How to create collections of APCD records:
Step 1: From the Accela Citizen Access login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.

Step 1: Login with your username and password.

Step 2: Click on APCD tab.
Step 2: You will see your linked records. Click on the record for more detail.

All records linked to your account.

You can search for a specific record.

Note: Only searches thru the records linked to your account.
Step 3: To group records: Select the records you want to group.

Step 1: Select records to be grouped.

Step 2: Click “Add to collection”

Step 3: Enter a “Name” for your group of records and enter a description (optional).

Step 4: Click “Add” to create and submit the records into the group.

The records will not be added into the new ‘Collection’.
How to access your collection of records:
Step 1: From the Accela Citizen Access login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.

Step 2: Click on APCD tab.

Step 1: Login with your username and password.
Step 2: On the upper right corner you will see the total number of collections in your account.

Step 1: Click on “Collections” link.

Then select the collection you would like to access.

Step 2: Click on the collection you would like to access.
Your collection will give you additional options:

1. **Information of current collection**
   - Access details and options related to the current collection.

2. **Rename or delete a collection**
   - Modify or remove the current collection's details.

3. **Move, copy or remove records from the collection.**
   - Manipulate individual records within the collection.

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### My First Collection

- **Records:** 2
- **Total Records:** 2 (2 APCD)
- **Inspections Summary:** 0 (0 Scheduled, 0 Rescheduled, 0 Approved, 0 Denied, 0 Pending, 0 Cancelled)
- **Fees Summary:** $3,998.10 Paid, $0.00 Due

### Records List

<table>
<thead>
<tr>
<th>Opened Date</th>
<th>Record</th>
<th>Type Description</th>
<th>Address</th>
<th>Expiration Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/24/2012</td>
<td>APCD0091-APP-002134</td>
<td>Cold Solvent Degreaser</td>
<td>new install 200</td>
<td>01/31/2012</td>
<td>Open</td>
</tr>
<tr>
<td>02/11/2011</td>
<td>APCD0091-APP-001523</td>
<td>Viscous liquid surface area greater than 10 sq ft</td>
<td>Material with Organic Solvents Application</td>
<td>01/31/2011</td>
<td>Approved</td>
</tr>
</tbody>
</table>

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**Note:** The images and layout of the website are for reference and do not reflect the actual content of the website.