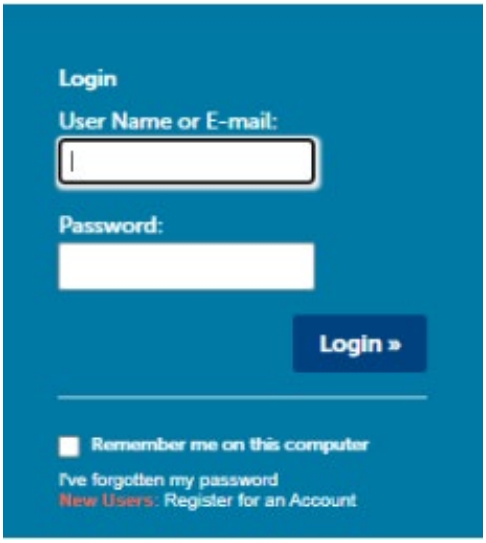
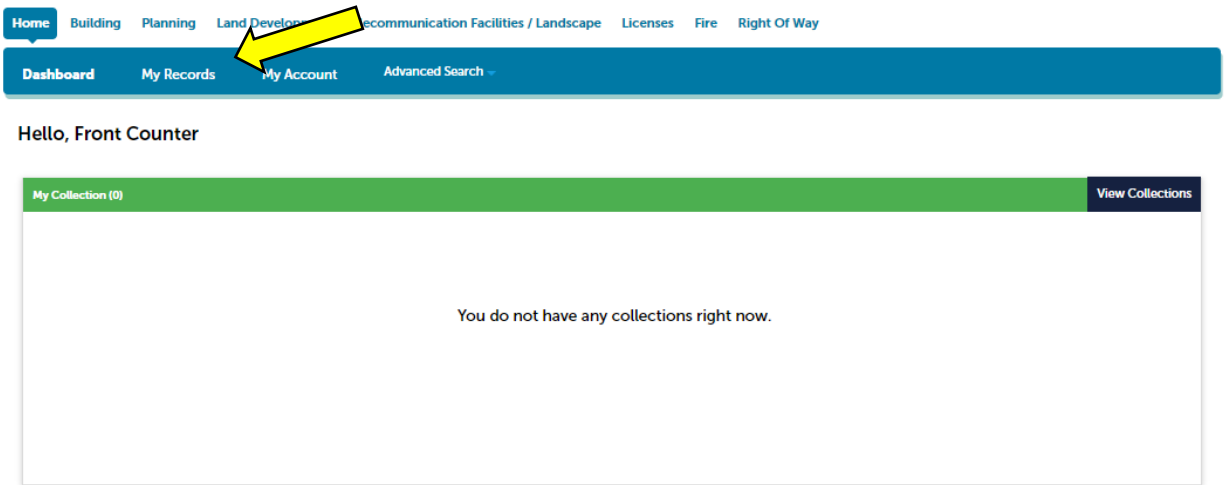
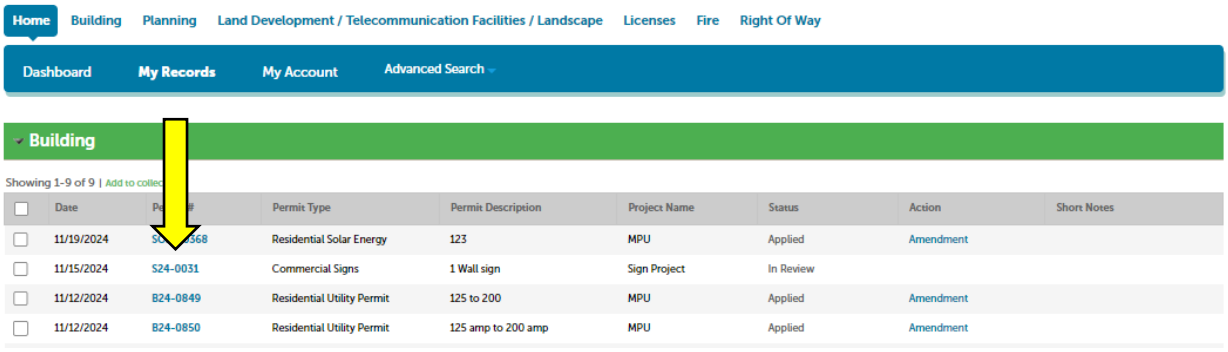
STEP 1: Log into Accela
Citizen Access



STEP 2: Click on "My Records"

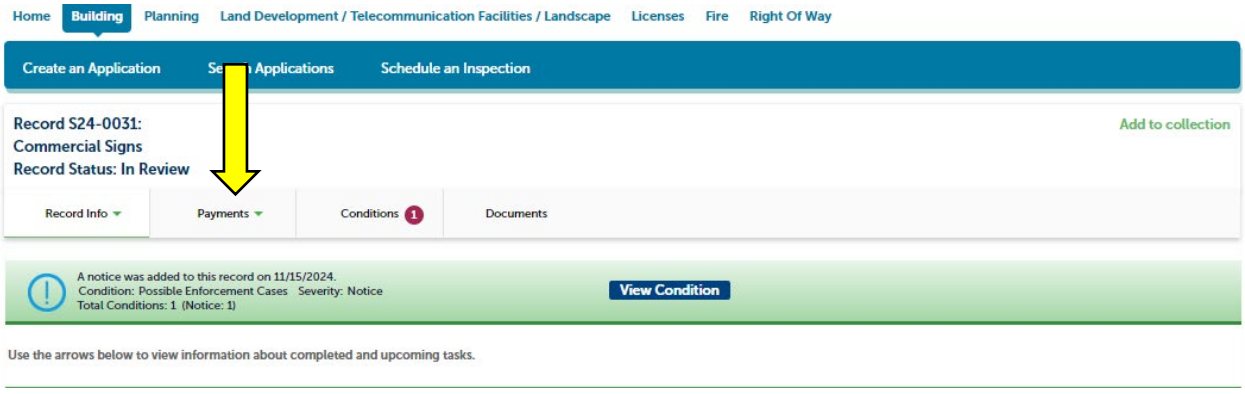


STEP 3: Click on the record number from your list

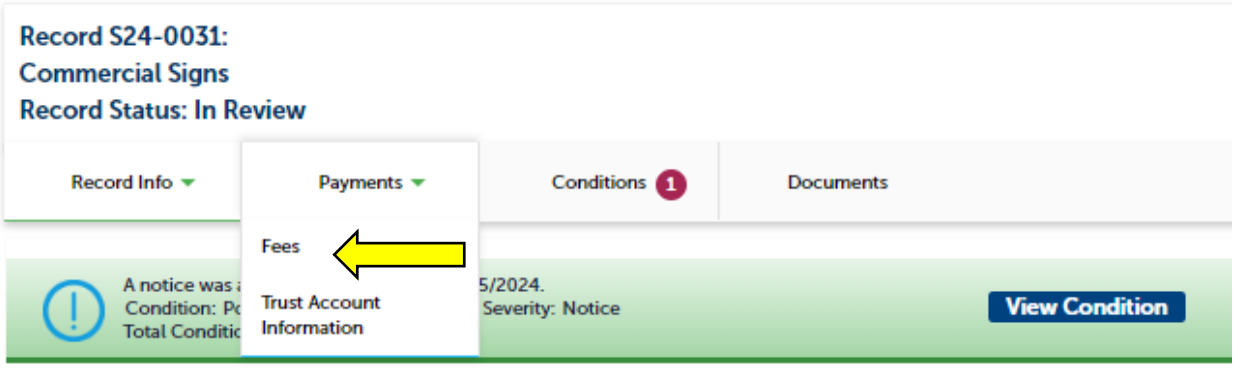


Note: If the record does not appear on your list, please contact dsd@chulavistaca.gov

