



Access Portal Instructions

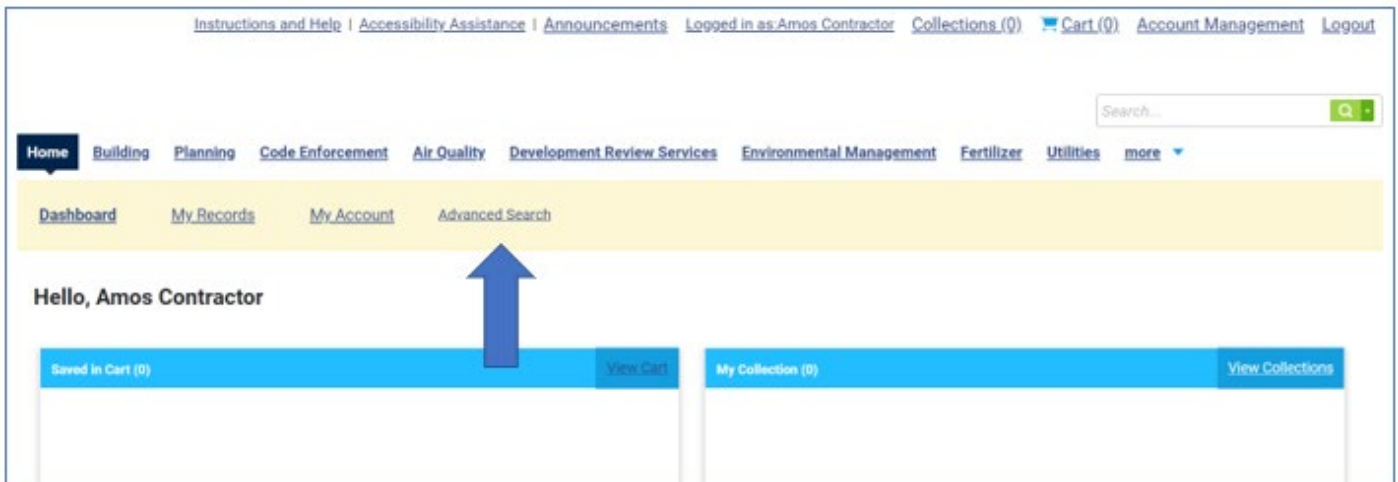
Search for a Record With a Pinellas County Access Portal Account

STEP 1: Log in to your account

The screenshot shows the Pinellas County Access Portal interface. At the top left is the Pinellas County logo and 'Access Portal' text. A navigation menu includes links for Home, Building, Planning, Code Enforcement, Air Quality, Development Review Services, Environmental Management, Fertilizer, Utilities, and more. A search bar is located in the top right. Below the navigation menu is an 'Advanced Search' section. The main content area features a 'Welcome to the Pinellas County Access Portal' message, followed by a paragraph explaining the portal's services and a paragraph encouraging users to create an account. On the right side, there is a 'LOGIN FORM' with two input fields: 'User Name or E-mail' and 'Password'. A blue arrow points to the 'User Name or E-mail' field. Below the input fields is a 'Login »' button.



STEP 2: Hover over **Advanced Search**, and a dropdown menu will appear.. Click **Search Record/Applications** and select the applicable module.





STEP 3: Scroll down to the **General Search** section, and search any of the following ways:

- **By Record #** - Enter full number (2906) or partial number followed by the percent sign (29%)

MUST INCLUDE THE APPLICABLE DATE RANGE

- **License Type**
- **License Number** Full number (ABC1234) OR Partial Number followed by the percent sign (ABC1%)
- **Address** – Less is more. Street # and Street Name or Partial Street Name and %.
It is not necessary to include City, State and Zip.
- **Parcel** – Digits only. No dashes or slashes

General Search			
Record Number:	Record Type:		
<input type="text"/>	--Select--		
Project Name:			
<input type="text"/>			
Start Date:	?	End Date:	?
10/17/2018		10/16/2020	
License Type:	License Number:		
--Select--	<input type="text"/>		
First:	Last:	Name of Business:	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street No.:	Direction: ?	Street Name: ?	Street Type:
From - To	--Select--	<input type="text"/>	--Select--