ONLINE PERMITTING SYSTEM HELP GUIDES

Accela Citizen Access:
Accela Citizen Access (ACA) is Stanislaus County's online tool that allows the public to perform several tasks online. Tasks such as applying for a permit, submitting plans, checking the status of a permit, scheduling inspections, and conducting research are available to the public at any time. This help guide explains how to bookmark each PDF document in order to be compatible with the ACA system.
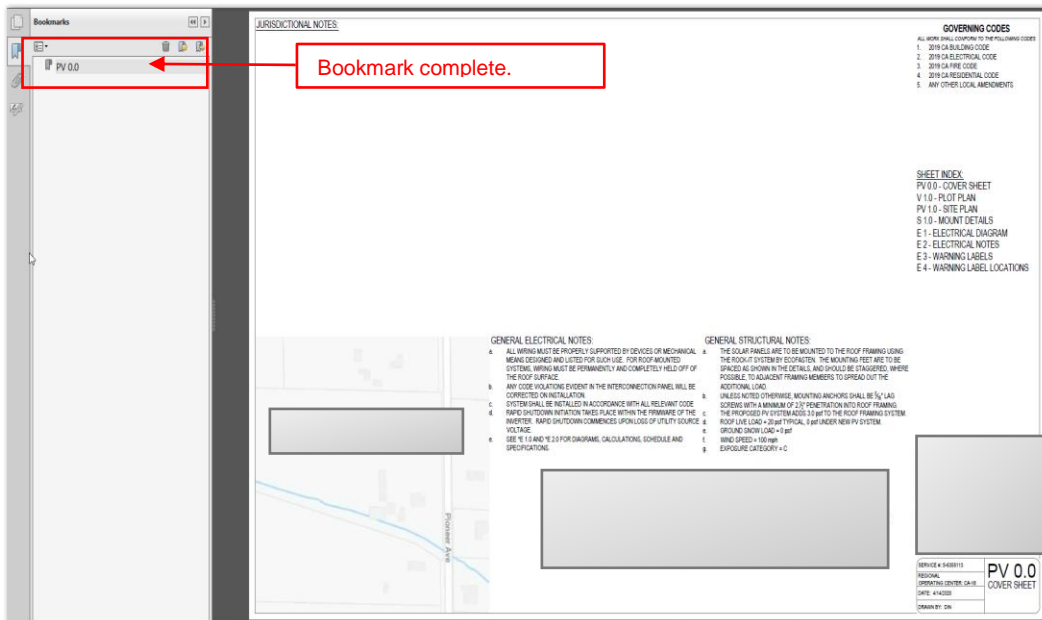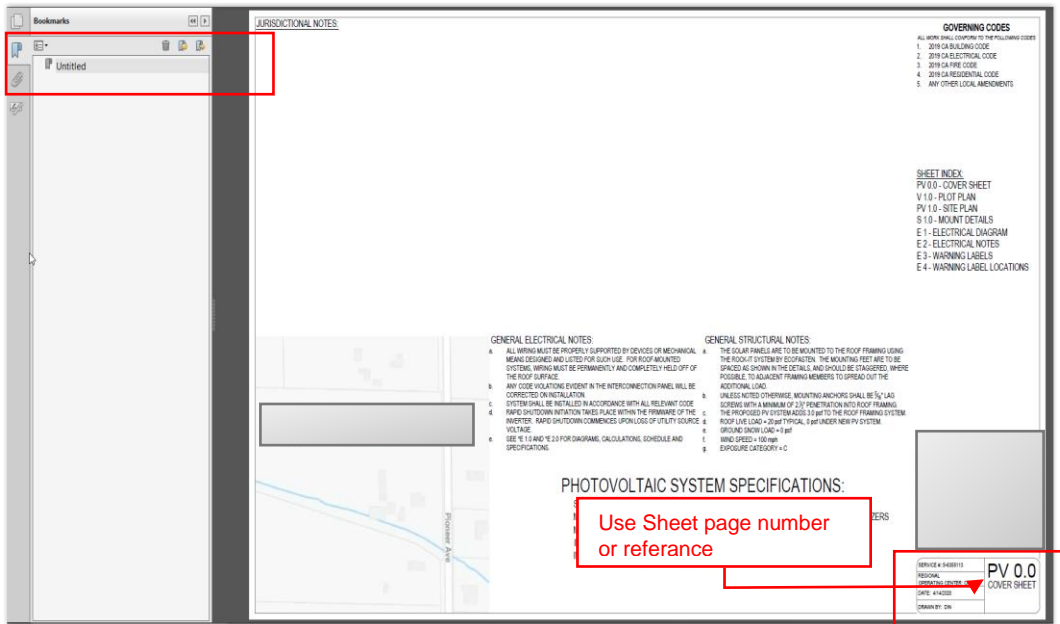
HOW TO BOOKMARK A PDF DOCUMENT

