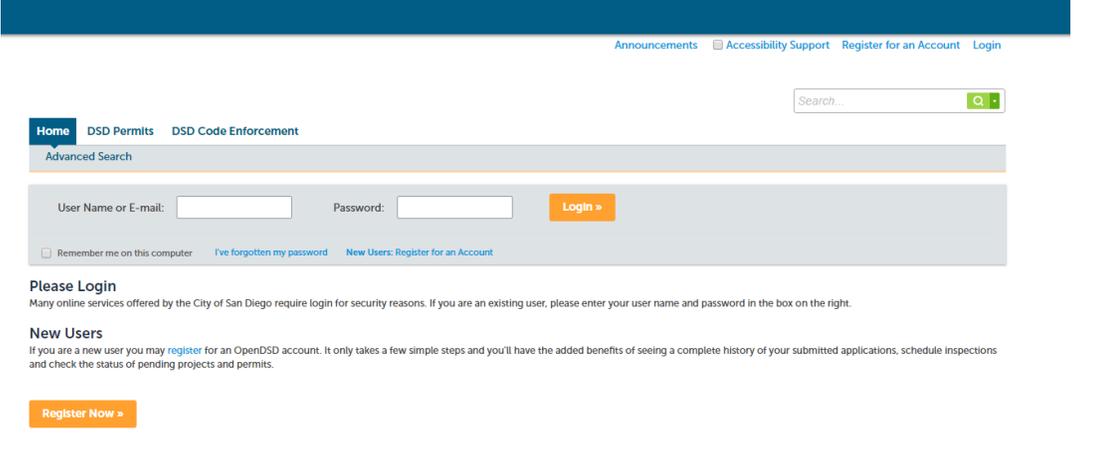
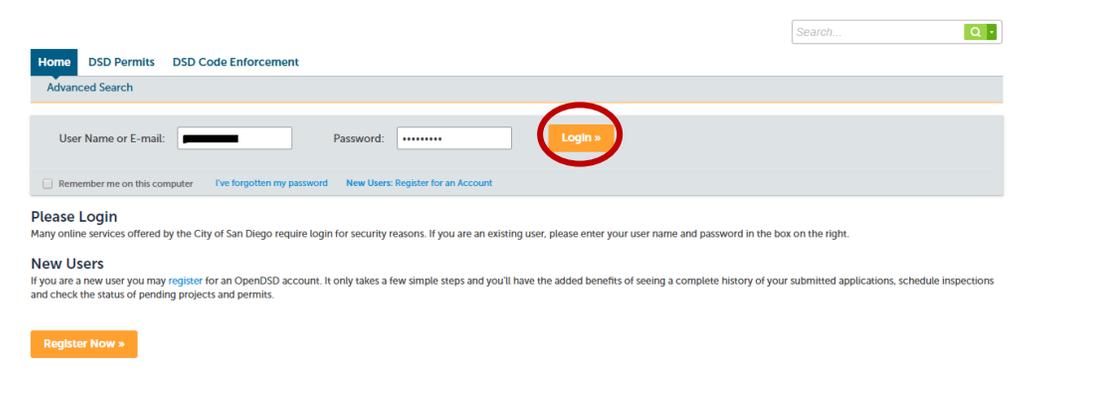
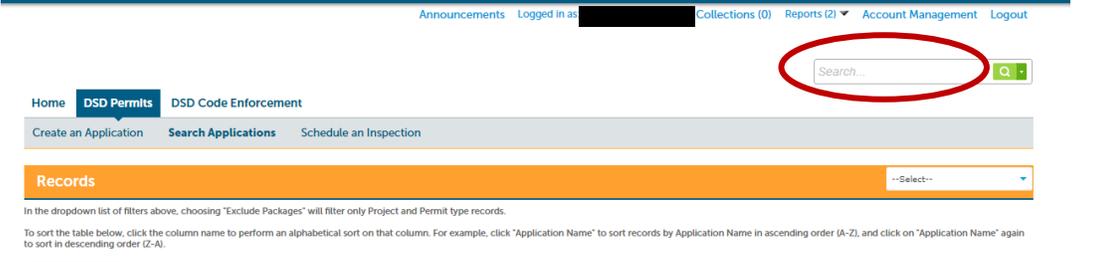
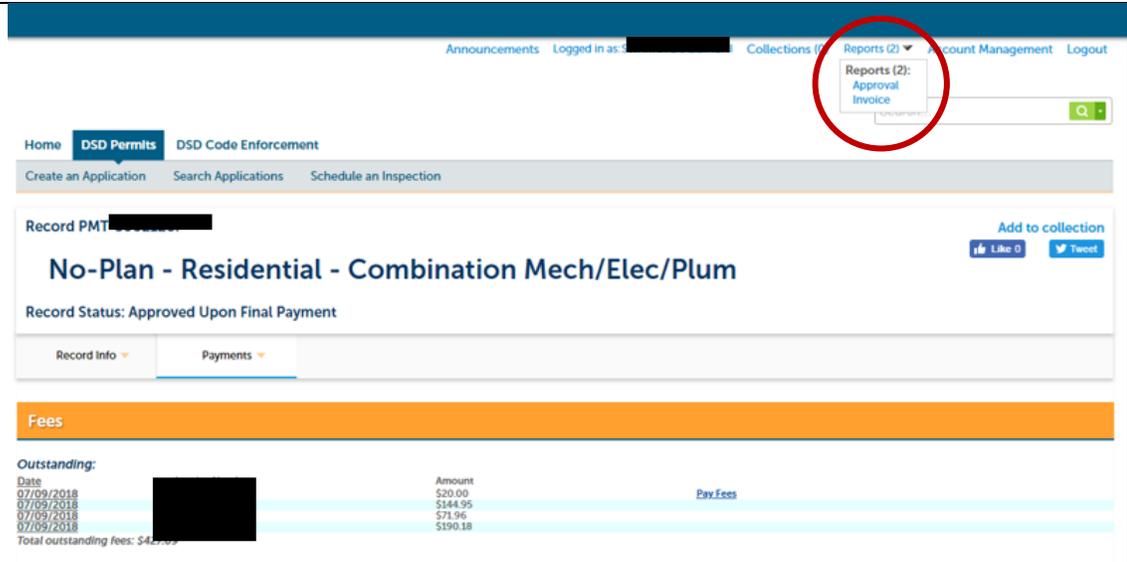


