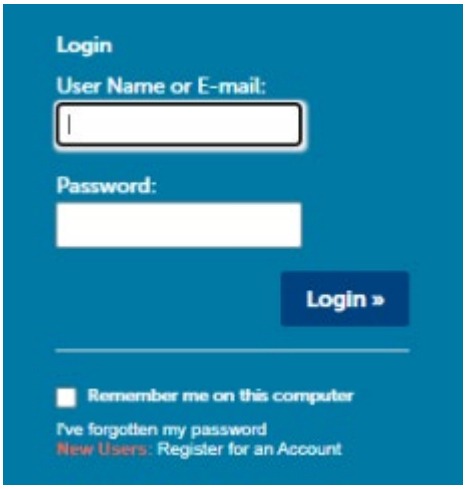
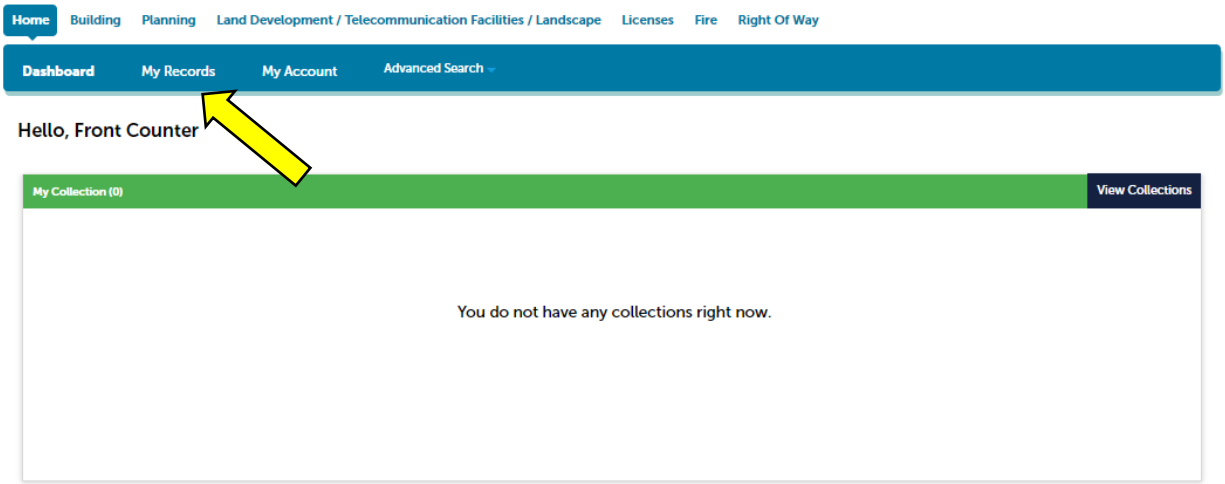
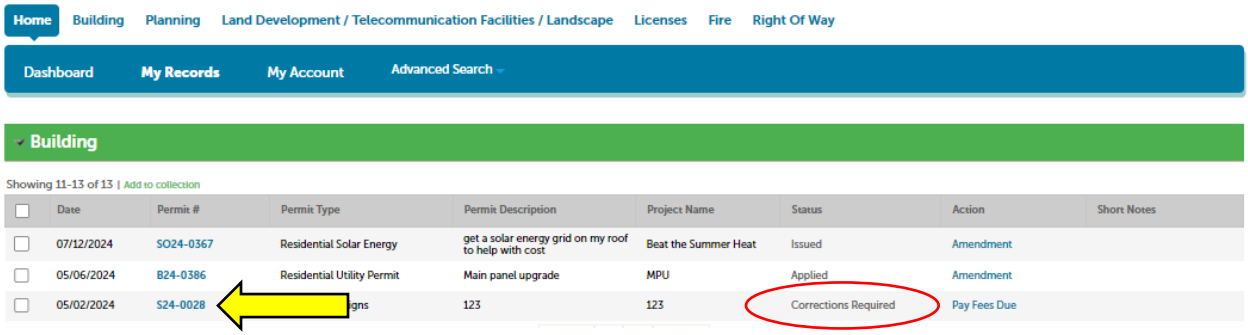
STEP 1: Log into Accela Citizen Access



