

Submit Additional Documents Online

How to Guidance



How do submit additional documents?

1. Go to: <https://aca-prod.accela.com/TPCHD/Default.aspx>
2. Log into your [Accela account](#).
3. Enter your **username or email** and **password**. Click **Sign in**.

4. Click on **Home** and choose **My Records**.

5. Click on the **blue Record Number** of the application you want to add documents to.

6. Click on **Record Info** and choose **Attachments**.

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7. Click on the **Add** button.

Record OSS2025-00007:
OnSite Sewage Application
Record Status: Pending

Add to cart
Add to collection

Record Info Payments Custom Component

Attachments

The maximum file size allowed is 100 MB.

Name	Type	Action
1234 OSS Design.pdf	Design or Basic Site Plan	Actions

Add

8. Click on the **Add** button to select the document(s) you want to upload.

File Upload x

The maximum file size allowed is 2000 MB.

Continue **Add** Remove All Can

9. Once you have selected the document you want to upload click **Add** to add another document or **Continue** if you are done.

File Upload x

The maximum file size allowed is 2000 MB.

Test Upload 2.pdf 100%

Continue **Add** Remove All Can

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10. Choose the attachment **Type** from the drop-down list for each document, then click **Save**.

*Type:
Critical Area Checklist ▼

File:
1234 Critical Area.pdf
100%

Save Add Remove All

11. You will get the confirmation below that your attachment is now uploaded.
Click **Add** to add another document or exit.

✓ The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Record OSS2025-00007:
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Record Info ▼ Payments ▼ Custom Component

Attachments

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Name	Type	Action
1234 OSS Design.pdf	Design or Basic Site Plan	Actions ▼
1234 Critical Area.pdf	Critical Area Checklist	Actions ▼

Add