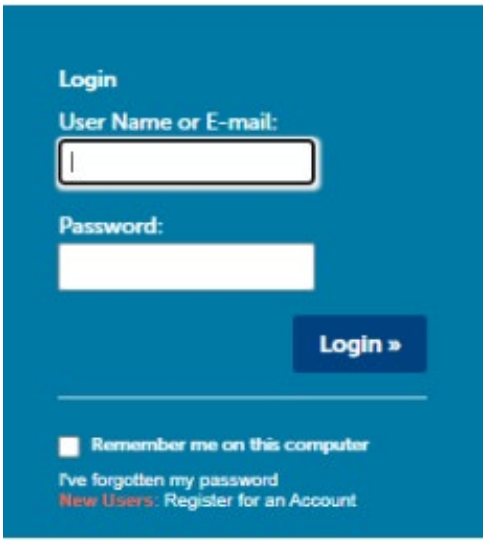
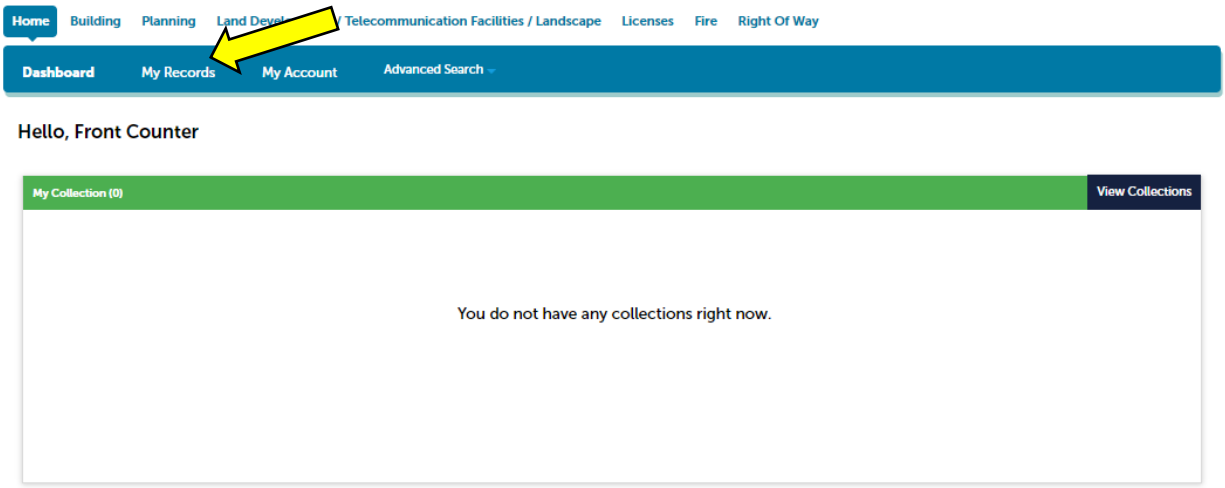
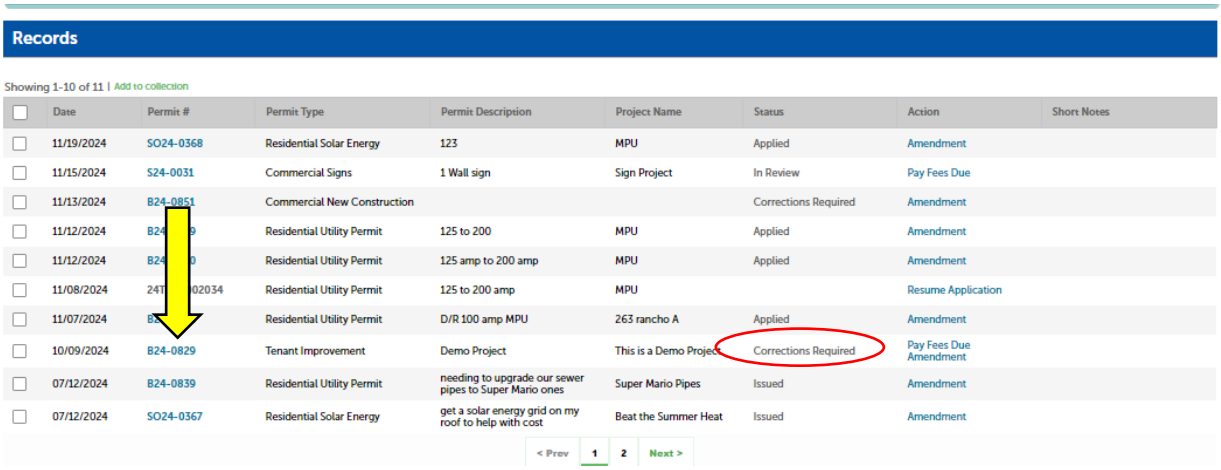
STEP 1: Log into Accela [Citizen Access]



STEP 2: Click on "My Records"