STEP 2: Click on "My Records"



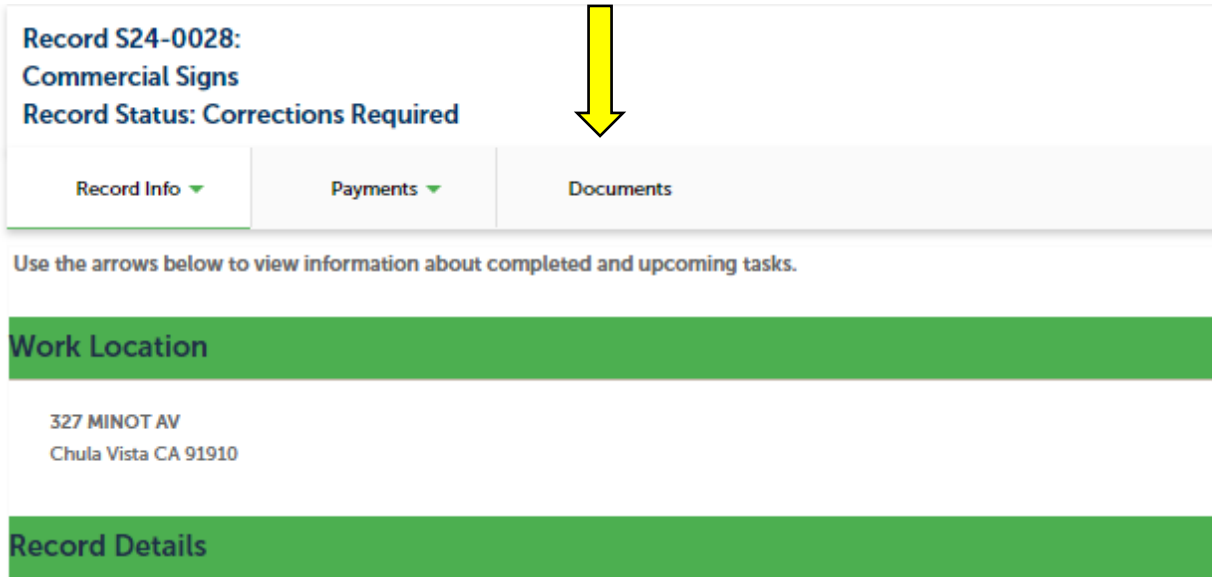
STEP 3: Click on the record number from your list



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

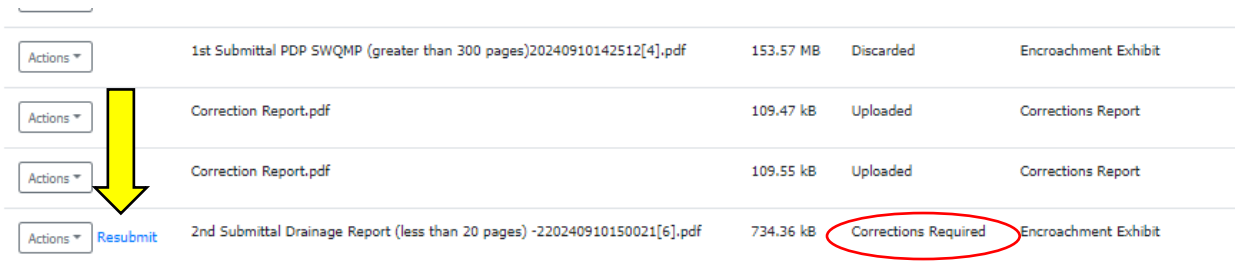


STEP 5: Identify the type of supporting document you intend to upload.

