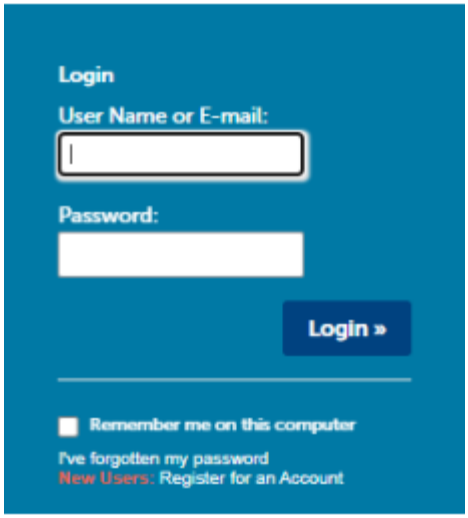
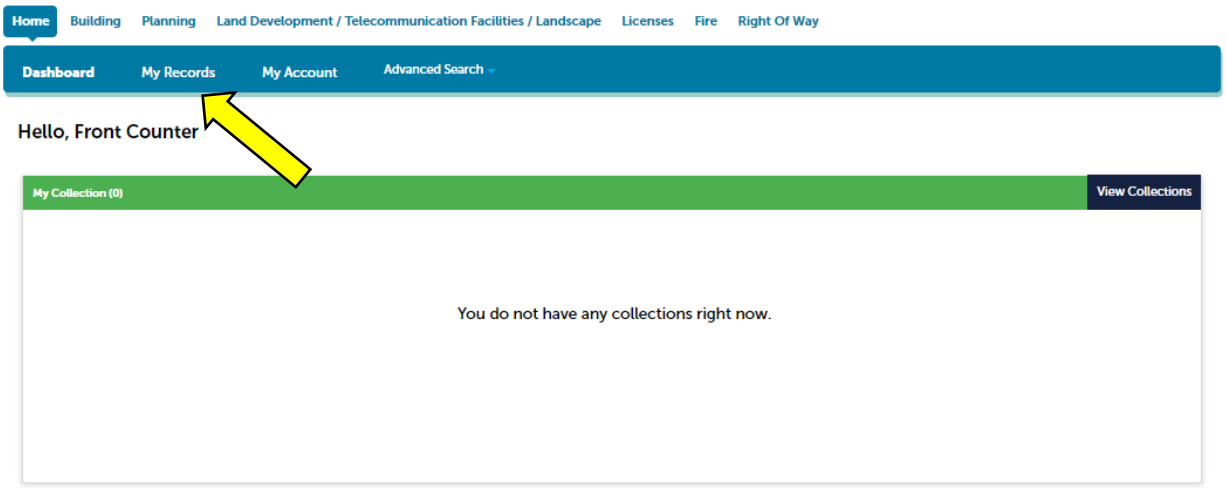
How to Guide: Submitting an Amendment/Deferral

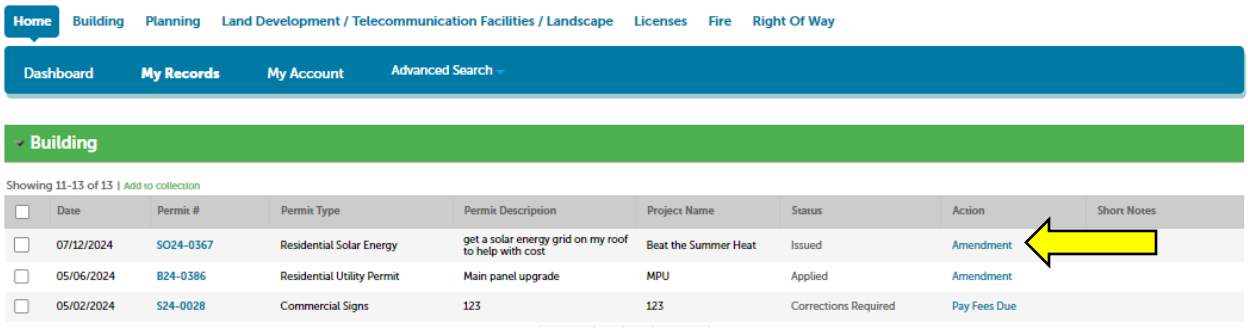
STEP 1: Log into Accela
[Citizen Access]



STEP 2: Click on "My Records"

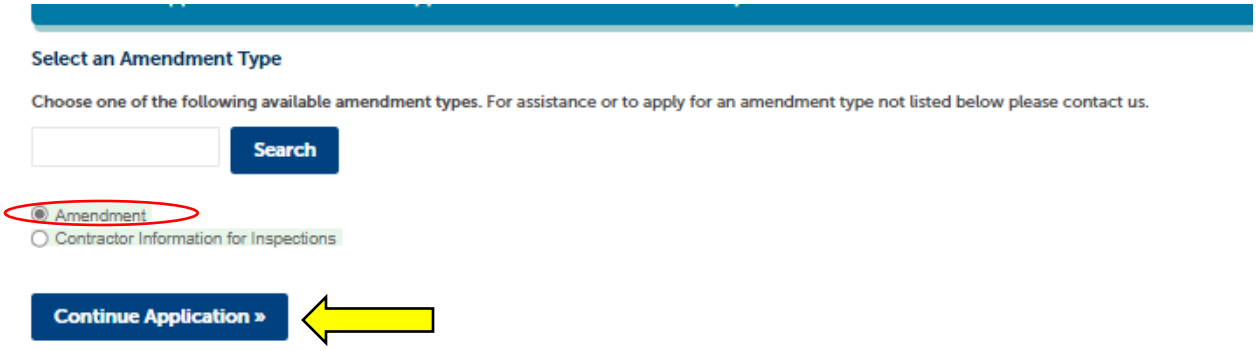


STEP 3: Locate the record from your list and click "Amendment"

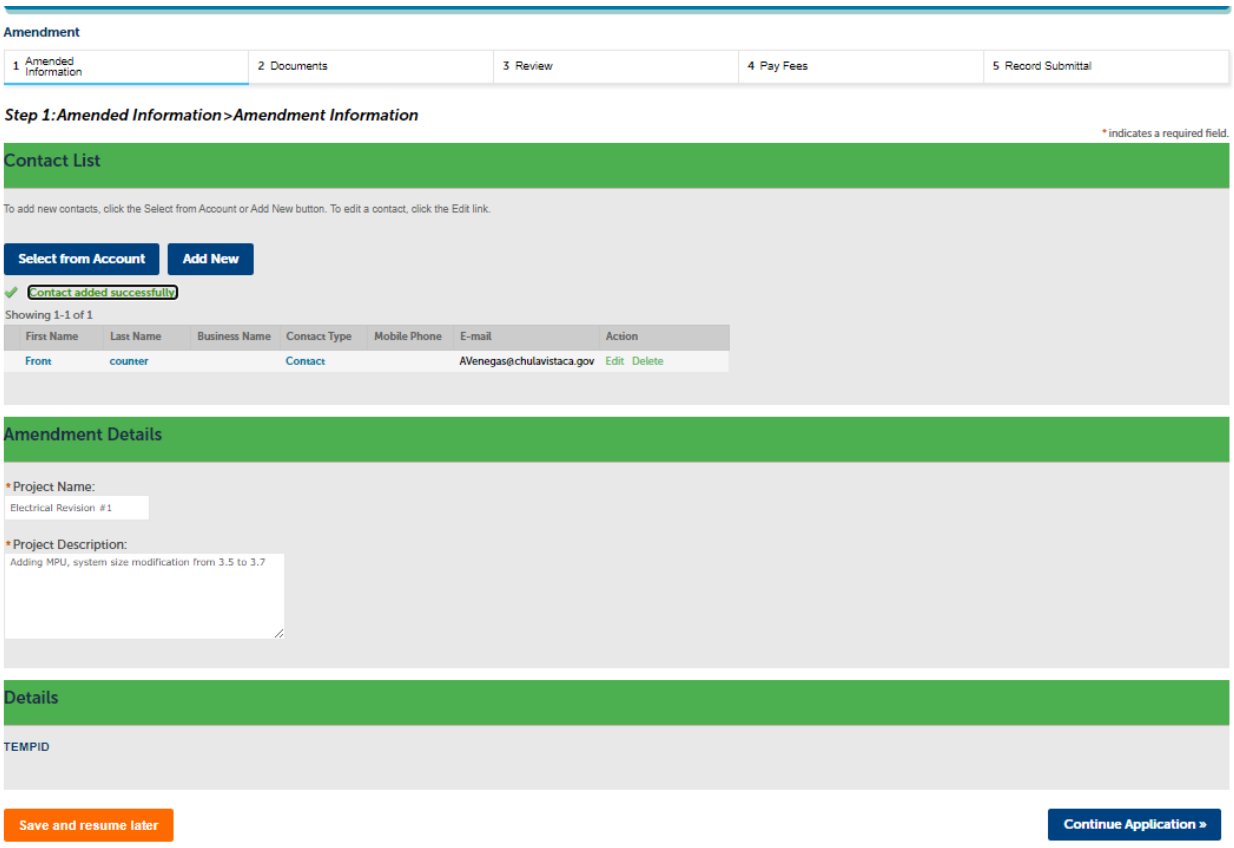


Note: If you cannot locate the record in your account, please email dsd@chulavistaca.gov for assistance.

STEP 4: Select "Amendment" and click "Continue Application"

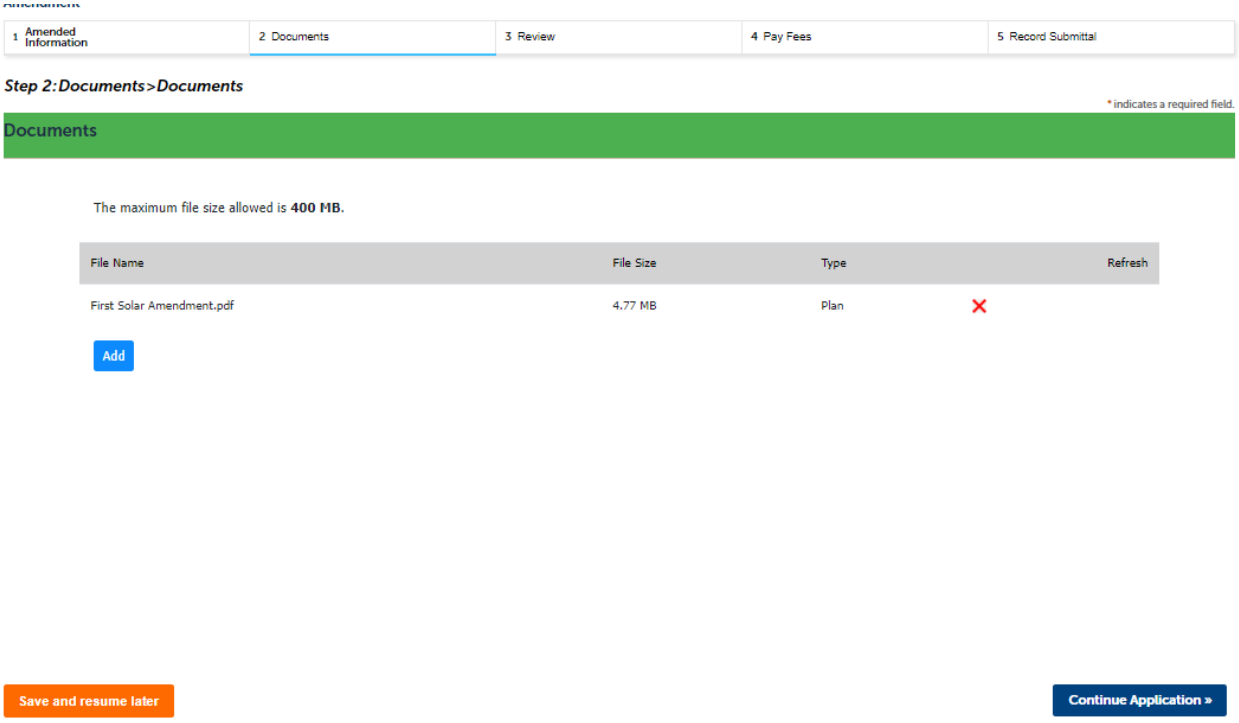


STEP 5: Complete the following information pertaining to the scope of work for the Amendment/Deferral and click “Continue Application”

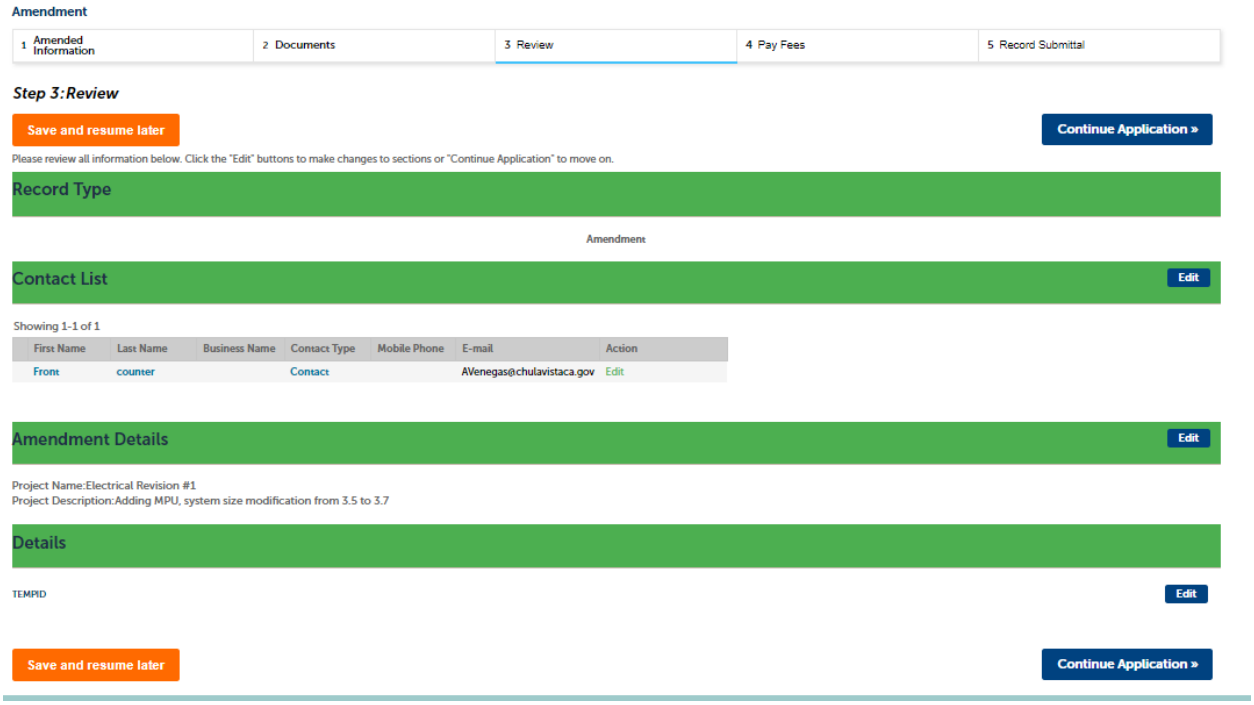


Note: Please ensure your plans meet the submittal requirements listed on the "Plan Change Bulletin"

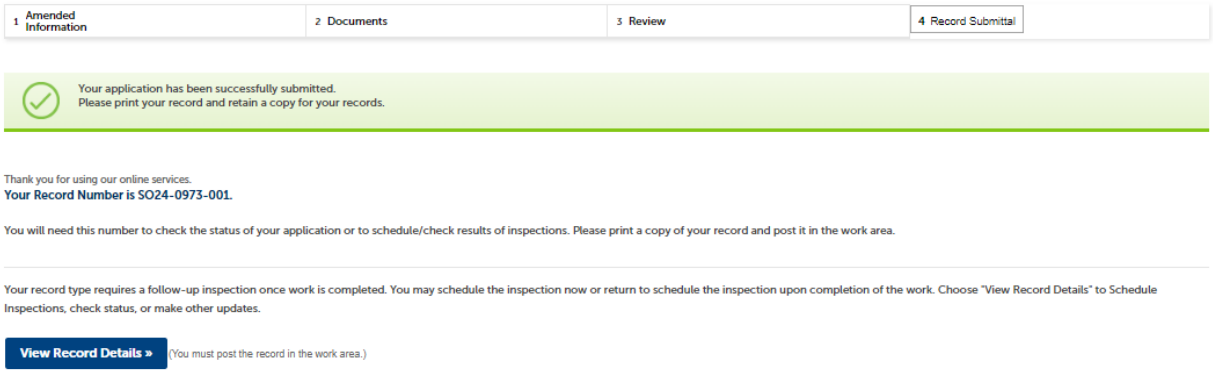
STEP 6: Upload the affected plan sheets for this Amendment along with any supporting documents and click "Continue Application"



STEP 7: Review the information you have submitted and click "Continue Application"



STEP 8: Once submitted, a new record number will be provided for this Amendment/Deferral. Front Counter will be alerted of your submittal and will be in contact if necessary.



Note: Review time for Amendments/Deferrals are typically 14 business days once they have been processed by the Front Counter staff.