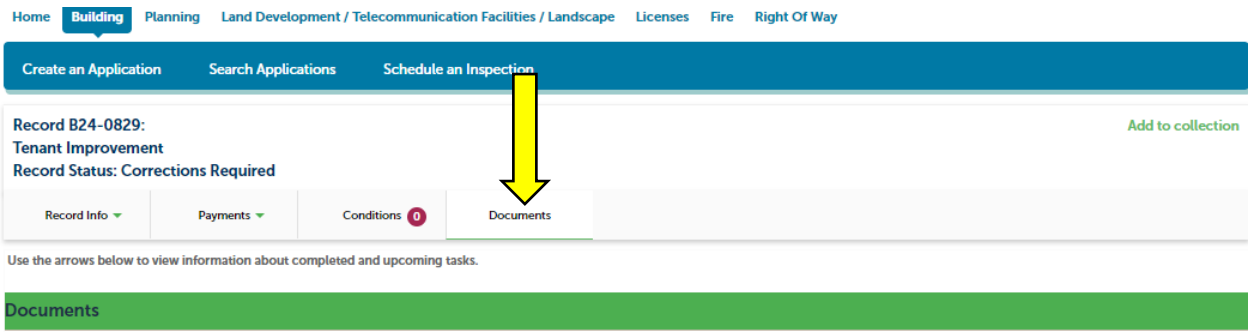
STEP 3: Click on the record number from your list



Note: The record must have a status of "Corrections Required" listed under the "Status" Column**.** If the record does not appear on your list, please contact dsd@chulavistaca.gov

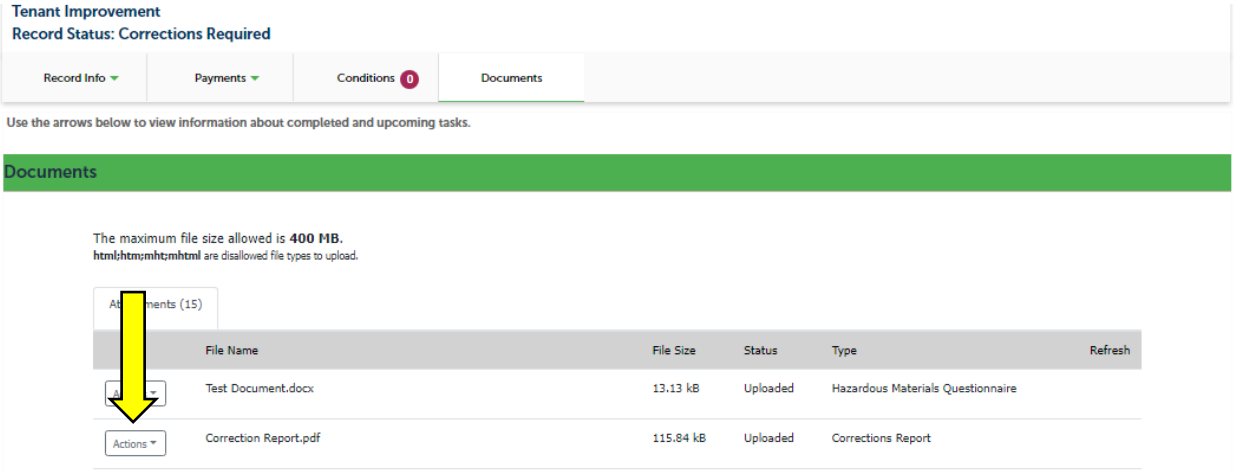
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STEP 4: Click on the "Documents" tab.



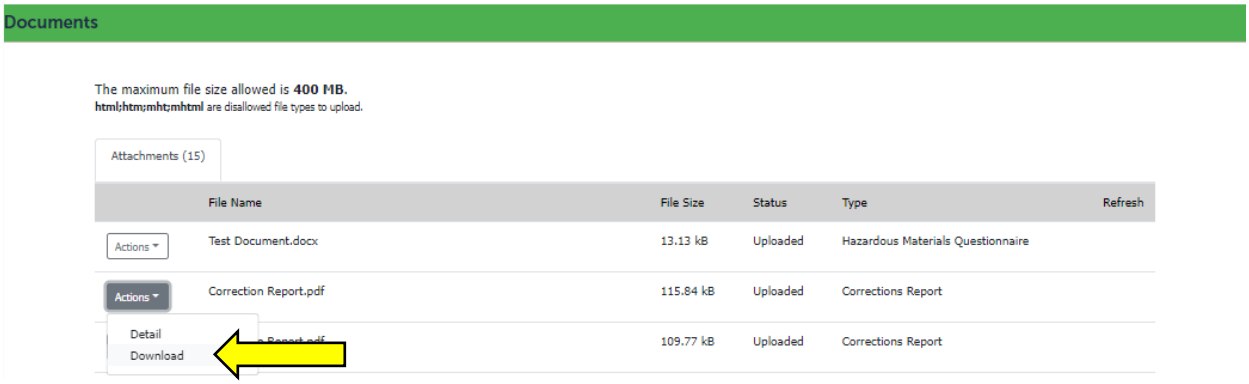
STEP 5: Locate the file named “Correction Report”

STEP 6: Click on the “Actions” button to expand the drop-down list



Need Help? If you are unable to locate the Correction Report, please contact dsd@chulavistaca.gov.

STEP 7: Click “Download”



Need Help? If you are unable to download the file, please contact dsd@chulavistaca.gov.