

How to access your records from collections:

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.

The screenshot shows the County of San Diego website's login page. At the top, there is a navigation bar with tabs for 'Your County Government', 'Community Services', 'Healthy Kids & Families', 'Business Resources', 'Environment', 'Public Safety', and 'Jobs'. Below this is a search bar and a 'SEARCH' button. A secondary navigation bar contains tabs for 'Home', 'APCD', 'DEH', 'PDS', and 'DPW'. The 'APCD' tab is highlighted with a red box, and a red arrow points to it from a text box that says 'Step 2: Click on APCD tab.' Below the navigation bars is a light blue notice box that reads: 'Notice: This feature requires registration and/or login, please login to continue.' The main content area is titled 'Please Login' and contains instructions for existing users. Below this is a 'New Users' section with a 'Register Now >' button. To the right is a 'Login' form with fields for 'User Name or E-mail:' and 'Password:', a 'Login >' button, and a 'Remember me on this computer' checkbox. A red box surrounds the login form, and a red arrow points to it from a text box that says 'Step 1: Login with your username and password.' At the bottom of the page, there is a footer with links for 'County Departments', 'Accessibility Policy', 'Web & Privacy Policies', 'Help', 'Contact Us', and 'Visiting San Diego'.

Step 2: On the upper right corner you will see the total number of collections in your account.

Step 1: Click on "Collections" link.

County of San Diego

SEARCH

Your County Government | Community Services | Healthy Kids & Families | Business Resources | Environment | Public Safety | Jobs

Collections (1) | Logout
Logged in as: Joaquin Aguirre |

Search...

Home | APCD | DEH | PDS | DPW

Search APCD Records

Records

Showing 1-3 of 3 | Download results | Add to collection

<input type="checkbox"/>	Opened Date	Record	Type	Description	Address	Expiration Date	Status
<input type="checkbox"/>	05/24/2012	APCD2012-APP-002134	Cold Solvent Degreaser	New Install 28B		01/31/2012	Open
<input type="checkbox"/>	02/11/2011	APCD2011-APP-001532	Liquid surface area greater than 5 sq ft	MAL to PO 005209		01/31/2011	Approved
<input type="checkbox"/>	01/01/1980	APCD1980-SITE-10638	Material with Organic Solvents Application			04/30/2014	Active
			LUEG-APCD/Administrative/Site/NA				

Then select the collection you would like to access.

County of San Diego

SEARCH

Your County Government | Community Services | Healthy Kids & Families | Business Resources | Environment | Public Safety | Jobs

Collections (1) | Logout
Logged In as Joaquin Aguilre |

Search...

Home | APCD | DEH | PDS | DPW

Collections
This is a list of your collections. To manage a collection, click on the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
04/19/2013	My First Collection	2 records being added to My First Collection	2	Delete

Your collection will give you additional options:

The screenshot shows the APCD web application interface. At the top, there is a navigation bar with links for 'Your County Government', 'Community Services', 'Healthy Kids & Families', 'Business Resources', 'Environment', 'Public Safety', and 'Jobs'. A search bar is located in the top right corner. Below the navigation bar, the user is logged in as 'Joaquin Aguirre'. The main content area displays 'My First Collection' with a summary of records and fees. A table lists two records with columns for 'Opened Date', 'Record', 'Type', 'Description', 'Address', 'Expiration Date', and 'Status'. Red callout boxes highlight the following features:

- Information of current collection:** Points to the collection summary section.
- Rename or delete a collection:** Points to the 'Rename Collection' and 'Delete Collection' buttons.
- Move, copy or remove records from the collection:** Points to the 'Move to...', 'Copy to...', and 'Remove' links.

At the bottom of the page, there are links for 'County Departments', 'Accessibility Policy', 'Web & Privacy Policies', 'Help', 'Contact Us', and 'Visiting San Diego'.