In this example I am choosing "2018-PLBC-00025".

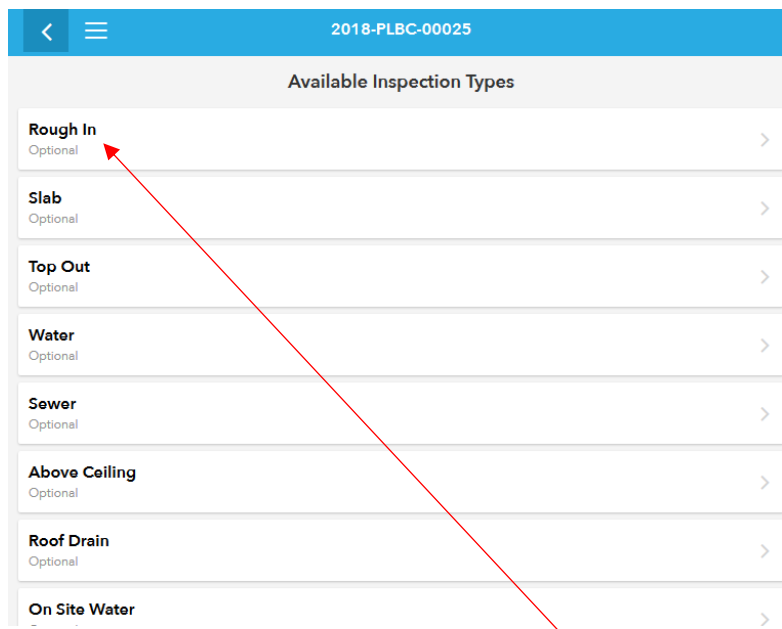
## Using Accela Mobile Citizen Access to Schedule an Inspection (continued)



Click on “Inspections”.



Click “Schedule or Request an Inspection”.



Select the inspection type you want, in this example I chose “Rough In”.

## Using Accela Mobile Citizen Access to Schedule an Inspection (continued)

2018-PLBC-00025

Schedule Inspection

**Record Number**  
2018-PLBC-00025

**Inspection Type**  
Rough In

**Location**  
701 LYNNHAVEN PKWY, 1093 VIRGINIA BEACH, VA 23452

Choose a Date to See Available Times

**Month**  
April

**Day**  
20th (Fri)

Choose a Time

All Day

Continue

Make sure you select “All Day” for “Choose a Time” and then click Continue.

2018-PLBC-00025

Schedule Inspection

**Record Number**  
2018-PLBC-00025

**Inspection Type**  
Rough In

**Location**  
701 LYNNHAVEN PKWY, 1093 VIRGINIA BEACH, VA 23452

**Date**  
Friday, April 20, 2018

**Time**  
TBD

**Contact Information Optional**

First Name

Middle Name

Last Name

Area Code

Phone Number

Update


**Comments Optional**

Tap to add


Schedule Inspection

You can add additional information here. When done click on “Schedule Inspection”.

## Using Accela Mobile Citizen Access to Schedule an Inspection (continued)

City of Virginia Beach Test

**Schedule Confirmation**

 Scheduled inspection successfully!

**Record Number**  
2018-PLBC-00025

**Inspection Type**  
Rough In

**Location**  
701 LYNNHAVEN PKWY, 1093 VIRGINIA BEACH, VA 23452

---

Your inspection has been scheduled.  
Please be at the inspection location during the time period specified. To cancel or change this appointment, return to the record and click the Reschedule or Cancel link.

---

**Date**  
Friday, April 20, 2018

**Time**  
TBD

---

[Back to Record Summary](#)

[Schedule Another Inspection](#)

And we are done.