1. **Open the document you plan on submitting on-line and click on the Bookmark icon.**
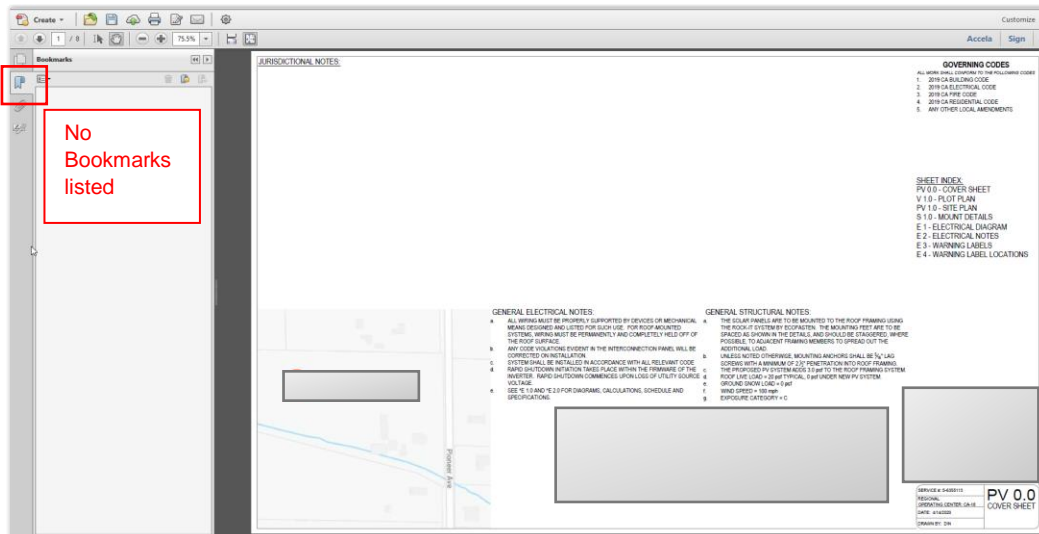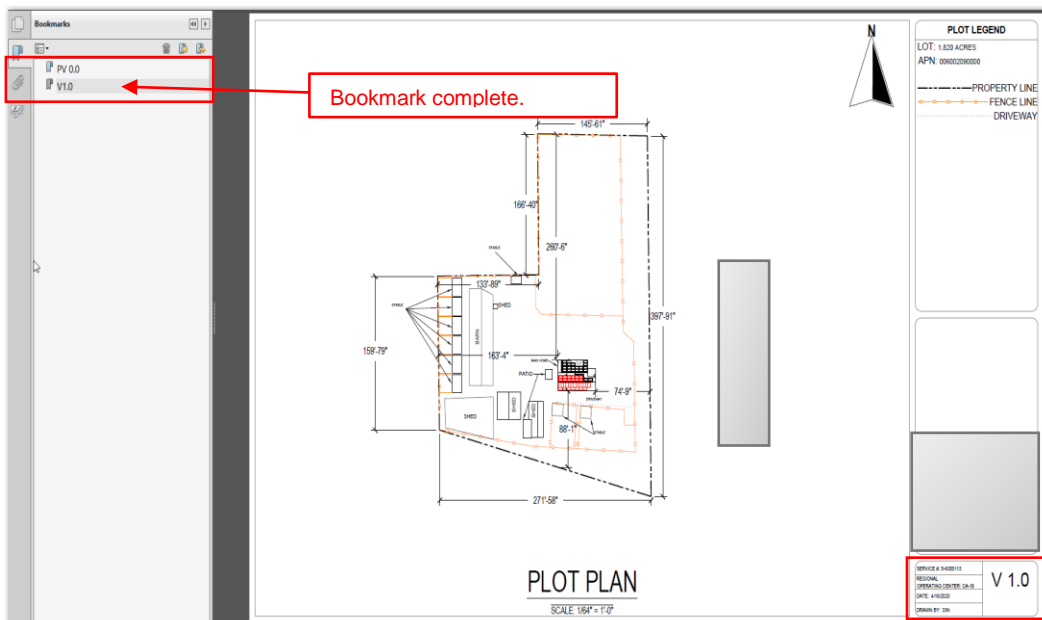

