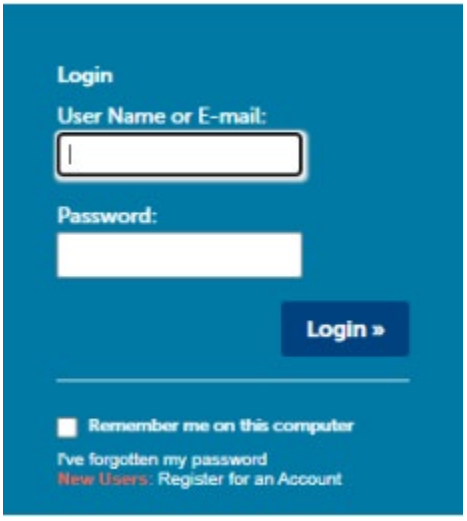
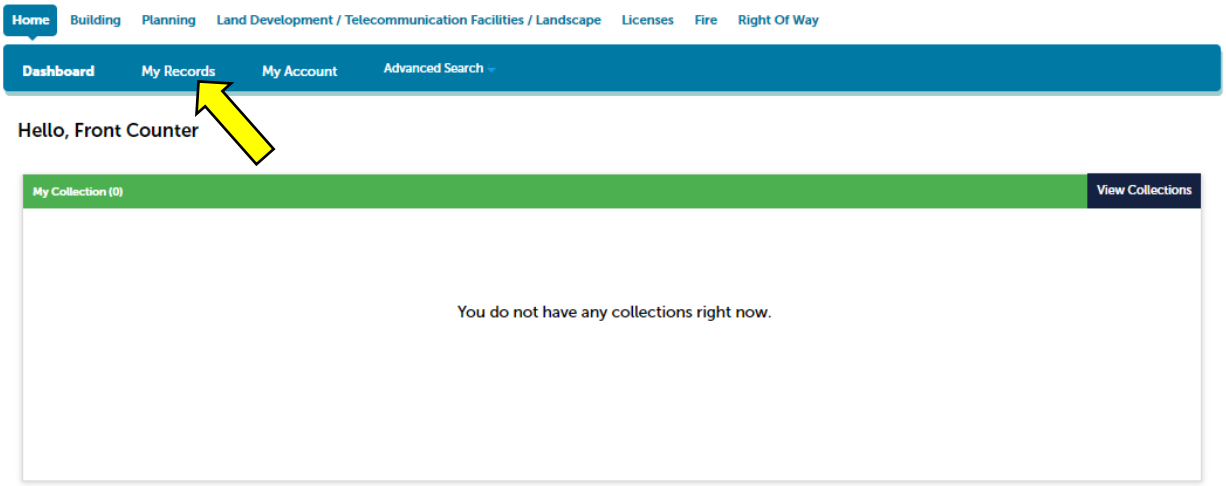
STEP 1: Log into Accela

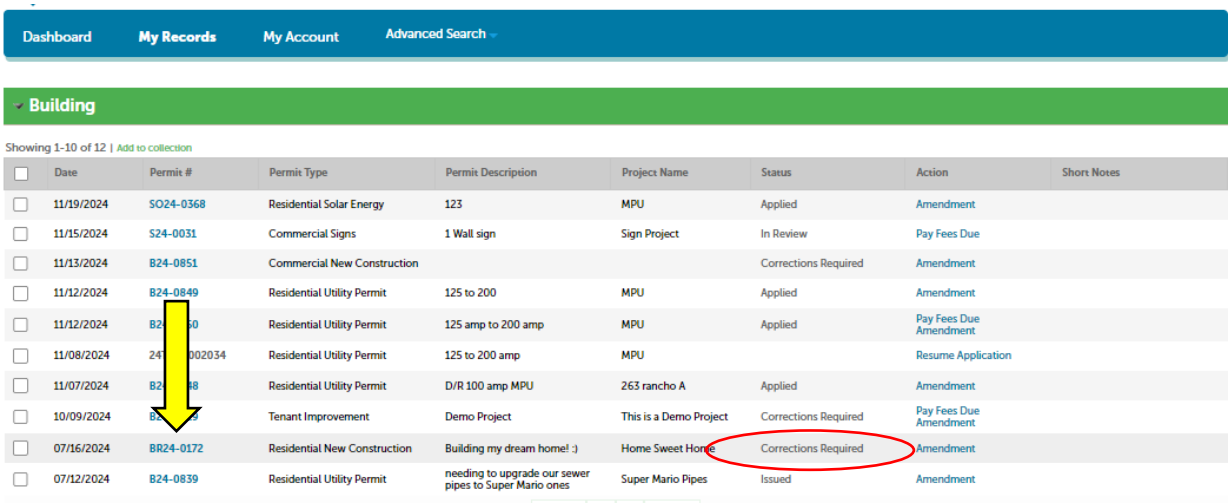
[Citizen Access]