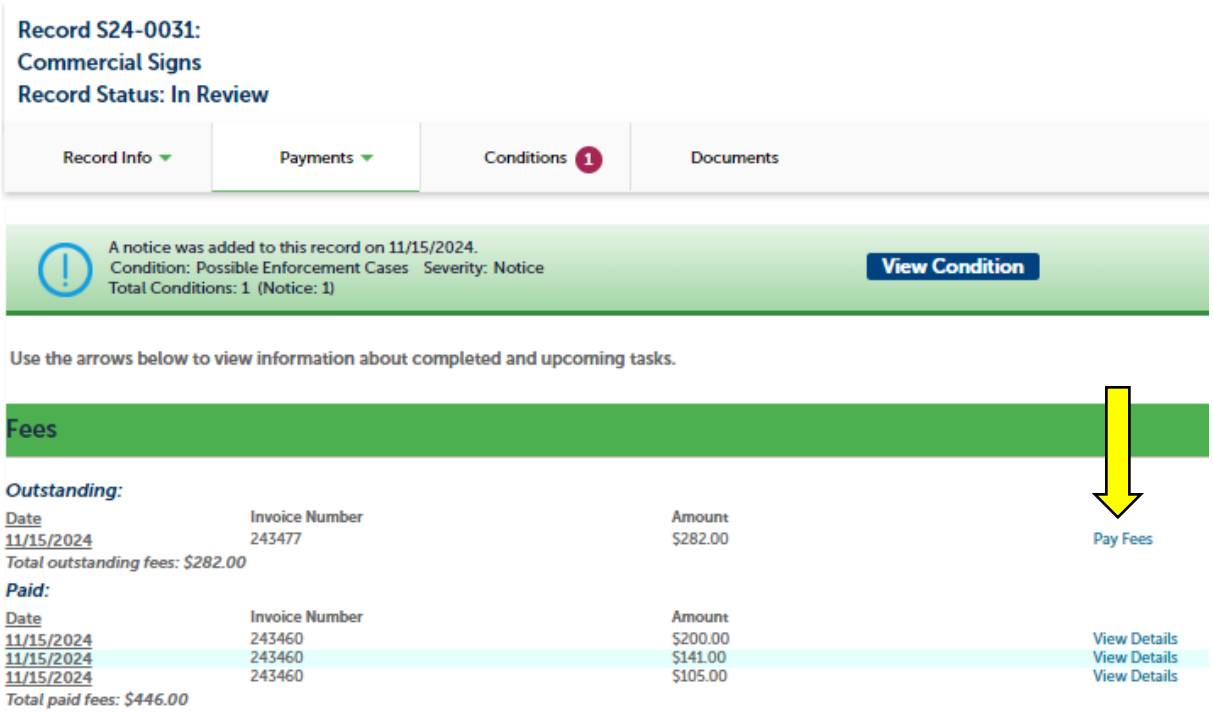
STEP 4: Click on the "Payments" tab



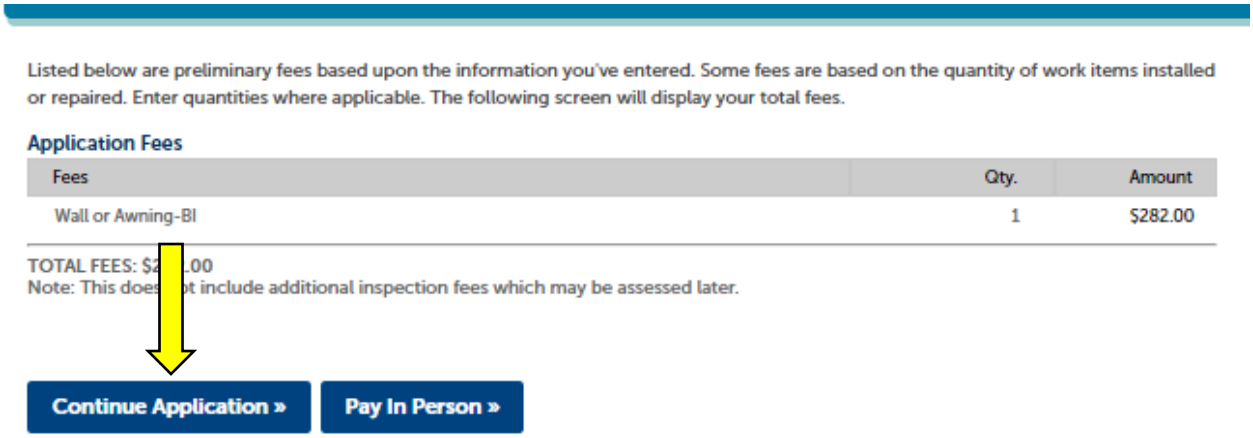
STEP 5: Click on “Fees”



