

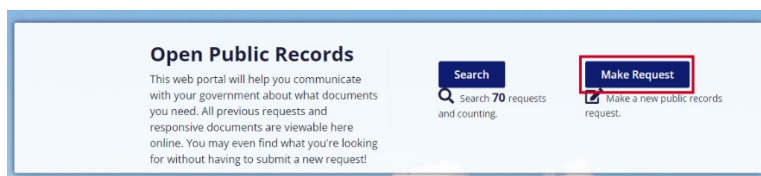
Submitting a Request

Important Note

You can create a requester account when you submit a request. If you include an email address in your request, an account is created for you automatically. You may be sent emails where you can download your records directly. In some cases, you may need to log in to the portal to access your records.

Instructions

1. Go to <https://rcrc.nextrequest.com/>
2. Click the **Make Request** button



3. Enter your request in the **Request Description** box

REQUEST A PUBLIC RECORD

Request Description

A screenshot of the 'Request Description' text input area. At the top, there is a toolbar with icons for bold (B), italic (I), underline (U), bulleted list, and numbered list. Below the toolbar is a large text area with a light gray background. A placeholder text reads: 'Enter your request - please include all information that could help fulfill this request.' In the bottom right corner of the text area, there are two small circular icons: one with a plus sign and another with a 'G' logo.

Notes:

- A. In general, we recommend being as specific as possible to help the agency route and fulfill your request. If the agency makes requests public, the request description will also be public, so do not input private information in this section.
 - B. You may see a yellow pop-up message in the request description box. These notices provide information, links to available resources, and other useful information, so we recommend you review these notices before you submit your request.
4. Fill out the remaining fields:

Upload and attach files (optional)

Choose file(s)

Departments

Assign departments (optional)



A. **Choose file(s):** Upload and attach any supporting files.

- **Note:** This option is only available if you are signed into your account. You may view additional information on how to add a document by reviewing instructions on [how to submit a document](#)

B. **Departments:** If applicable, choose department(s) to the request.

5. Add an **Email** address in the box provided and fill out your information if you wish to create an account

YOUR INFORMATION

Email

Name *

Phone *

Street address *

City *

* State

Zip *

Company

- A. **Email:** The contact email address for the requester if available
- B. **Name:** Enter the requester's name.
- C. **Phone:** A phone number that can be used to contact the requester.
- D. **Street Address, City, State, Zip:** Enter the address for the requester.
- E. **Company:** The requester's company or employer.

6. If applicable, check the box to **acknowledge the Terms and Conditions**

Terms and Conditions

test

☐ I acknowledge the above terms and conditions.*

7. Click the **Make Request** button to submit

Make request

* Indicates required field

8. If you enter an email address, you will be directed to create a **Password** or click the **Do This Later** link. This will allow you to set up an account where you can check the status of your request and more.

Account Setup

You'll receive email updates about your request at helpcenter@civicplus.com. By setting up your account using the form below, you'll be able to sign in to see the status of your request(s) whenever you choose, download your documents, set your email preferences, and seamlessly track your communication with CX Test Portal.

* Email

* Password

* Password confirmation

Create password

[Do this later](#)

Note:

This screen will only display if you entered your email address on the request submission screen.

9. You will receive an email confirmation after your request is submitted. If you created a password, you will also receive an email to confirm your email address.

Redwood Coast Regional Center, CA Public Records

You are invited to sign in to the **Redwood Coast Regional Center, CA Public Records Portal**. Please click the "Sign In" button below to sign in with your CivicPlus account and complete the setup.

The link is only valid for 24 hours.

Sign in with CivicPlus

https://rcrc.nextrequest.com/users/invitation/accept?email=amedina%40redwoodcoastrc.org&invitation_token=1d12Ud8rnkgZYxsrTsf5

If you did not make this request, please ignore this email.

10. Once you confirm your account, you can log in to the portal at any time to see your requests and records in one place.

Note:

If you didn't create a password when you submitted the request, or if you forget your password, you can always [follow the steps to reset it](#).