

PWD - Right of Way Management Company Registration Process

1. Go to <https://pap.accela.com/envista-public-web/index/COSA/OnlineServices/OnlinePermit>

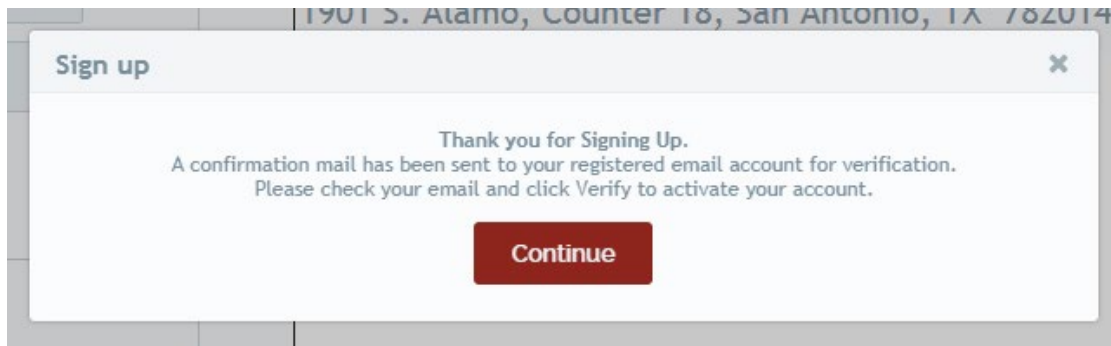
The screenshot shows the Accela Right of Way Management (RoWM) System login page. The page has a red header with the City of San Antonio logo and navigation links for "Online Permit" and "Citizens View". The main content area is split into two columns. The left column contains a login form with the Accela logo, "E-Mail" and "Password" input fields, "Login" and "Sign Up" buttons, and a "Forgot Password?" link. The right column contains a welcome message and instructions for users with and without accounts, along with contact information for the City of San Antonio.

Welcome to the City of San Antonio's Accela Right of Way Management (RoWM) System.
If you have already have an account in the system please login to get started.
Need to apply for an account? Click sign-up on the right hand side of the screen.
Please note that if your company does not yet have an account with the City, the company account must be created and the creator will become the company administrator for said company.
If you have any questions, please call us at 210-207-6949 or visit us at either of our offices located at:
3500 NW Loop 410, Suite 321, San Antonio, TX 78229
or
1901 S. Alamo, Counter 18, San Antonio, TX 782014

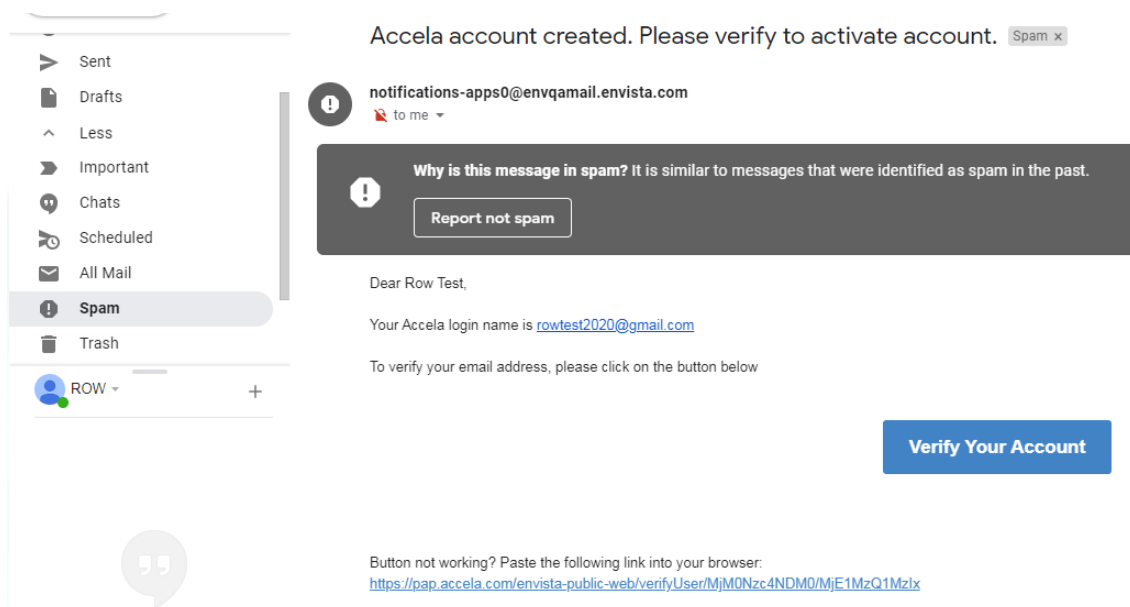
2. Click the "Sign Up" button.
3. Fill out the requested information in the pop-up window and click "Sign Up"