STEP 6: Click “Pay Fees”



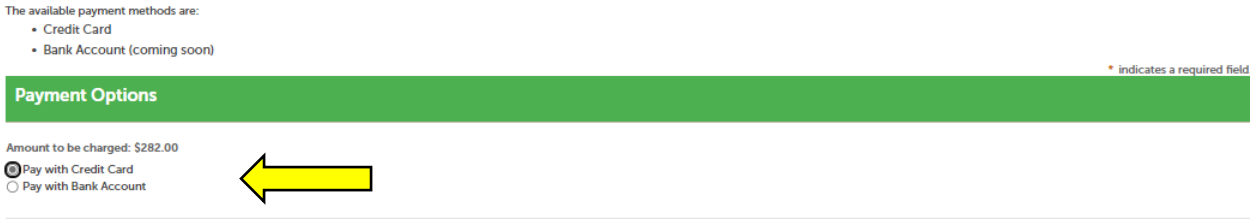
STEP 7: The current fees due will be listed, click “Continue Application”



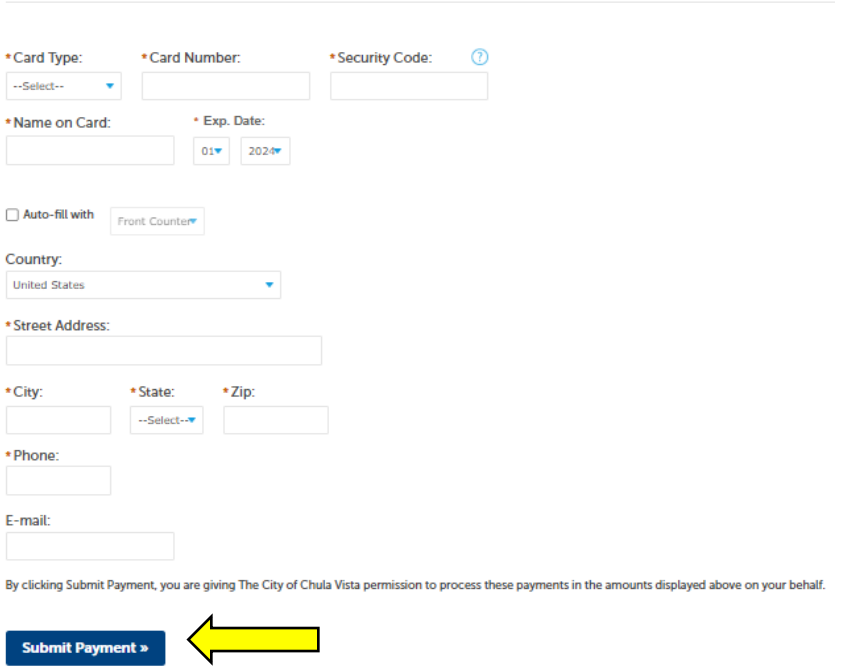
Note: If you select “Pay in Person”, you will not be able to proceed to the payment screen.

Need Help? If you think the fees may have been incorrectly assessed, please email DSD@chulavistaca.gov for assistance.

STEP 8: Select payment method



STEP 9: Enter information in all required fields. Enter an email address to receive a receipt. Click “Submit Payment”



Need Help? Please contact dsd@chulavistaca.gov for further assistance.