



# Access Portal Instructions

## Upload a Document

**STEP 1:** Login to the Pinellas County Access Portal

Pinellas County Access Portal

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**Welcome to the Pinellas County Access Portal**  
We are pleased to offer to our citizens, businesses, and visitors online access to permitting, scheduling inspections, paying fees, entering complaints and other services, 24 hours a day, 7 days a week. To use all services in this portal, create a user account. Unregistered participants can view information, get questions answered and have limited services. We trust this will provide you with a new, higher level of service that makes living in Pinellas County a more enjoyable experience.

**LOGIN FORM**

User Name or E-mail:

Password:

[Login »](#)

To get started, select one of the services listed below:

**STEP 2:** Once you have logged into your account, select **Account Management**.

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Hello, **John Smith**

My Collection (0) [View Collections](#)

**STEP 3:** Scroll down the screen to the **Attachments** section and click **Add**.

### Attachments

The maximum file size allowed is 100 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
No records found.										

**Add**

**STEP 4:** The **File Upload** message box will appear. Click **Add**. Once your document is added, the title of the document and 100% complete will appear. Select **Continue** to advance to the next screen.

### File Upload

The maximum file size allowed is 100 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

**Continue** **Add** **Remove All** [Cancel](#)

### File Upload

The maximum file size allowed is 100 MB.  
ade; adp; bat; chm; cmd; com; cpl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vb; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

TEST BLANK SHEET.docx 100%

**Continue** **Add** **Remove All**

**STEP 5:** The document will appear in the **Attachments** Section. Select the dropdown arrow under **Attach To:** to attach the document to the appropriate contact. Add a description of the document in the required **Description** box and click **Save**. A message will display that states *The attachment(s) has/have been successfully uploaded.*

### Attachments

The maximum file size allowed is 100 MB.  
ade; adp; bat; chm; cmd; com; epl; exe; hta; htm; html; ins; isp; jar; js; jse; lib; lnk; mde; mht; mhtml; msc; msp; mst; php; pif; scr; sct; shb; sys; vbe; vbs; vxd; wsc; wsf; wsh are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status Date	Upload Date	Action	Entity
No records found.										

\***Attach To:** Remove

John Smith

File:  
TEST BLANK SHEET.docx  
100%


\***Description:**  
Driver's License

spell check

**Save** **Add** **Remove All**

**Home** [Building](#) [Planning](#) [Code Enforcement](#) [Air Quality](#) [Development Review Services](#) [Environmental Management](#) [Fertilizer](#) [Utilities](#) [more](#) ▼

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 **The attachment(s) has/have been successfully uploaded.**  
It may take a few minutes before changes are reflected.

**Manage Your Account**  
Your current account information is shown below. Click an Edit button to update information within a section.





included data collection, field survey, development of roadway and sidewalk improvement plans, permitting and utility coordination. The project is currently funded for construction in summer 2018. These improvements are being paid for by a Local Agency Program (LAP) Federal Grant.

**Closing call to action if needed.**