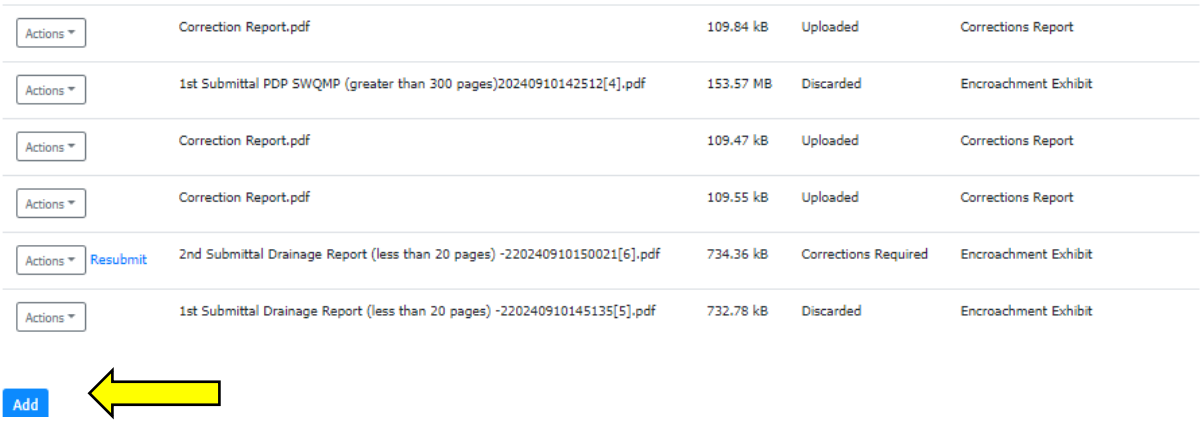
Please see the two types of document uploads below:

1. Revision/Resubmittal – The upload is a **corrected** document that was previously uploaded and reviewed. Go to Step 6
2. New Addition – The upload is a **newly requested** document that was not previously uploaded or reviewed. Go to Step 7

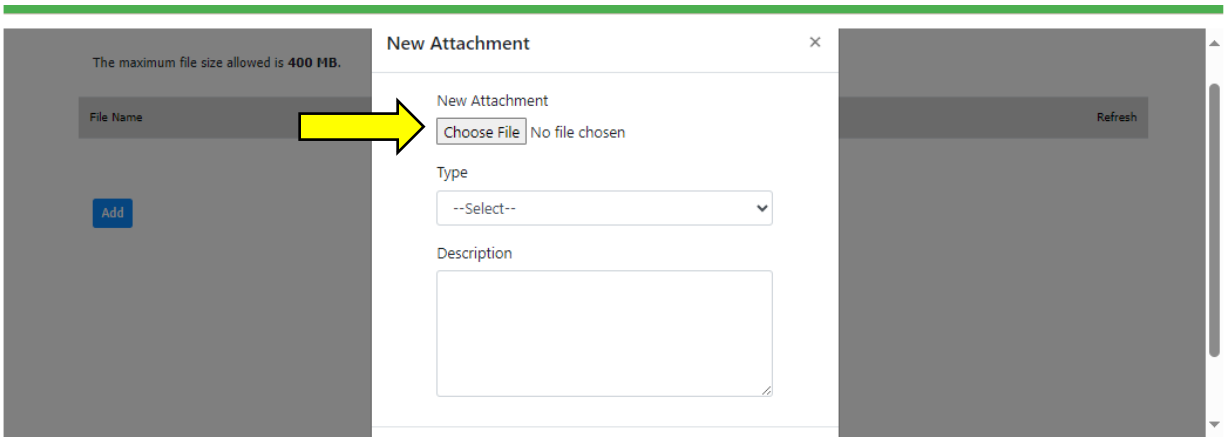
Step 6: For Revisions/Resubmittals, select the blue "Resubmit" button next to the associated document to pair the versions together for processing, proceed to Step 8.



STEP 7: For New Additions, click the "Add" button, proceed to Step 8

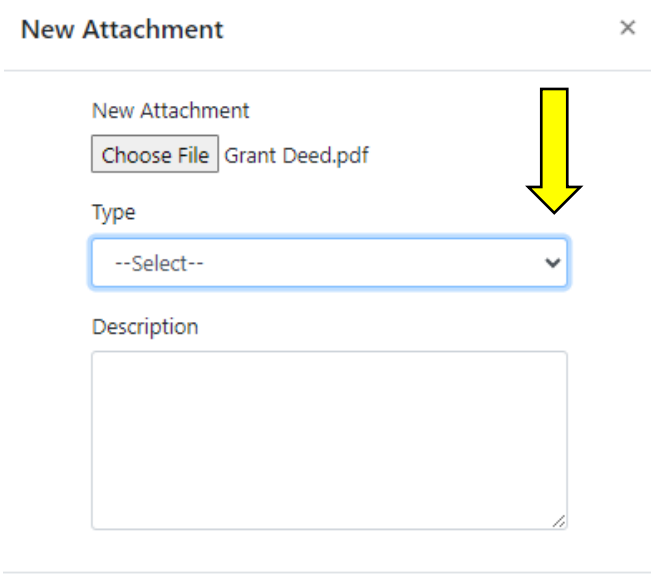


STEP 8: Click "Choose File"

