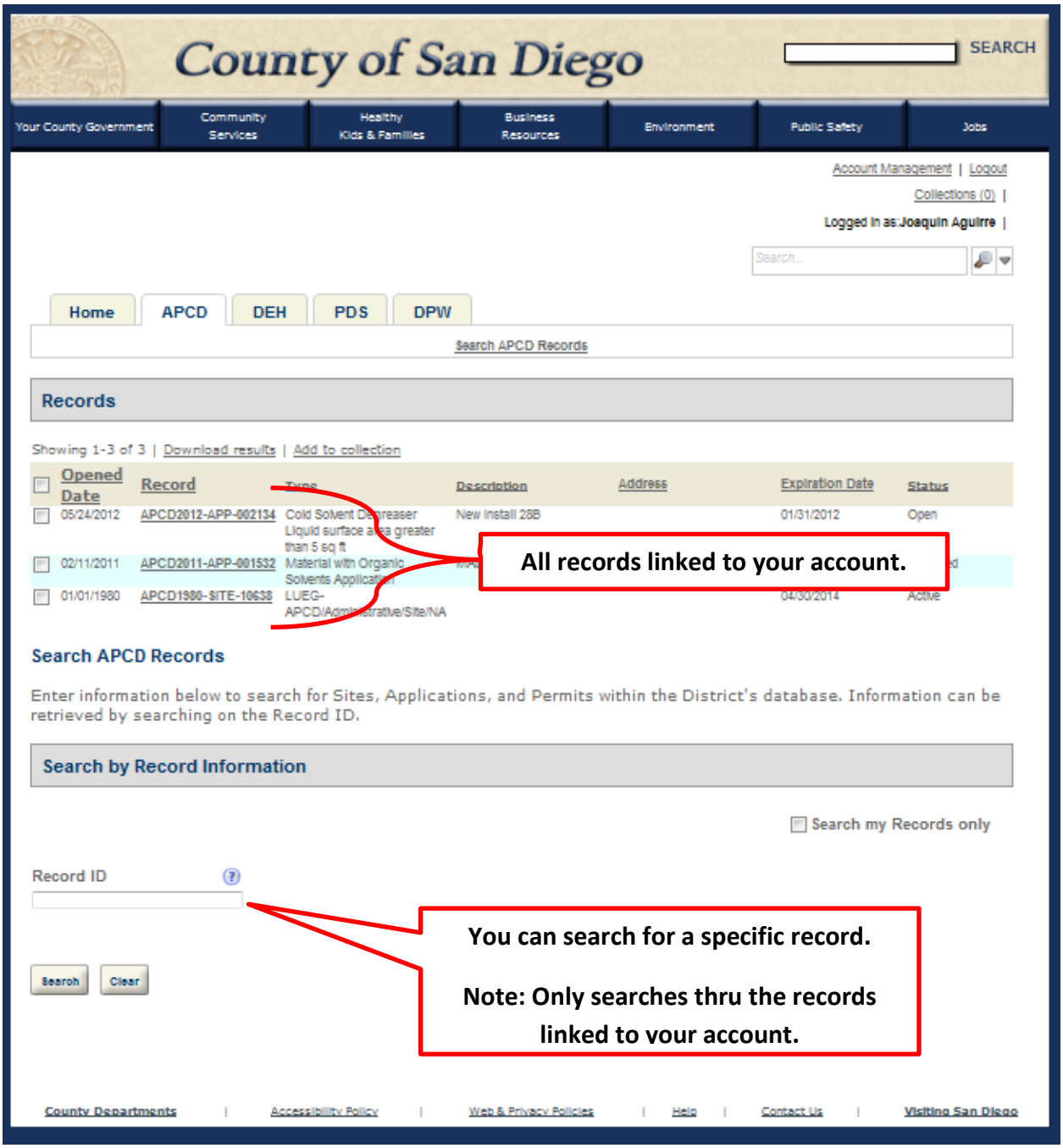
How to add APCD records into groups:

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 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'.