# Online Complaint Submittal

Compliance

Monterey Bay Air Resources District

#### **Access Online Complaint Form**

• Accela Citizen Access https://aca-prod.accela.com/MBARD/Default.aspx Preferred browsers are Google Chrome or Microsoft Edge.

• For completing Complaint no log in required



#### **Access Screen**

#### Complaint's do not require Sign In

Monterey Bay Air Resources District	Monterey Bay Air Resources District Phone: (831) 647-9411 R
	Register for an Account Login
	Search
ome Applications	
Advanced Search 🗸	
<b>Welcome to the new Citizen Portal</b> We are pleased to offer our citizens, businesses, and visitors access to services online, 24 hours a lay, 7 days a week.	Sign In
What would you like to do today? To get started, log in to your account or new users please register for an account, see ink to the right or at the top of the page.	USER NAME OR E-MAIL: *
<u>Complaints:</u> Users may submit complaints without registering for an account. Click or Create an Application <sup>®</sup> below and review the General Disclaimer to continue to the	n PASSWORD: *
complaint form.	Forgot Password?
Applications	SIGN IN
Search Applications Click on Application	Remember me on this device
	Not Registered?
	CREATE AN ACCOUNT

Bay Air District

## **Complete Disclaimer and Continue**

Resources District			Monterey Bay	Air Resources D Phone: (831) 64
<u> </u>	Logged in as:Cindy12@	Collections (1) 🗸	Account Management	Logout
		Search		Q
Home Applications				
Create an Application	Search Applications			
Online Application				
Welcome to MBARD's Online Permis update information, pay fees, sched application, and print your final reco	tting System. Using this system you can submit ar lule inspections, track the status of your ord all from the convenience of your home or	d		
Welcome to MBARD's Online Permi update information, pay fees, sched application, and print your final reco office, 24 hours a day. Please "Allow Pop-ups from This Sit General Disclaimer below before be	tting System. Using this system you can submit ar lule inspections, track the status of your ord all from the convenience of your home or te" before proceeding. You must accept the eginning your application.	d		
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Monterey Bay Air Resources District

## **Enter Address Creating Complaint** Step 1

				Register for an Account	: L
			Sea	rch	Q
Home Applicatio	ns				
Create an Applica	ition Search Ap	plications			
Complaint					
1 Complaint Location	2 Contact Information	3 Description of Complaint	4 Review	5 Record Issuance	
Step 1:Complain	t Location>Enter A	ddress		* indicates a required	field

Please provide as accurate address as possible. City is required.

Enter the address of the location of the o	complaint.		
Street No.: Direction: Select	Street Name:	Street Type: Select	
Unit Type: Unit No.:			
City: State:	Zip:		
Search Clear			
Save and resume later		Continue Applicati	on »
	24580 Silver Cloud Court, Monterey	, CA 93940	Monterey Bay Air Resources District

#### **Enter Your Contact Information**

Step 2

				Search	L L L
	Home Application	s			
	Create an Applicati	on Search Applie	cations		
	Complaint				
	1 Complaint Location	2 Contact Information	3 Description of Complaint	4 Review	5 Record Issuance
	Step 2: Contact Inf Contact information requires a Complainant	formation > Contact in first and last name and email and last name and email	<b>Information</b> ddress so we can contact you if r	needed to discuss the complain	t. * indicates a required field.
Please follow comments for all required contact.	Contact information, such	as name or email address, w	vill be kept confidential to the	e extent allowed by federal	and state law.
Choose Add New	Add New				
	Save and resume late			Co	ntinue Application »

