



# Attaching Quarterly Reports to O&M Permits

Thank you for reviewing ACHD’s Attaching Quarterly Reports to O&M Permits User Guide. This guide will walk through the steps of adding quarterly reports to your O&M Permit in the Citizen Access Portal.

## Attaching Quarterly Reports to O&M Permits in the Citizen Access Portal

1. Login to the [Citizen Access Portal](#) using your credentials. If you are having issues with your account, please email [achdasbestos@alleghenycounty.us](mailto: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 “My Records” option in between “Dashboard” and “My Account”.



Logged in as: Collections (2) Account Management Logout

**Home** Environmental Health Professional Licenses

Dashboard **My Records** My Account Advanced Search ▾

**Welcome**  
You are now logged in.

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

<b>General Information</b> <a href="#">Create a Permit Application</a>	<b>Environmental Health</b> <a href="#">Create a Permit Application</a> <a href="#">Search Permitted Facilities</a> <a href="#">Schedule an Inspection</a>
<b>Professional Licenses</b> <a href="#">Create a License Application</a>	



## ALLEGHENY COUNTY HEALTH DEPARTMENT AIR QUALITY PROGRAM

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# Attaching Quarterly Reports to O&M Permits

- Find the Permit Record you want to upload the reports for and click on the blue highlighted record number

<input type="checkbox"/> Record Number	Record Type	Facility Name	Address	Expiration Date	Status	Action
<input type="checkbox"/> 25TMP-011886	Asbestos Abatement Notification / Permit Application		400 STATE ST CLAIRTON PA 15025			Resume Application
<input type="checkbox"/> <b>UND2500577</b>	Asbestos Abatement Notification / Permit Application		836 FULTON ST PITTSBURGH PA 15233		Closed - Withdrawn	
<input type="checkbox"/> <b>PAA2500531</b>	Asbestos Abatement Notification / Permit Application		3901 PENN AVE 1 PITTSBURGH PA 15224		Closed - Withdrawn	
<input type="checkbox"/> <b>ASB-OWN-25-410</b>	Asbestos Owner Attestation				Pending	
<input type="checkbox"/> <b>ASB-OWN-25-377</b>	Asbestos Owner Attestation				Owner Approved	
<input type="checkbox"/> <b>DEM2500376</b>	Asbestos Abatement Notification / Permit Application	TEST RECORD	2106 PENN AVE PITTSBURGH PA 15222		Approved - Demolition	Amendment
<input type="checkbox"/> <b>PAA2500047</b>	Asbestos Abatement Notification / Permit Application	TEST RECORD	5514 PENN AVE PITTSBURGH PA 15206		Withdrawn	
<input type="checkbox"/> <b>ASB-OWN-25-038</b>	Asbestos Owner Attestation				Pending	
<input type="checkbox"/> <b>PAA2500037</b>	Asbestos Abatement Notification / Permit Application	TEST RECORD	2106 PENN AVE PITTSBURGH PA 15222		Active - Issued	Amendment



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- When you are in the correct record, use the drop-down arrow next to “Record Info” and click on “Attachments”

Home **Environmental Health** Professional Licenses

Create a Permit Application Search Permitted Facilities Schedule an Inspection

**Record PAA2500037:** Add to collection  
**Asbestos Abatement Notification / Permit Application** Like 0 Post  
**Record Status: Active - Issued**

Record Info Payments

Record Details

Processing Status

Related Records SBURGH PA 15222 \*

**Attachments**

Inspections

- In Attachments, click the blue “Add” button

## Attachments

The maximum file size allowed is **100 MB**.  
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
PERMIT~1.TIF	Asbestos Survey	328.22 KB	08/20/2025	Actions
Survey - PAA250021-12182024.pdf	Asbestos Notification Form	4.76 MB	08/20/2025	Actions

**Add**



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# Attaching Quarterly Reports to O&M Permits

6. In the File Upload, choose the blue “Add” button to browse and select the document you want to upload to the permit



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# Attaching Quarterly Reports to O&M Permits

7. Once you have chosen the document and it has been uploaded, select the blue “Continue” button

**File Upload** ✕

The maximum file size allowed is **100 MB**.  
**.ade;.adp;.bat;.chm;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.js;.jse**  
are disallowed file types to upload.

Test Doc.docx 100%

**Continue** **Add** **Remove All** **Can**



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# Attaching Quarterly Reports to O&M Permits

8. Use the drop-down menu under “Type” to select the Quarterly Report designation

**Attachments**

The maximum file size allowed is **100 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s**  
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Name	Type	Size	Latest Update	Action
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Survey - PAA250021-12182024.pdf	Asbestos Notification Form	4.76 MB	08/20/2025	<a href="#">Actions</a> ▼

\* Type: [Remove](#)

--Select--

- Select--
- Asbestos Notification Form
- Asbestos Survey
- Miscellaneous
- Ordered Demolition Letter
- Other Documents
- Q1 Quarterly Report
- Q2 Quarterly Report
- Q3 Quarterly Report
- Q4 Quarterly Report
- Unsafe Structure Letter

[Save All](#)

9. After you have chosen the document type, select the blue “Save” button



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# Attaching Quarterly Reports to O&M Permits

\* Type: Remove

Q1 Quarterly Report

File:  
Test Doc.docx  
100%

Description:

spell check

**Save** **Add** **Remove All**

10. After saving the newly uploaded document to the permit, you should see the green confirmation bar at the top of the screen



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# Attaching Quarterly Reports to O&M Permits

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

**Record PAA2500037:**  
**Asbestos Abatement Notification / Permit Application**  
**Record Status: Active - Issued**

[Add to collection](#)

 Like 0

 Post

Record Info ▾

Payments ▾

## Attachments

The maximum file size allowed is **100 MB**.  
**ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;s**  
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<a href="#">Survey - PAA250021-12182024.pdf</a>	Asbestos Notification Form	4.76 MB	08/20/2025	<a href="#">Actions ▾</a>
<a href="#">Test Doc.docx</a>	Q1 Quarterly Report	13.00 KB	01/29/2026	<a href="#">Actions ▾</a>

[Add](#)

- This process can also be used to add other types of attachments to an existing permit, using steps 1-7. Then after uploading the additional attachments, you can choose whichever “Type” best describes the contents of the attachments.



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