How to Complete Revisions

1. Visit the City of Manteca's Citizen Portal - https://aca-prod.accela.com/MANTECA and log into your account.
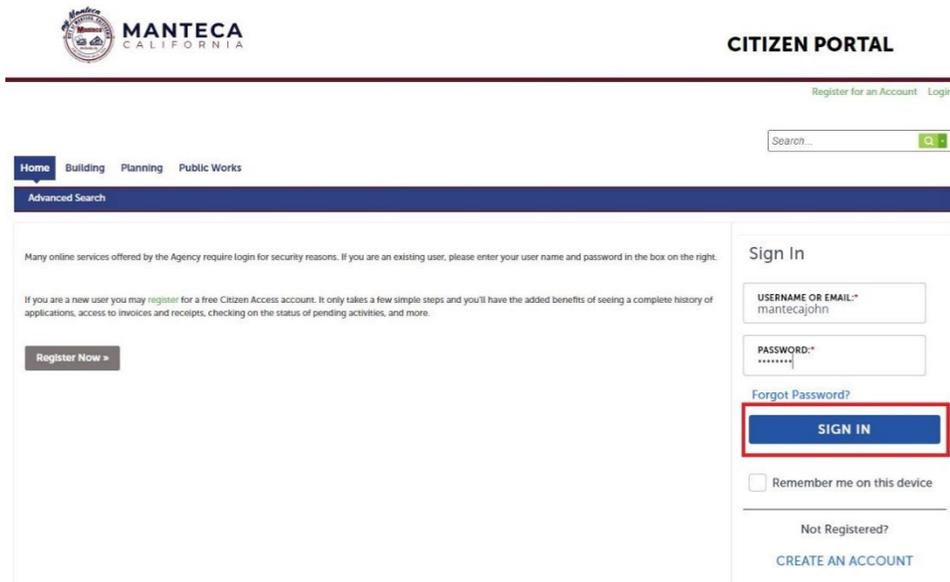
2. Click on the "Record Number" for your permit that needs revisions to address corrections requested by a city plan reviewer. You can see which one is waiting on a correction or revision by the status "Pending Applicant."

3. On the next screen click on the heading "Digital Projects" to begin your revisions.

4. Click on "Comments" and you will be able to view the comments/corrections that have been requested by the review team and which member requested the correction/revisions, where they requested them in the plan set, etc. It will also show if a correction is required or if it's just a note that has been added to the plans.

5. Each comment from the review team will need to have a response provided. Check the appropriate box or boxes under the comments heading and then provide a complete response addressing the comment and how it has been corrected or addressed in the revised plan set. Once complete, select "Respond."

6. Once all comments have been addressed you can scroll to the bottom of the screen and click "Submit Responses."

7. A new screen will load confirming that you've responded to all comments. Click the button "Upload Corrections" which will allow you to upload revised plans that address the correction comments previously received.

Thank you for providing responses to all the comments,
the next step is to upload new submission files that contain your corrections

UPLOAD CORRECTIONS

8. The next screen will require you to upload the specific document that had correction comments from the plan review staff. Please drag the updated and corrected document into the file upload box and the upload will begin.

9. The screen will show the uploaded document along with the previous submission document to confirm that you're uploading the correct document. Scroll to the bottom of the page, ensure all comments are addressed by this new document, and click "Submit Package for Review."

10. Click "Yes" to confirm the package for review.

11. A screen will load that shows the submittal package upload progress, wait for it to complete the processing.

Package '00003 - Submission Package 3'
Submission in progress: 0 of 1 files submitted

12. A confirmation screen will the populate confirming that the submittal package has been submitted for review.

Thank you, your Submittal Package '00003 - Submission Package 3' has been submitted for review