

Applying for a Health Plan Review

Login to the Online Portal through Accela Citizen Access (ACA)

Visit: <https://www.maplewoodmn.gov/ACA>

Please contact us with any questions at 651-249-2312

The screenshot shows the Maplewood Minnesota Citizen Access login page. At the top left is the Maplewood Minnesota logo. At the top right is the text "Citizen Access". Below the logo is a navigation bar with "Home", "Licenses", and "Planning". A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains text about online services and a "Register Now »" button. The right column is titled "Sign In" and contains a "USER NAME OR E-MAIL:" field, a "PASSWORD:" field, a "Forgot Password?" link, a "Sign In" button, a "Remember me on this device" checkbox, and a "Not Registered? CREATE AN ACCOUNT" link.

After you log in you will see your user **Dashboard**. Select the Licenses tab and, Apply for a License. Read the disclaimer and Accept to continue. Select *Continue Application*.

The screenshot shows the Maplewood Minnesota Citizen Access dashboard. At the top left is the Maplewood Minnesota logo. At the top right is the text "Citizen Access". Below the logo is a navigation bar with "Home", "Licenses", and "Planning". A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains text about online services and a "Register Now »" button. The right column is titled "Sign In" and contains a "USER NAME OR E-MAIL:" field, a "PASSWORD:" field, a "Forgot Password?" link, a "Sign In" button, a "Remember me on this device" checkbox, and a "Not Registered? CREATE AN ACCOUNT" link.

Select Health Plan Review, and from the drop-down options provided, one of the following application types:

1. Food Establishment Plan Review
2. Lodging Establishment Plan Review
3. Mobile Food Unit Plan Review

Select *Continue Application*.

The screenshot shows the 'Citizen Access' page for Maplewood, Minnesota. The header includes the city logo and navigation links for 'Home', 'Licenses', and 'Planning'. A search bar is located in the top right. Below the navigation, there are two main buttons: 'Apply for a License' and 'Search Existing Records'. The 'Apply for a License' section is active, displaying a 'Select a License Record Type' heading and a search box. A list of license categories is shown, with 'Health Plan Review' expanded to show three options: 'Food Establishment Plan Review', 'Lodging Establishment Plan Review', and 'Mobile Food Unit Plan Review'. A blue button labeled 'Continue Application >' is highlighted with a yellow box.

Complete the application providing the information requested. At any time you may select *Save and Resume Later*. Once submitted, you may visit <https://www.maplewoodmn.gov/ACA> to check the status of your application at any time.