Monterey Bay Air Resources District

## Your Contact Information Step 2 (continued)

#### **Contact Information**

Name of Business:   Business Phone:   Mobile Phone:   * E-mail:   * Contact Addresses   Add Contact Address   To edit a contact address, click the address link.   Showing 0-0 of 0   Address Type   Recipient   Address   No records found.	Name of Business:     Business Phone:     Business Phone:     Mobile Phone:     • E-mail:           • Contact Addresses        Add Contact Address        To edit a contact address, click the address link.      Showing 0-0 of 0   Address Type   Recipient   Address   No records found.   Continue   Clear	* First:	Middle:	*Last:	
Business Phone:   Mobile Phone:   *E-mail:   Contact Addresses   Add Contact Address   To edit a contact address, click the address link.   Showing 0-0 of 0   Address Type   Recipient   Address   No records found.	Business Phone:   • E-mail:   • Contact Addresses   Add Contact Address   To edit a contact address, click the address link.   Showing 0-0 of 0   Address Type   Recipient   Address   No records found.     Continue   Clear   Discard Changes	Name of Business	с		
<ul> <li>E-mail:</li> <li>Contact Addresses</li> <li>Add Contact Address</li> <li>To edit a contact address, click the address link.</li> <li>Showing 0-0 of 0</li> <li>Address Type Recipient Address</li> <li>No records found.</li> </ul>	<ul> <li>E-mail:</li> <li>Contact Addresses</li> <li>Add Contact Address</li> <li>To edit a contact address, click the address link.</li> <li>Showing 0-0 of 0</li> <li>Address Type Recipient Address</li> <li>No records found.</li> </ul> Continue Clear Discard Changes	Business Phone:	Mobile	Phone:	
Continue Clear Discard Changes Contact Address	Continue Clear Discard Changes	*E-mail:			
Add Contact Address         To edit a contact address, click the address link.         Showing 0-0 of 0         Address Type       Recipient         Address found.	Add Contact Address         To edit a contact address, click the address link.         Showing 0-0 of 0         Address Type       Recipient         Address found.	Contact Address	ies		
To edit a contact address, click the address link.  Showing 0-0 of 0  Address Type Recipient Address No records found.  Continue Clear Discard Changes	To edit a contact address, click the address link. Showing 0-0 of 0          Address Type       Recipient       Address         No records found.	Add Contact	Address		
Address Type     Recipient     Address       No records found.     Clear     Discard Changes	Continue     Clear     Discard Changes	To edit a contact add	ress, click the address l	link.	
Address Type     Recipient     Address       No records found.     Clear     Discard Changes	Address Type     Recipient     Address       No records found.     Continue     Clear	Showing 0-0 of 0			
No records found.  Continue Clear Discard Changes	No records found.  Continue Clear Discard Changes	Address Type	Recipient	Address	
Continue Clear Discard Changes	Continue Clear Discard Changes	No records foun	d.		
		Continue	Clear Discard	Changes	

Monterey Bay Air Resources District

Please complete and continue. First and Last Name and Email required.

#### **Description of Complaint**

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	5	iep J		
Home Application	15			
Create an Applicat	ion Search Applic	ations		
Complaint				
1 Complaint Location	2 Contact Information	3 Description of Complaint	4 Review	5 Record Issuance
Details				
Details				
Details COMPLAINT INFORMAT	TION			
Details COMPLAINT INFORMAT * Select what type of co The air district does not	TION mplaint your are reporting. regulate issues such as co	. This list includes the type ntrails, smoking vehicles,	e of complaints the air dis lead, mold, or pesticides:	strict can investigat
Details COMPLAINT INFORMAT *Select what type of co The air district does not Select	TION mplaint your are reporting. regulate issues such as co	. This list includes the type ntrails, smoking vehicles,	e of complaints the air dis lead, mold, or pesticides:	strict can investigat
Details COMPLAINT INFORMAT Select what type of co The air district does notSelect Is this an active completed	TION mplaint your are reporting. regulate issues such as co aint?:	. This list includes the typ ntrails, smoking vehicles,	e of complaints the air dis lead, mold, or pesticides:	strict can investigat
Details COMPLAINT INFORMAT Select what type of co The air district does notSelect * Is this an active comple O Yes O No	TION mplaint your are reporting. regulate issues such as co aint?:	. This list includes the typ ntrails, smoking vehicles,	e of complaints the air dis lead, mold, or pesticides:	strict can investigat
Details COMPLAINT INFORMAT *Select what type of co The air district does notSelect * Is this an active comple O Yes O No *What date did you obs	TION mplaint your are reporting. regulate issues such as co aint?: erve the source of your co	. This list includes the type ntrails, smoking vehicles, mplaint?:	e of complaints the air dis lead, mold, or pesticides:	strict can investiga
Details COMPLAINT INFORMAT Select what type of co The air district does notSelect Is this an active comple Yes No What date did you obs M//DD/YYY	TION mplaint your are reporting regulate issues such as co aint?: aint?:	. This list includes the typ ntrails, smoking vehicles, mplaint?:	e of complaints the air dis lead, mold, or pesticides:	strict can investigat

the required fields indicated with a red star. Click on "Continue Application" to move on.

Please complete all

spell check	

spell check

\* Describe the source of your complaint:





## Review Step 4



#### Complaint Issuance Step 5

Home Applications	5			
Create an Application	on Search Applic	ations		
Complaint				
1 Complaint Location	2 Contact Information	3 Description of Complaint	4 Review	5 Record Issuance
Step 5:Record Issu	ance			
Your applicat Please print	tion has been successfully su your record and retain a cop	ubmitted. by for your records.		
Thank you for using our online Your Record Number is (	e services.			
You will need this number t	to check the status of your a	application. Please print a co	opy of your record for future	e reference.

Monterey Bay Air Resources District

You will be contacted by an Inspector should they need further information. Should you wish to call MBARD, have Record Number available.