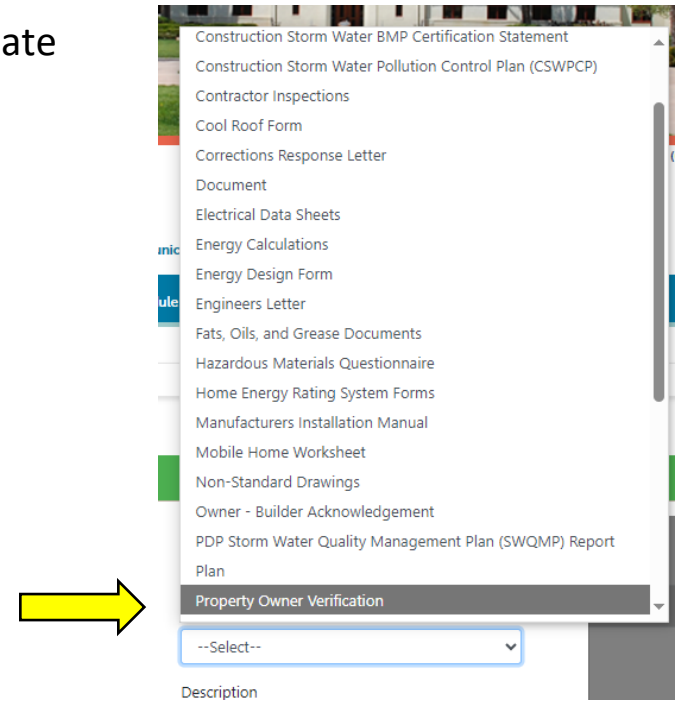


Note: Documents must be uploaded as PDF files. Maximum file size is 400 MB. If your file is greater than 400 MB, please separate the attachment into multiple files. If attachment is separated into multiple files, please label files Volume 1, Volume 2, etc. Failure to upload in the correct format will result in processing delays.

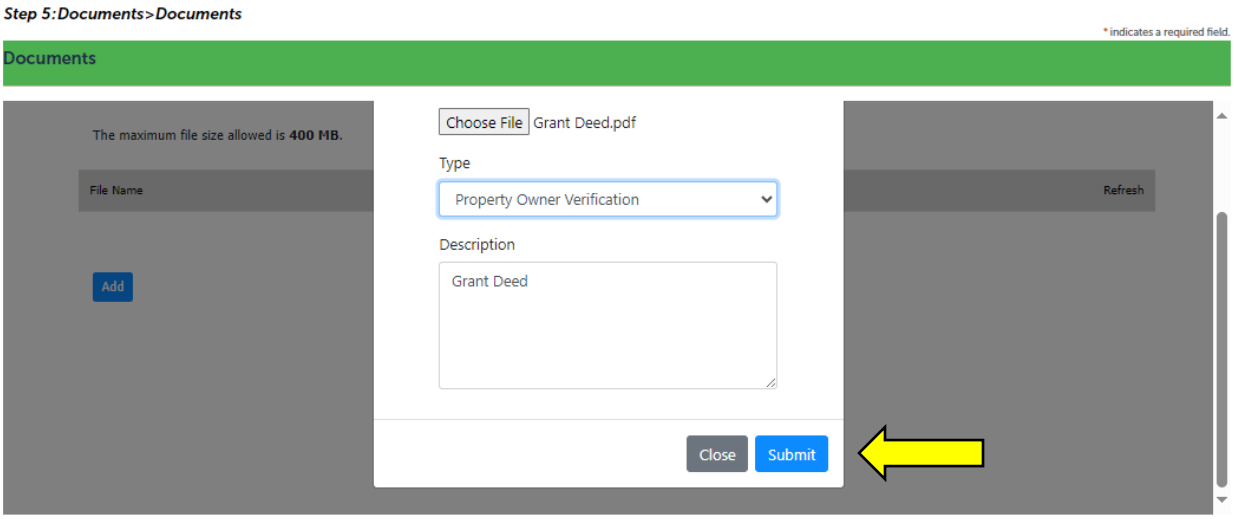
STEP 9: Choose the file, click the downward pointing arrow to expand the document type list