2. Click on "New Bookmark" icon
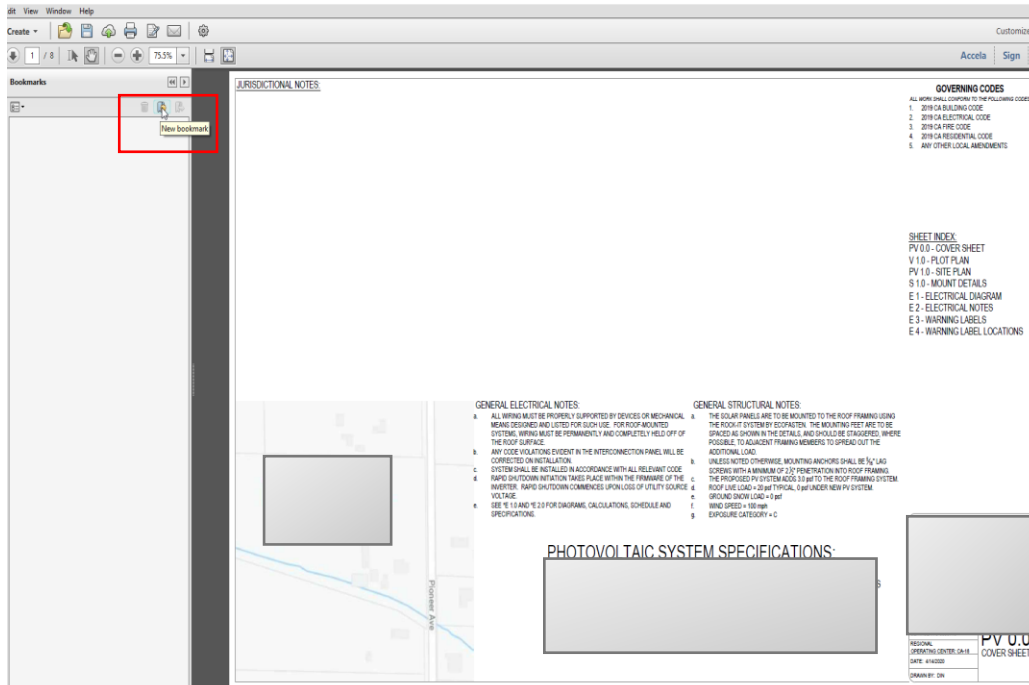
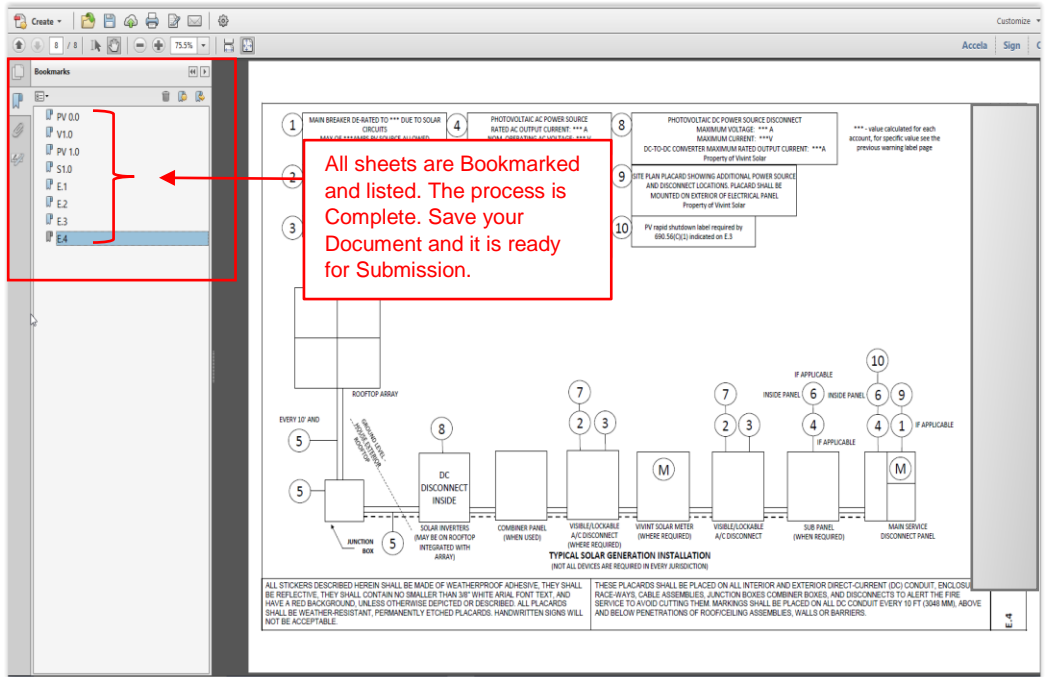3. Label the "Untitled" Bookmark with the sheet page or reference.

