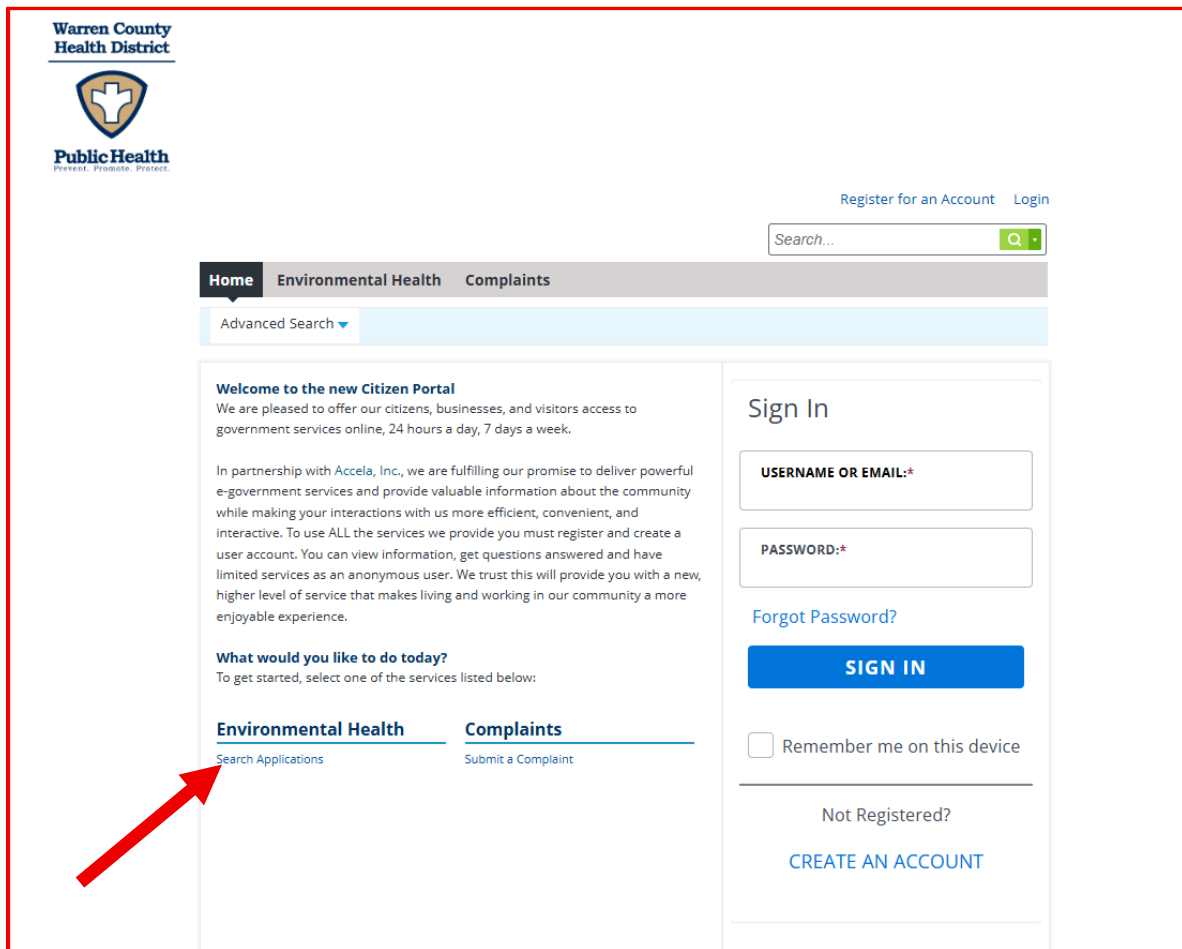


How to View Inspection Reports Through the Accela Citizen Access Portal

[Click here to access the Accela Citizen Access Portal](#)

Step 1. Once you've navigated to the Accela Citizen Access Portal, click "Search Applications" at the bottom under "Environmental Health."



Warren County Health District

Public Health
Prevent. Promote. Protect.

Register for an Account Login

Search...

Home Environmental Health Complaints

Advanced Search ▼

Welcome to the new Citizen Portal
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your interactions with us more efficient, convenient, and interactive. To use ALL the services we provide you must register and create a user account. You can view information, get questions answered and have limited services as an anonymous user. We trust this will provide you with a new, higher level of service that makes living and working in our community a more enjoyable experience.