DEVELOPMENT SERVICE DEPARTMENT

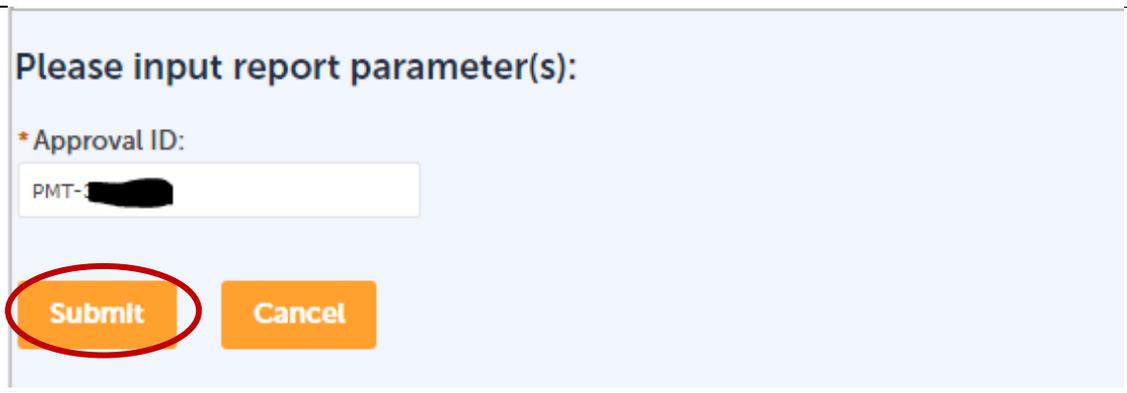
How to Print Approval and Invoice Reports from OpenDSD

Step	Direction	Picture Reference
1.	<p>Open https://aca.accela.com/SANDIEGO/Welcome.aspx</p>	
2.	<p>Enter the username and password. Then, click on the Login button.</p> <p>Please Note: If you don't have a login, click on "Register for an Account" and set up an account.</p>	
<p>Approval Reports</p>		
3.	<p>Click on DSD Permits.</p>	
4.	<p>Enter the PMT (Permit) or PRJ (Project) number in the Search box.</p>	

