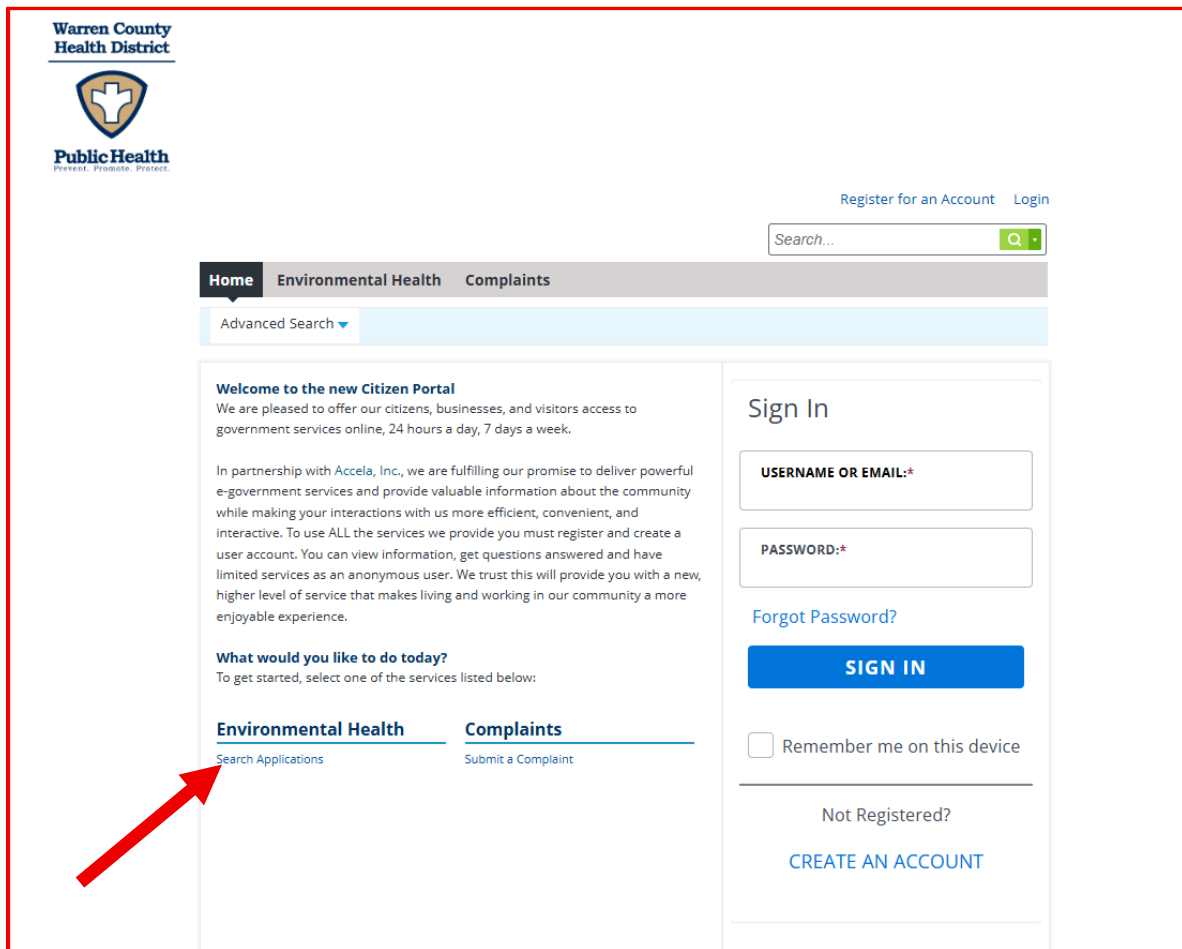# How to View Inspection Reports Through the Accela Citizen Access Portal

[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."

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."

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.

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