How to Resubmit Plans on Development Nexus

Please follow the steps below to resubmit your plans for electronic review. Our software relates the versions of your documents and tracks the history of the document. Using the steps in this guide ensures the document version history is maintained and your application is processed efficiently.

NOTE: Enable Pop-Ups in your web browser. Some Development Nexus functions display in pop-up boxes or as documents in a separate window.

Files uploaded here will be automatically screened for compliance with the Development Services electronic plan submittal requirements using the Scout Validation tool. Files that comply will be included in the application. Files that do not comply will be rejected and not attached.

1. Open a web browser and navigate to queencreekaz.gov/DevelopmentNexus or directly to the URL at: https://aca.accela.com/qc
2. Login to your registered user account associated with the record or application.
3. From your dashboard home page, go to My Records.
4. Find and select the record from the list that needs to be resubmitted.
5. On the Record Detail page, select the Attachments tab to view the list of documents on the record.

6. Review the list of Documents and notice the Status column. In order to resubmit correctly, your document status needs to be "Corrections Required."
    a. Any document marked Corrections Required, will have a new link labeled "Resubmit" in the Action menu.
    b. If you need to resubmit a file that did not have corrections, contact staff at 480-358-3003 for assistance.

7. Click "Resubmit" to open the resubmit form. Notice that the name of the original file is listed to show the association.
    a. Click 'Choose File' to browse for the **NEW** revised document. Click to select the document you want to upload, then click Open.
    b. Type: select the review cycle of the new submittal from the dropdown.
    c. Description: enter a brief description of the resubmitted file.
    d. Click Submit to complete the upload.
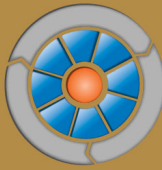

8. This initiates the Scout Validation tool to confirm the document meets electronic submittal requirements. Two messages flash by indicating the document is uploading, then indicating Scout is validating the document.

9. If the document **passes Scout Validation**, a new message displays while the document is uploaded to the application. When the upload is complete and page auto-refreshes, the resubmittal is shown in the list.

Attachments

The maximum file size allowed is **400 MB**.

Attachment Gasline Lot 45-ISO.pdf passed Scout validation. Attachment is now being uploaded. Please wait for page to refresh.

Attachments

The maximum file size allowed is **400 MB**.

Attachments (3)

	File Name	File Size	Status	Type	Refresh
Actions ▼	ACA_Receipt_4_Attach_20210707_101535.pdf	52.05 kB	Uploaded	Receipts	
Actions ▼	Permits Comment Report.pdf	71.77 kB	Corrections Required	Corrections Report	
Actions ▼	Gasline Lot 45-ISO.pdf	197.28 kB	Ready to Route	2nd Review	

   a. You can view the document history to show the associations by selecting Details in the Actions menu.
   b. Listed documents show the original, correction plans, and resubmitted plan with newest document at the top.
   c. Use the browser back arrow to return to the main document list.

Actions ▼	Gasline Lot 45-ISO.pdf	197.28 kB	Ready to Route	2nd Review
Detail				
Download				

	File Name	File Size	Status	Type
Actions ▼	Gasline Lot 45-ISO.pdf	197.3KB	Ready to Route	2nd Review
Actions ▼	202414SA Final Rpt_Veterinary Hospital_Sgnd20210614104038[5].pdf	2.5MB	Resubmitted	1st Review
Actions ▼	202414SA Final Rpt_Veterinary Hospital_Sgnd.pdf	1.9MB	Review Complete	1st Review

10. If the document **fails Scout Validation**, an error message will display with the identified problems. The document is not uploaded or resubmitted to the application.
    a. Modify the document outside of the Development Nexus application, and then repeat the resubmittal document process (Steps 6-10 above.)

Attachment Gasline Lot #45-ISO.pdf failed Scout Validation   X

• Filename can not contain special characters: !, *, ', ;, :, @, &, =, +, $, ,, /, ?, %, #, [,], ", <, >, |

Attachments (3)

	File Name	File Size	Status	Type	Refresh
Actions ▼	Permits Comment Report.pdf	71.77 kB	Ready to Route	Corrections Report	
Actions ▼	ACA_Receipt_4_Attach_20210707_101535.pdf	52.05 kB	Uploaded	Receipts	
Actions ▼	202414SA Final Rpt_Veterinary Hospital_Sgnd20210614104038[5].pdf	2.5 MB	Corrections Required	1st Review	

OOPS...Did you attach the wrong file after clicking Resubmit? Contact staff at 480-358-3003, to remove your incorrect file and reactivate the Resubmit link for you to upload the correct file.

11. To upload Comment Response letter, additional requested documents, or that were not previously included, use the "Add" button on the Attachments page. Be sure to identify the document by the same review cycle as the resubmittal. EX: Mark as 2nd Review even though it's the first time the document was uploaded.
12. Staff receives an email notification that new document(s) have been uploaded to your record. After they review the resubmittal for completeness, it will be routed for review.

Important Notes:
- If multiple documents are marked "Corrections Required," **each** document must be resubmitted **individually**.
- Be sure you are uploading the correct file against the "Corrections Required" file.
- If your documents were combined into a single document, be sure to format and combine them again **prior** to resubmitting.
- If your documents were separated into multiple files, be sure to format and separate the files again **prior** to resubmitting.
- File name is no longer critical to the routing process, as long as the file includes the same overall content as the original document, the file can have a different name.