The screenshot shows a "Sign up" pop-up window with a close button in the top right corner. The form contains the following fields: "Email/Login *" (required), "Mobile", "Password *" (required), "Confirm Password *" (required), "First Name *" (required), and "Last Name *" (required). At the bottom of the form are "Sign Up" and "Cancel" buttons.

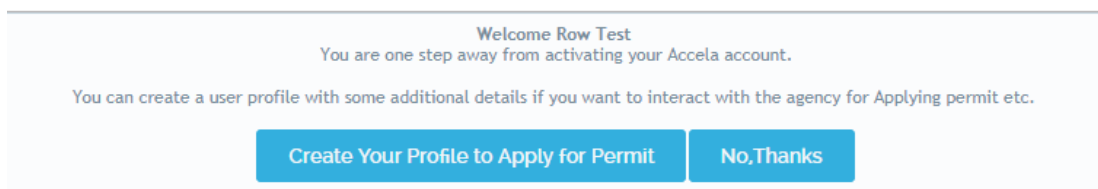
- You should receive an email to the email provided asking you to verify the account in order to activate the account.



- Go to email, which will most likely be in your Spam/Junk folder, and click on "Verify Your Account"



- You will be taken to the following screen. Click on "Create Your Profile to Apply for Permit".



- Fill out all required information on the User Profile screen. Please note, the person setting up the account will be the account administrator.

User Profile

Email/Login * rowtestzozo@gmail.com User Type Public

First Name * Row Middle Name Last Name * Test Alt.Login (Optional) rowtestzozo@gmail.com

Communication

Phone * Mobile

Address

Building # * Street * Cross Street

City * State * Postal Code *

Additional Details

Add Licenses, Bonds & Insurances?
 Yes No

External Organization

Create External Organization? Copy User Address?
 Yes No

Register Cancel

- You will need to click “Yes” on Additional Details to add your license, bond and insurance information. Please attach the documents, email them to TCIRowPermits@sanantonio.gov or bring them to Counter 18 at 1901 S. Alamo, San Antonio, TX. Click “Add” to attach the documents.

Additional Details

Add Licenses, Bonds & Insurances?
 Yes No

License

Type	Number	State	Issue Date	Expiry Date
No records found.				

Bonds

Name	Value	Valid Date
No records found.		

Insurances

Name	Value	Valid Date
No records found.		

- To create your organization you will need to click “Yes” on External Organization Tab and complete the required information.