Use Sheet page number or referance

Bookmark complete.

4. Once the Bookmark is saved scroll to the next page and repeat the process for each sheet.

Select "New Bookmark"

Bookmark complete.
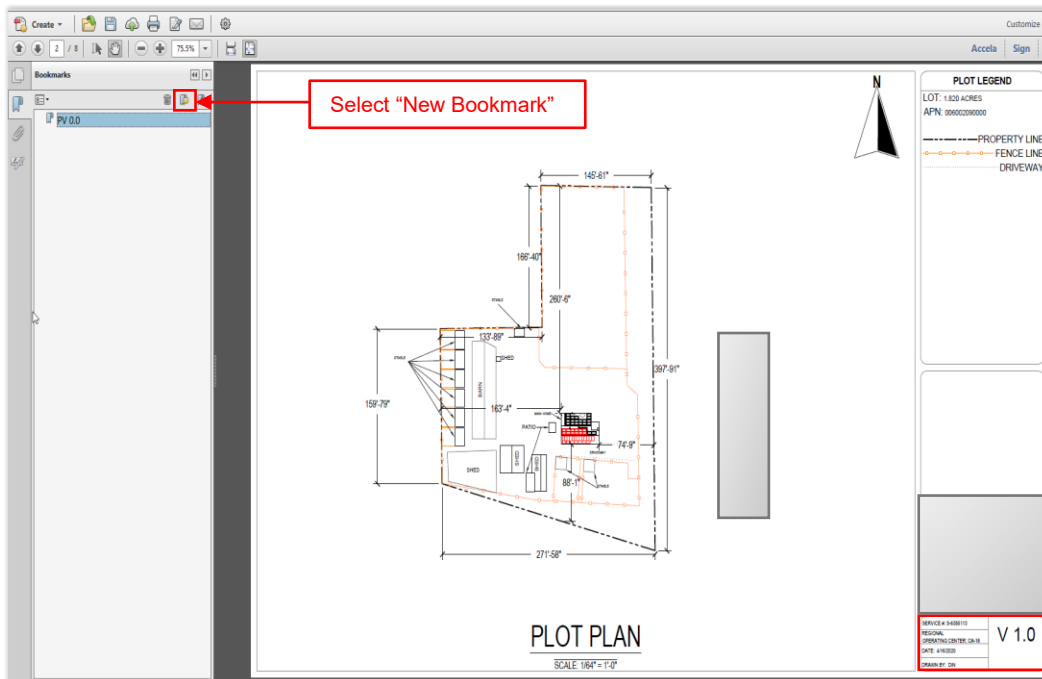
5. Please note, the process of combining and bookmarking all documents under one "Parent" or "Top Level" Bookmark as shown below does not individually identify each sheet and the submittal will only appear to have on referenced document. Please see that the Bookmarks appear as shown in the above slide. Thank You.

For additional assistance visit:

https://helpx.adobe.com/acrobat/using/page-thumbnails-bookmarks-pdfs.html