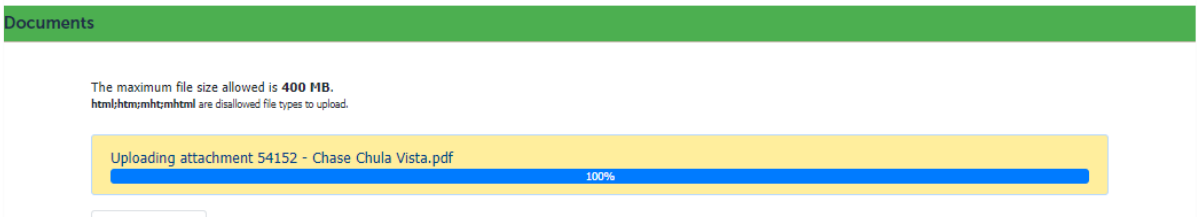
STEP 10: Select the appropriate document type from the list



STEP 11: Once you have selected your file, enter a brief description, and click “Submit”

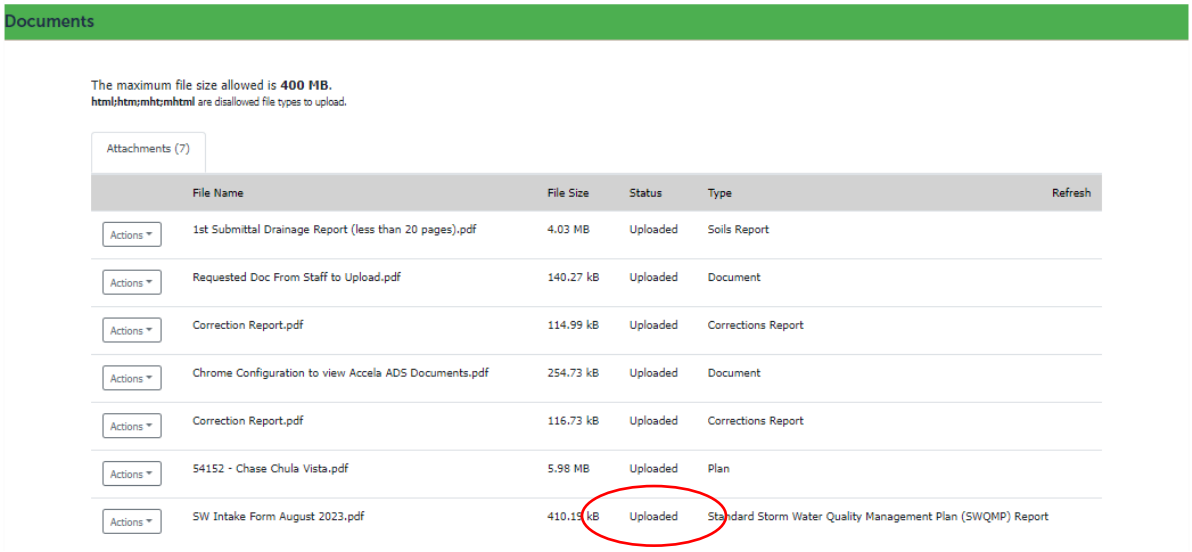


Please allow time for the document to upload. The system will verify if the file is acceptable. The document page will automatically refresh.



Note: If an issue is identified with the upload, a detailed error message will appear. Please refer to the message and reattempt upload. If additional assistance is needed, please email dsd@chulavistaca.gov with a screenshot of the error message.

STEP 12: Once the document has been successfully uploaded, the status will change to “Uploaded”



Note: Repeat Step 6 - Step 11 for additional document uploads.

Step 13: Front Counter staff will receive notification of your resubmittal/document upload. Uploads are reviewed by staff and if satisfactory, resubmitted for review.