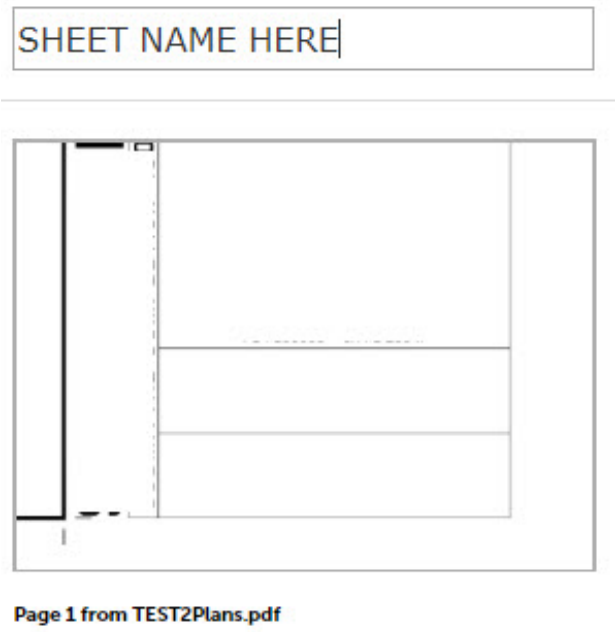
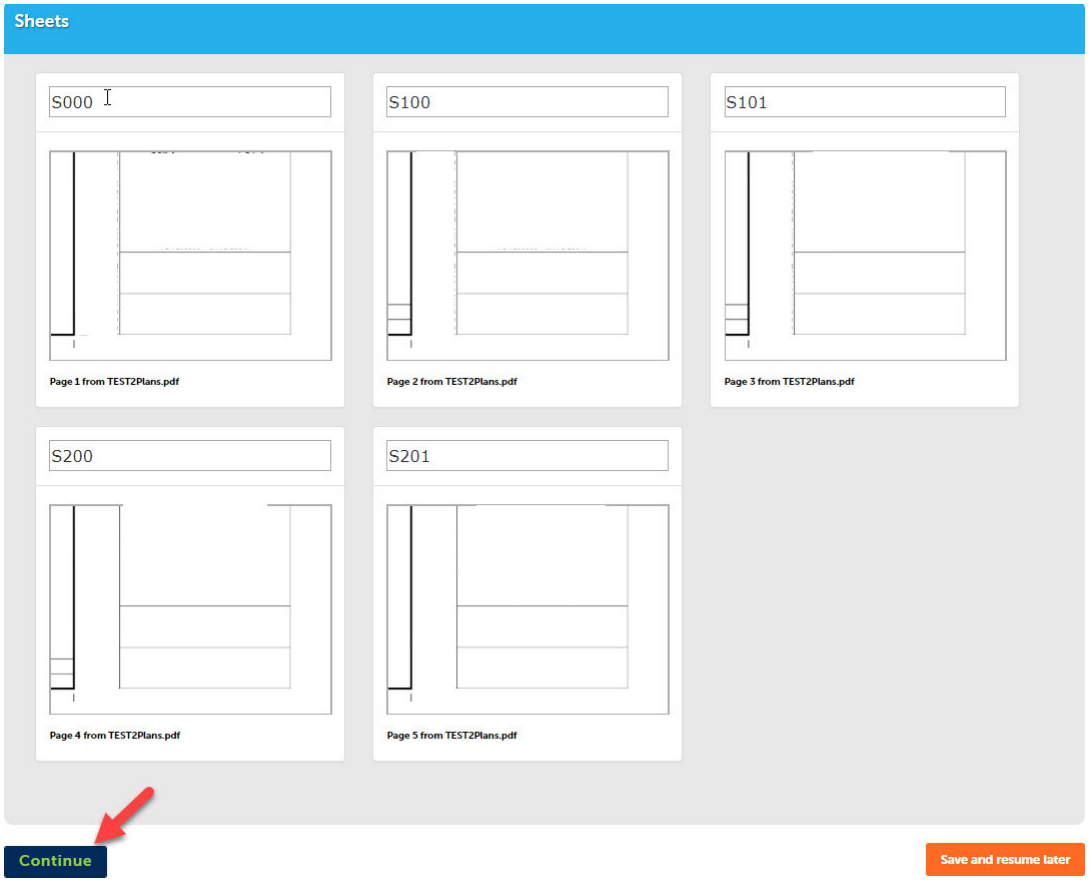
Sheet Verification

1. Click on “Continue” to start the Sheet Verification step.
   NOTE: If you opted to receive an email instead of waiting, the link will take you directly to the Sheet Verification page.

