Due to problems when uploading documents, the recommended browser is Internet Explorer.

Before proceeding, login to Citizen Access.
The Create a Collection function enables the account owner to organize multiple records into a group (for example, records related to a specific project or site).
Log in to your account. From the Home Tab (#1), click on My Records (#2) hyperlink. Next, check the box to the left of the Record number for all records to be included in your collection (#3). Click the Add to collection hyperlink (#4).
A Create a New Collection box displays the first time you create the new collection. Type a name and description for the collection (#1 and #2). Click the Add hyperlink (#3).
Existing Collections

From the Home Tab (#1), click the Dashboard hyperlink (#2).

Existing collections display in the My Collection area (#3).

To view collections, click the View Collections hyperlink (#4).
Manage your collections from the Collections page.

Click the Name of the collection hyperlink to view records in the collection (#1). Click the Delete hyperlink to delete the collection (#2). Deleting a collection does not delete any of the records in it.
After clicking the Delete hyperlink, the font of the hyperlink turns black (#1).

A confirmation message displays, click the OK button to delete collection (#2).
After clicking the Record number hyperlink, the collection detail page displays. (#1).

Click the Rename Collection or Delete Collection hyperlink, as applicable (#2).

Click the Move to…Copy to… or Remove hyperlink, as applicable (#3). Depending on which hyperlink is selected, the Record is either Moved to a different collection, Copied to another collection or Removed from current collection.
Move the scroll bar to the right to view action hyperlinks (#1) for a specific record.

Clicking the Record Number hyperlink takes the user directly to the record.
A hyperlink to Collections is available on the top navigation bar of the account user’s home page (#1).

Click the drop-down menu arrow to display all collection hyperlinks (#2).
This concludes Lesson 8. Thank you.