How to add APCD records into groups:
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 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’.