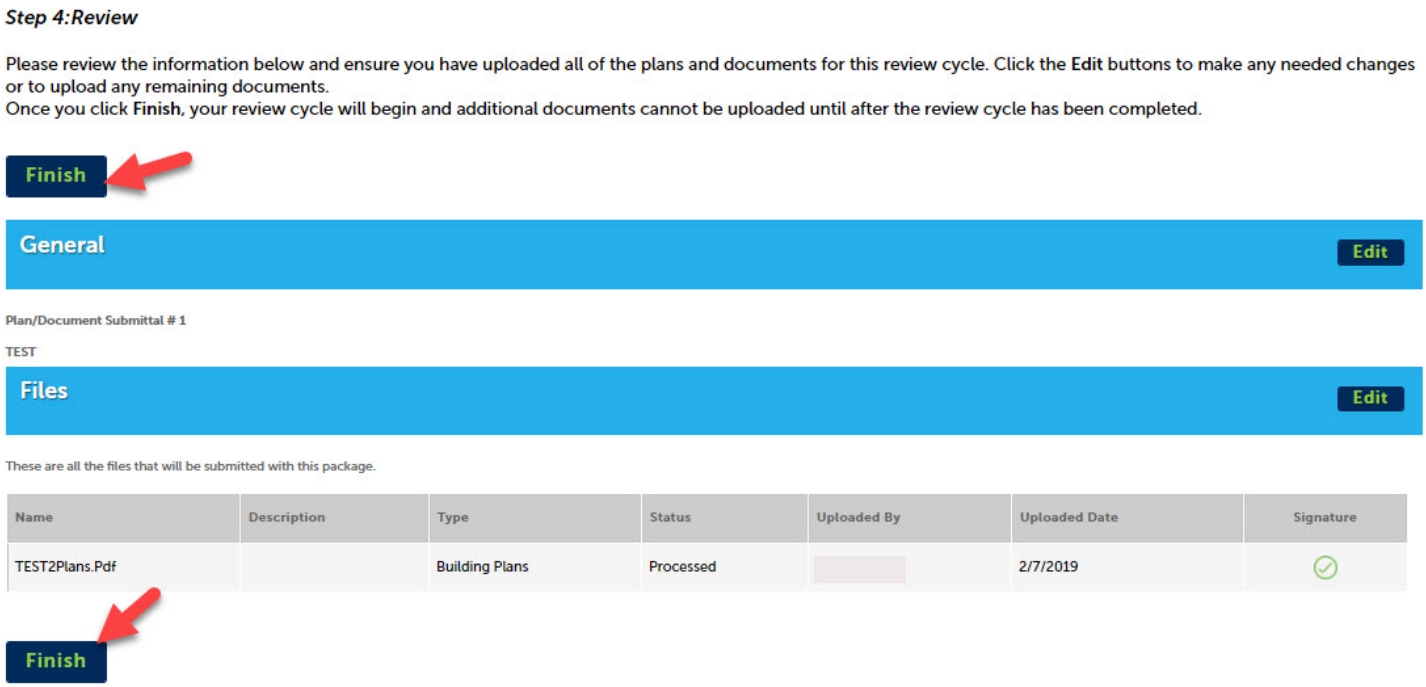
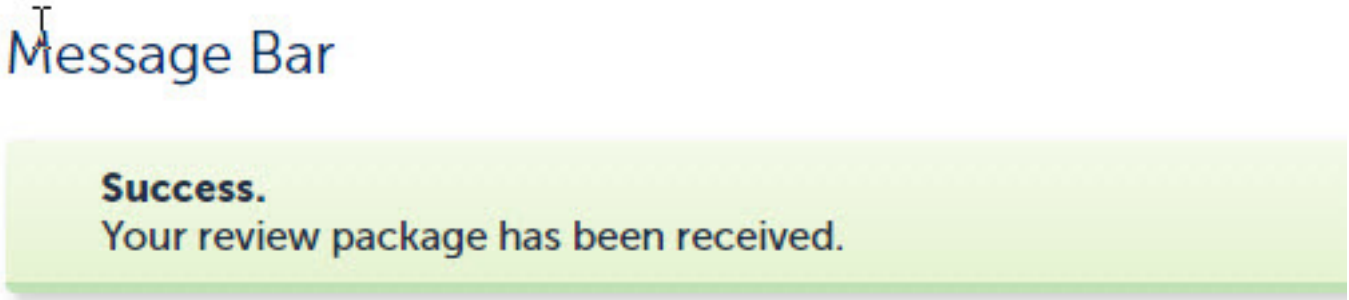
2. Review the sheet numbers assigned to each sheet within the plan set and correct any mislabeled sheets by typing directly in the sheet number box. Once complete, click on “Continue”.
   NOTE: All sheet names must be unique.



TIP: Include a Table of Contents in your file. Whenever possible, it is important to include a table of contents when exporting/publishing to the PDF (ex. Include “Create bookmarks” setting in AutoCAD or Revit). Include sheet titles within the table of contents when possible. Including a Table of Contents ensures the system will correctly identify all of the sheet names.



3. Click Finish to complete the file upload.



4. You will receive confirmation the review package has been received in ACA and will also receive an email confirmation. **TIP:** If you do not receive the email confirmation, please check your SPAM folder or contact your email provider and ask them to add accelanoreply@tampagov.net to their whitelist.