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

Step 3: To group records: Select the records you want to group.

The records will not be added into the new 'Collection'.

County of San Diego
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How to access your collection of records:

Step 1: From the Accela Citzen Access login screen, enter a username and password then click "Login". Once logged in click on the "APCD" tab.

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.

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Your collection will give you additional options: