



MONTEREY BAY AIR RESOURCES DISTRICT
24580 Silver Cloud Court, Monterey, CA 93940

831-647-9411
www.mbard.org

ATTACHING DOCUMENTS TO DEMOLITION OR ASBESTOS NOTIFICATIONS IN ACCELA

Preferred browsers are Google Chrome or Microsoft Edge.

1. From the [Accela Citizen Access \(ACA\) login page](#), enter a username and password then click “Sign In”.
2. Click on My Records
 - a. Select the Permit Number that you need to upload document.
3. Click on the down arrow next to Record Info
 - a. Select “Attachments”
 - b. Select “Add”
 - c. Select “Add” again to Upload Document
 - d. Choose “Continue”
 - e. Select “Type” of document (can provide description if needed)
 - f. Select “Save”
 - g. It may take a few minutes before the addition is reflected
 - h. Process done