What would you like to do today?
To get started, select one of the services listed below:

Environmental Health
[Search Applications](#)

Complaints
[Submit a Complaint](#)

Sign In

USERNAME OR EMAIL:*

PASSWORD:*

[Forgot Password?](#)

SIGN IN

☐ Remember me on this device

Not Registered?
[CREATE AN ACCOUNT](#)

Step 2. Select the "Record Type." Then, input the Facility Name you are searching for in the "Project Name" box. For "Project Name" use % signs BEFORE and AFTER as shown in the screenshot. Finally, input the year 2000 as the Start Date for ALL submissions. Then press "Search."

The screenshot shows a web application interface for searching records. At the top right, there are links for "Register for an Account" and "Login". Below these is a search bar with the placeholder text "Search..." and a green search icon. The main navigation bar includes "Home", "Environmental Health", and "Complaints". The "Environmental Health" section is active, leading to the "Search Applications" page.

The "Search for Records" section instructs users to enter information to search for records, including Site Address, Parcel Number, and Record Information. It also mentions selecting the search type from a drop-down list.

The "General Search" section contains the following fields:

- Record Number:** A text input field with a red arrow pointing to it.
- Record Type:** A drop-down menu currently showing "Permanent Food Facility License" with a red arrow pointing to it.
- Project Name:** A text input field containing "%Hidden%" with a red arrow pointing to it.
- Start Date:** A date picker set to "07/31/2000".
- End Date:** A date picker set to "07/30/2025".
- First:** A text input field.
- Last:** A text input field.
- Name of Business:** A text input field.
- Street No.:** A range selector with "From" and "To" fields.
- Direction:** A drop-down menu set to "--Select--".
- Street Name:** A text input field.
- Street Type:** A drop-down menu set to "--Select--".
- Unit No.:** A text input field.
- Parcel No.:** A text input field.
- Address Line 1:** A text input field.
- City:** A text input field.
- State:** A text input field.
- Zip:** A text input field.
- County:** A text input field.

At the bottom of the form, there are two buttons: "Search" and "Clear". A red arrow points to the "Search" button.

The footer of the page states "Copyright 2024 State of Ohio".

Step 3. Select "Record Info", and then "Attachments." The click on the report you want to view. The report will then download to your computer and be viewable.

The screenshot shows a web application interface for the State of Ohio. At the top right, there are links for "Register for an Account" and "Login". Below these is a search bar with the placeholder text "Search...". The main navigation bar includes "Home", "Environmental Health" (which is highlighted), and "Complaints". Under "Environmental Health", there is a "Search Applications" section. The main content area displays details for "Record 8300-PFFL-13-000198: Permanent Food Facility License". The record status is "Active" and the expiration date is "02/28/2026". A dropdown menu is open under "Record Info", showing options for "Record Details" and "Attachments". A red arrow points to the "Attachments" option. Below this, a table lists the attachments. The table has columns for Name, Record ID, Record Type, Entity Type, Type, Size, Latest Update, and Action. Three attachments are listed, all dated 07-07-2025, 07-21-2025, and 07-28-2025 respectively, all for "Subway" inspections. A red arrow points to the first attachment, "Subway Final Inspection Report.pdf". At the bottom of the page, it says "Copyright 2024 State of Ohio".

Record 8300-PFFL-13-000198:
Permanent Food Facility License
Record Status: Active
Expiration Date: 02/28/2026

Record Info ▼
Record Details
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;mssc;mssp;mst;php;plf;scr;sct;shb;sys;vb;vbe;vbs;vxd; are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
07-07-2025 Subway Final Inspection Report.pdf	8300-PFFL-13-000198	Permanent Food Facility License	Record	Final Inspection Report	41.27 KB	07/29/2025	Action
07-21-2025 Subway Follow-up Inspection Report.pdf	8300-PFFL-13-000198	Permanent Food Facility License	Record	Final Inspection Report	38.26 KB	07/29/2025	Action
07-28-2025 Subway Follow-up Inspection Report.pdf	8300-PFFL-13-000198	Permanent Food Facility License	Record	Final Inspection Report	36.73 KB	07/29/2025	Action

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For assistance with inspection reports, please contact the Warren County Health District's Division of Environmental Health at (513) 695-1220.