How to submit breakdown notifications and breakdown reports electronically

Submitting Breakdown Notification

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. If you do not have an ACA account please click here to find out how to sign up.
Step 2: Disclaimer

Review the disclaimer

Check the box and click on “continue”
Step 3: Selecting “breakdown notification”

Select "Compliance", then “breakdown notifications” and click on “continue”
Step 4: Report the breakdown

Complete all applicable fields and click “continue”
**Step 5:** Entering contact information

Enter or select breakdown contact information and click “continue”

**Step 6:** Review the information submitted. You will be able to review the information submitted. If the information is correct please click “continue”
Step 7: Obtaining confirmation. You will get the following message stating the notification was successfully submitted.

**Step 4: Complete**

- **Your submission was successful.**

Your **Application Record ID is APCD2017 BRK-0016.**

If applicable, you will need this Record ID to check the status of your Application.

Thank you for your submission. San Diego Air Pollution Control District values your input.
Submitting Breakdown Reports

Step 1: From the Accela Citizen Access (ACA) login screen, enter a username and password then click “Login”. Once logged in click on the “APCD” tab.

Step 2: Once you click on the APCD tab you will be able to view the breakdown notification you have submitted.
Step 3: Attaching the report

Click on “add” and select the document you want to submit
Step 4: Naming the document

- Select APCD-Breakdown-Report
- Enter a description
- Click save

Step 5: Obtaining confirmation. You will get the following message stating the notification was successfully submitted