STEP 2: Click on "My Records"



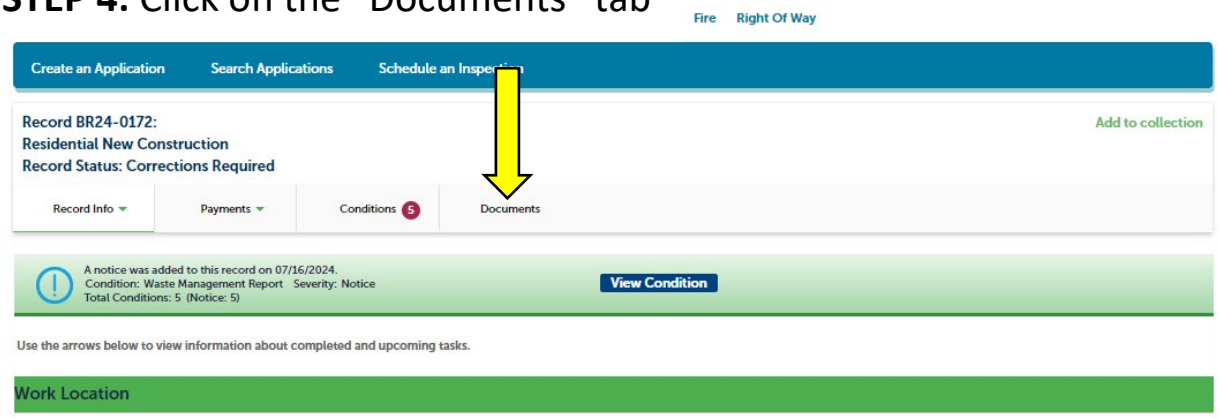
STEP 3: Click on the record number from your list



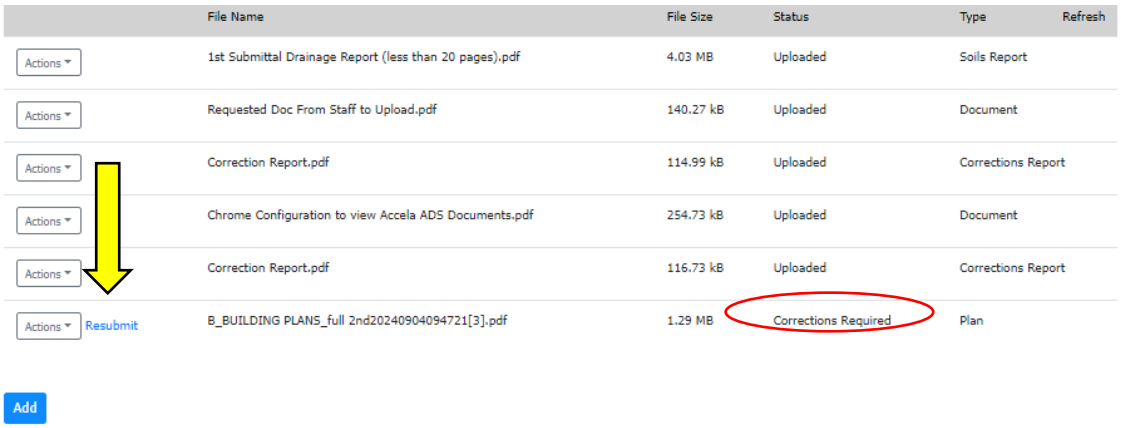
Note: The record must have a status of "Corrections Required" listed under the "Status" Column**.** If the record does not appear on your list, please contact dsd@chulavistaca.gov

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STEP 4: Click on the "Documents" tab

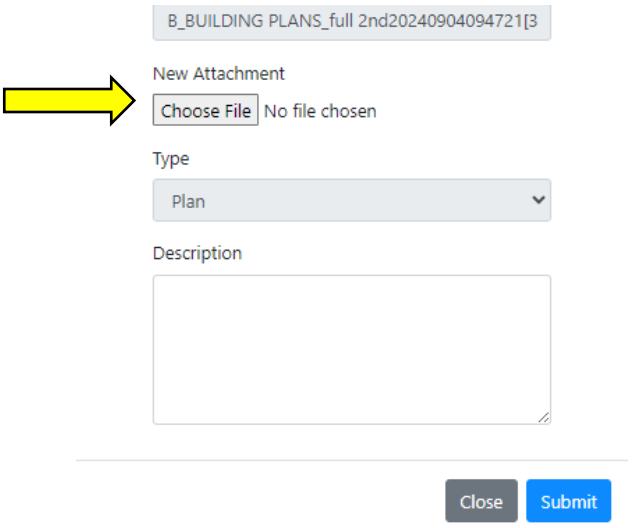


STEP 5: Locate the plan file with the status “Corrections Required”. Select the blue "Resubmit" button to pair the versions together for processing.



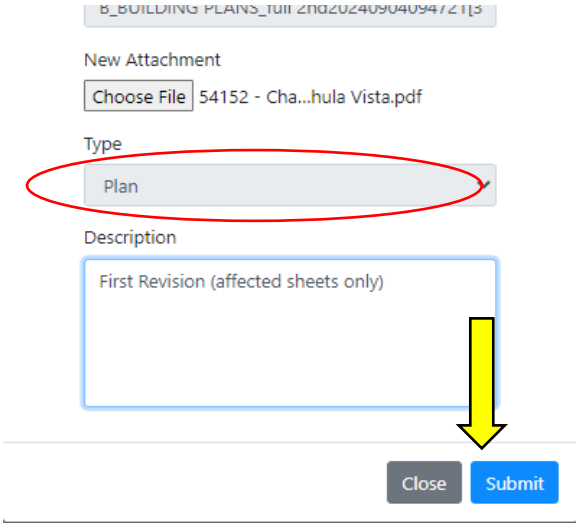
Note: Please ensure plans are resubmitted under the plan file previously submitted. For supporting Documents, please see "How to Guide: Resubmitting Supporting Documents"

STEP 6: Click “Choose File”. Only upload the revised sheets from the plan set. Please ensure the plans meet the upload requirements.



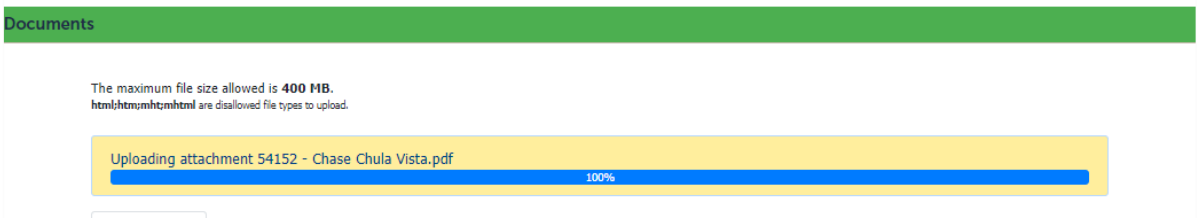
Note: Documents must be uploaded as PDF files. Maximum file size is 400 MB. If your file is greater than 400 MB, please separate the attachment into multiple files. If attachment is separated into multiple files, please label files Volume 1, Volume 2, etc. Failure to upload in the correct format will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