5. Click on Reports drop-down menu.

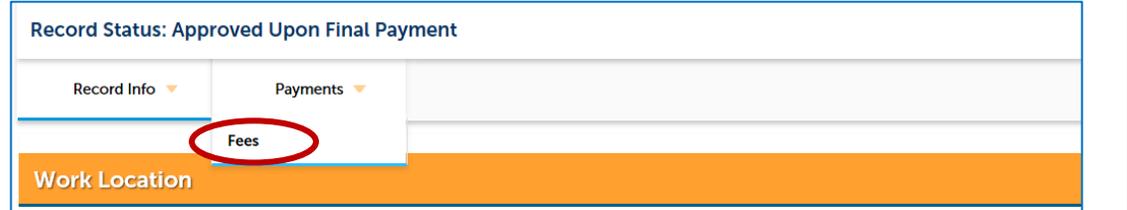


6. a) Select Approval. A pop-up window will open. Make sure that the correct permit or project number appears.
b) Click on Submit.

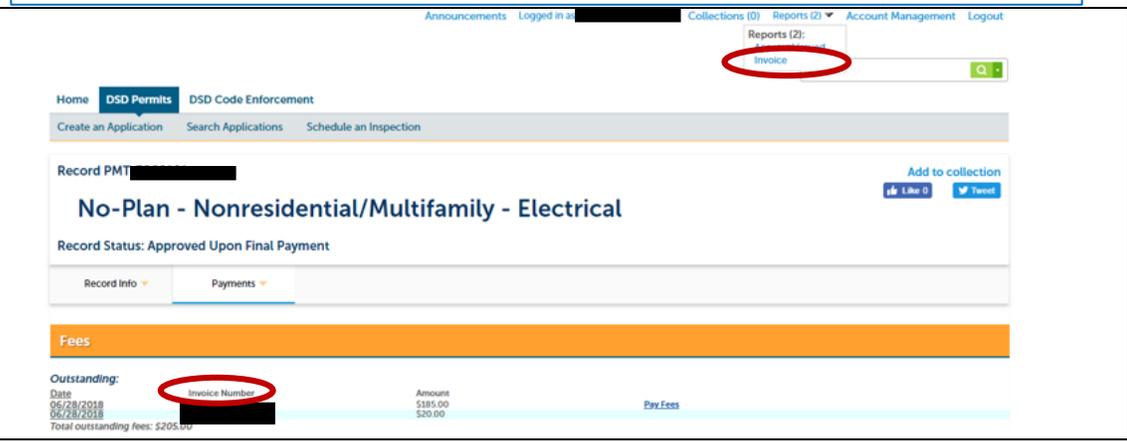


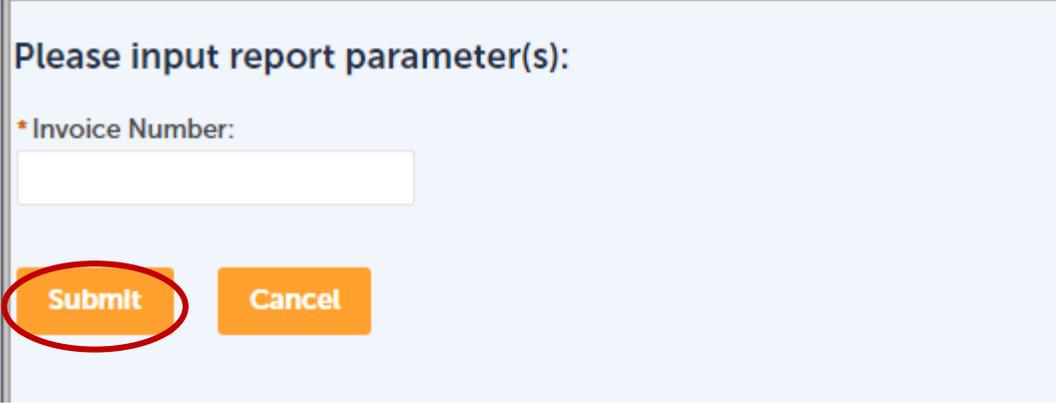
Invoice Reports

7. To generate the Invoice report, click on Payments and then on Fees



8. Make a note of the invoice number → select Invoice from Reports drop-down



<p>9.</p>	<p>Enter the Invoice number and Click on Submit.</p> <p>Invoice of Permit or Project will be displayed in PDF version.</p>	 <p>Please input report parameter(s):</p> <p>* Invoice Number:</p> <input type="text"/> <p>Submit Cancel</p>
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