

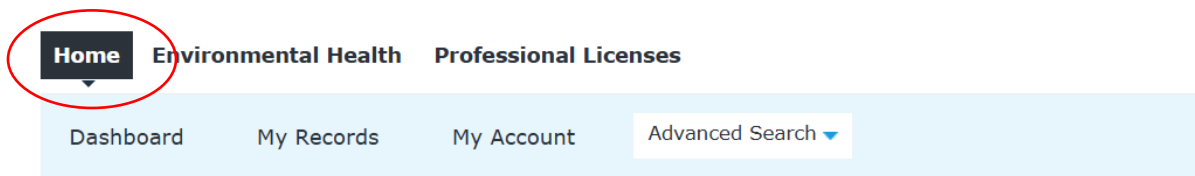


Adding Company/Professional License to Account/Collection User Guide

Thank you for reviewing ACHD's Adding a Company/Professional License to Your Account/Collection User Guide. This guide will walk through the steps of adding an existing Company/Professional License to your own Account/Collection on your Dashboard in Accela.

Adding an existing Company/Professional License to your Accela Dashboard Account/Collection

1. Login to Accela using your credentials. If you are having issues with your account, please email achdasbestos@alleghenycounty.us.
2. Start at your **Home** Page. The **Home** Page is your "Front Page" containing a view of your Dashboard, Collections, and Records in addition to other options. Click on the "Home" tab



Hello, ACHD Asbestos

My Collection (0) [View Collections](#)

You do not have any collections right now.

Work in progress ?					View All Records
Record Name	Record ID	Module	Creation Date	Action	
No records found					



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Adding Company/Professional License to Account/Collection User Guide

3. Find the "My Records" tab and click there



Logged in as: ACHD Asbestos Collections (1) Account Management Logout

Home Environmental Health Professional Licenses

[Dashboard](#) [My Records](#) [My Account](#) [Advanced Search](#)

Welcome ACHD Asbestos
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
[Create a Permit Application](#)

Environmental Health
[Create a Permit Application](#)
[Search Permitted Facilities](#)
[Schedule an Inspection](#)

Professional Licenses
[Create a License Application](#)



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4. On the next page, click on the drop-down arrow before “Professional License”



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Home Environmental Health Professional Licenses

Dashboard My Records My Account Advanced Search ▼



Professional Licenses

5. Select one or more of the below records by checking the box or boxes for each license

Professional Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	07/30/2025	ACAL-006-25-APP	Asbestos Abatement Contractor Application		In Progress	
<input type="checkbox"/>	07/29/2025	ACAL-005-25-APP	Asbestos Abatement Contractor Application		In Progress	



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6. To choose all the records easily, check the top box to select all the records at once

▼ Professional Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input checked="" type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input checked="" type="checkbox"/>	07/30/2025	ACAL-006-25-APP	Asbestos Abatement Contractor Application		In Progress	
<input checked="" type="checkbox"/>	07/29/2025	ACAL-005-25-APP	Asbestos Abatement Contractor Application		In Progress	

7. After you have selected one or all the records you want to add, click on “Add to collection”

▼ Professional Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input checked="" type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input checked="" type="checkbox"/>	07/30/2025	ACAL-006-25-APP	Asbestos Abatement Contractor Application		In Progress	
<input checked="" type="checkbox"/>	07/29/2025	ACAL-005-25-APP	Asbestos Abatement Contractor Application		In Progress	



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- From the drop-down menu you can choose to add the license records to an existing collection on your account, or you have the option to create a new collection to add the license to

▼ Professional Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input checked="" type="checkbox"/>	Date	Record Number	Status	Action
<input checked="" type="checkbox"/>	07/30/2025	ACAL-006-25 APP	In Progress	
<input checked="" type="checkbox"/>	07/29/2025	ACAL-005-25 APP	In Progress	

☒ Add to Existing Collection

--Select--

☐ Create a New Collection

* Name:

Description:

spell check

Add Cancel

- If you are adding the license to an existing collection select the small blue arrow and choose the collection to add to and then select the “Add” tab

▼ Professional Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#)

<input checked="" type="checkbox"/>	Date	Record Number	Status	Action
<input checked="" type="checkbox"/>	07/30/2025	ACAL-006-25 APP	In Progress	
<input checked="" type="checkbox"/>	07/29/2025	ACAL-005-25 APP	In Progress	

☒ Add to Existing Collection

--Select--

--Select--

New Collection

Description:

spell check

Add Cancel



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10. If you are creating a new collection, select that option, add a name to the new collection and then select the “Add” tab. Adding a description to a new collection is not a required field (it is optional)

▼ Professional Licenses

Showing 1-2 of 2 | Download results | Add to collection

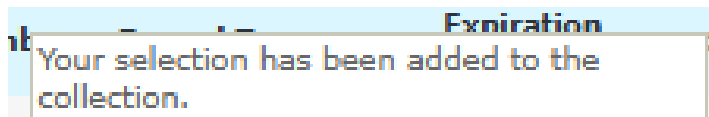
<input checked="" type="checkbox"/>	Date	Record Number	<input type="radio"/> Add to Existing Collection --Select--	Status	Action
<input checked="" type="checkbox"/>	07/30/2025	ACAL-006-25 APP	<input checked="" type="radio"/> Create a New Collection	In Progress	
<input checked="" type="checkbox"/>	07/29/2025	ACAL-005-25 APP		In Progress	

*Name:

Description:

spell check

11. Once added, you should receive the following message (it is in small print when it appears)



12. To confirm the licenses have been added refresh the page and go to the “Collections” tab in the upper right-hand corner of the webpage



Logged in as: ACHD Asbestos Collections (1) Account Management Logout



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Adding Company/Professional License to Account/Collection User Guide

13. Locate the Collection you added the licenses to and click on it

Home Environmental Health Professional Licenses

Dashboard My Records My Account Advanced Search ▼

Collections

This is a list of your collections. To manage a collection, click the link next to the collection name.

Showing 1-1 of 1

Date Modified	Name	Description	Number of Records	
08/04/2025	New Collection		3	Delete

14. There you will see all the records added to that specific Collection

[Rename Collection](#) [Delete Collection](#)

Professional Licenses

[Move to...](#) | [Copy to...](#) | [Remove](#)
Showing 1-2 of 2 | [Download results](#)

<input type="checkbox"/>	Date	Record Number	Record Type	Expiration Date	Status	Action
<input type="checkbox"/>	07/30/2025	ACAL-006-25-APP	Asbestos Abatement Contractor Application		In Progress	
<input type="checkbox"/>	07/29/2025	ACAL-005-25-APP	Asbestos Abatement Contractor Application		In Progress	

Environmental Health

[Move to...](#) | [Copy to...](#) | [Remove](#)
Showing 1-1 of 1 | [Download results](#)

<input type="checkbox"/>	Record Number	Record Type	Facility Name	Address	Expiration Date	Status	Action
<input type="checkbox"/>	PAA250017	Asbestos Abatement Notification / Permit Application		3499 Grand Avenue Pittsburgh PA 15225		Issued	



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