External Organization

Create External Organization? Copy User Address?
 Yes No

Name * Description

Communication

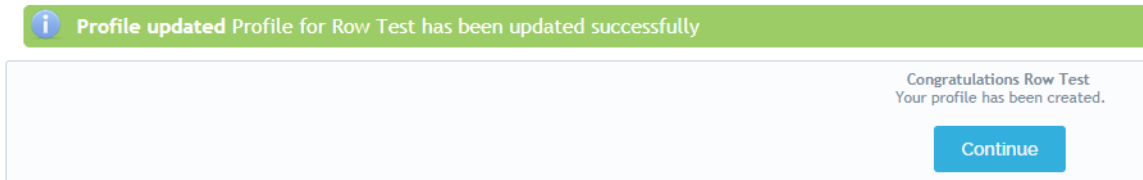
Phone Mobile

Address

Building # * 1901 Street * S Alamo Cross Street

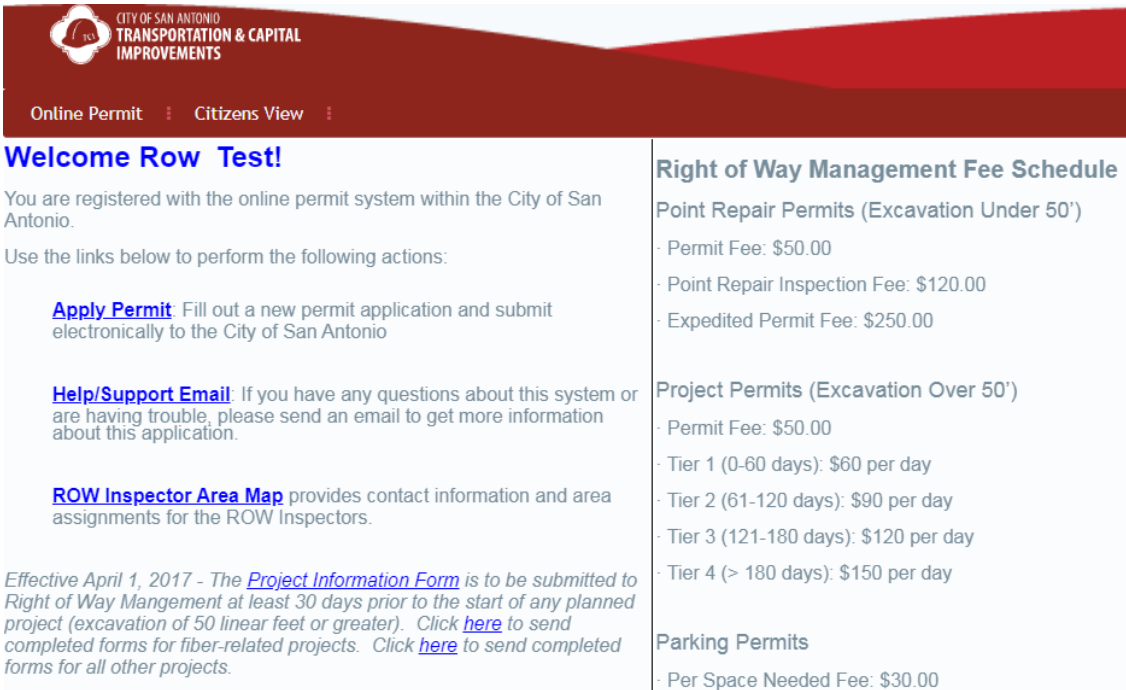
City * San Antonio State * TX Postal Code * 78209

10. If you have completed all information correctly you will receive the following response:



The screenshot shows a green notification bar at the top with an information icon and the text "Profile updated Profile for Row Test has been updated successfully". Below this is a white box with the text "Congratulations Row Test Your profile has been created." and a blue "Continue" button.

11. When you click "Continue" you will be taken to the Right of Way Landing Page.



The screenshot shows the "Right of Way Management Fee Schedule" page. The header includes the City of San Antonio logo and navigation links for "Online Permit" and "Citizens View". The page is split into two columns. The left column, titled "Welcome Row Test!", contains instructions and links for applying for permits, getting help, and viewing the inspector area map. The right column, titled "Right of Way Management Fee Schedule", lists fees for Point Repair Permits, Project Permits, and Parking Permits.

Permit Type	Fee
Point Repair Permits (Excavation Under 50')	
- Permit Fee	\$50.00
- Point Repair Inspection Fee	\$120.00
- Expedited Permit Fee	\$250.00
Project Permits (Excavation Over 50')	
- Permit Fee	\$50.00
- Tier 1 (0-60 days)	\$60 per day
- Tier 2 (61-120 days)	\$90 per day
- Tier 3 (121-180 days)	\$120 per day
- Tier 4 (> 180 days)	\$150 per day
Parking Permits	
- Per Space Needed Fee	\$30.00

Please note: You will not be able to apply for any permits until you have paid the \$45 registration fee, all required documentation (i.e. insurance and bond) have been received and the ROW administration staff have approved your account.