STEP 7: Once you have selected the file, enter a brief description, and click “Submit”



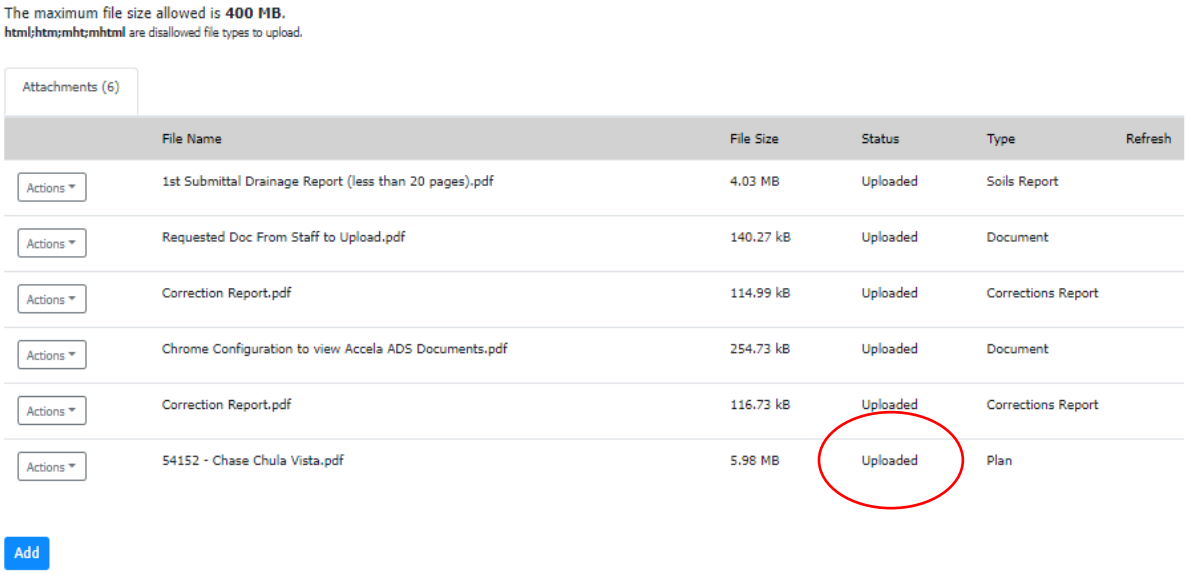
Note: Please verify that the selected file “Type” is “Plan”.

Note: Please allow time for the document to upload. The system will verify if the Plans are 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 8: Once the resubmittal has been successfully completed, the status will change to “Uploaded”



The maximum file size allowed is **400 MB**.
html;htm;mht;mhtml are disallowed file types to upload.

Attachments (6)

	File Name	File Size	Status	Type	Refresh
Actions	1st Submittal Drainage Report (less than 20 pages).pdf	4.03 MB	Uploaded	Soils Report	
Actions	Requested Doc From Staff to Upload.pdf	140.27 kB	Uploaded	Document	
Actions	Correction Report.pdf	114.99 kB	Uploaded	Corrections Report	
Actions	Chrome Configuration to view Accela ADS Documents.pdf	254.73 kB	Uploaded	Document	
Actions	Correction Report.pdf	116.73 kB	Uploaded	Corrections Report	
Actions	54152 - Chase Chula Vista.pdf	5.98 MB	Uploaded	Plan	

Add

Step 9: Front Counter staff will receive notification of your resubmittal. Uploads will be previewed by staff and if satisfactory, resubmitted for review.