

## **DEVELOPMENT SERVICE DEPARTMENT**

How to Print Approval and Invoice Reports from OpenDSD				
Step	Direction	Picture Reference		
1.	Open https://aca.accela.c om/SANDIEGO/Wel come.aspx	Announcements       Accessibility Support Register for an Account       Login         Common       SD Permits       SD Code Enforcement         Advanced Search		
2.	Enter the username and password. Then, click on the Login button. Please Note: If you don't have a login, click on "Register for an Account" and set up an account.	Nom       DSD Permits       DSD Code Enforcement         Advanced Search       Image: Comparison of the second sec		
Appro	oval Reports			
3.	Click on DSD Permits.	Home       DSD Permits       DSD Code Enforcement         Dashboard       My Records       My Account       Advanced Search		
4.	Enter the PMT (Permit) or PRJ (Project) number in the Search box.	Announcements Logged In as Collections (0) Reports (2) Account Management Logout		



5.	Click on Reports	
	drop-down menu.	Announcements       Logged in as: 1       Collections (// Reports (2) > Acount Management       Loggut         Home       DSD Permits       DSD Code Enforcement       Q       Collections (// Reports (2) > Acount Management
		Create an Application Search Applications Schedule an Inspection
		Record PMT Add to collection          No-Plan - Residential - Combination Mech/Elec/Plum         Record Status: Approved Upon Final Payment         Record Info *       Payments *
		Fees
		Outstanding:         Amount           02109         \$20.00         Pay Fess           07/09/2018         \$20.00         Pay Fess           07/09/2018         \$144.95         \$71.96           07/09/2018         \$71.96         \$71.96           07/09/2018         \$159.18         \$71.96           07/09/2018         \$159.18         \$71.96
6.	a) Select Approval. A pop-up window will open. Make sure that the correct permit or project number appears.	Please input report parameter(s): * Approval ID: PMT-:
	b) Click on Submit.	Submit Cancel
Invoid	ce Reports	
7.	To generate the	Record Status: Approved Upon Final Payment
	Invoice report, click	
	on Payments and	Record Info  Payments
	then on rees	Fees
		Work Location
8.	Make a note of the invoice number→select Invoice from Reports drop-down	Announcements Logged In at     Collections (I) Reports (2)     Reports (2) Image: Collections (I)     Point DSD Code Enforcement     Create an Application Search Applications     Search Applications Schedule an Inspection     Add to collection     Monourcements     Create an Application     Search Applications     Schedule an Inspection     Add to collection     Monourcements     Collections (I)     Record PMT     Add to collection     Monourcements     Collections (I)     Record PMT     Add to collection     Image: Collection (I)     Payments     Collection (I)     Payments     Payments



9. Enter the Invoice number and Click on Submit.	Please input report parameter(s):
Invoice of Permit or Project will be displayed in PDF version.	* Invoice Number: