

## Florida Department of Health in Collier County Online Access to Septic Records

Disclosure: We are in the process of uploading septic permits to this online data storage system, and the permit you are searching for may be unavailable at this time. If you are unable to find your desired permit, please contact our office at 239-252-5550 for assistance.

### To access our documents stored on eBridge:

Login to eBridge through this weblink:

<https://s1.ebridge-solutions.com/ebridge/3.0/default.aspx?1>

Your user name is: **public**

Your password is: **public**

The File Cabinet for

Septic Permits is: **COLLIEREVH**

User Name: public

Password: [Redacted]

Forgot user name or password?

File Cabinet: COLLIEREVH

Log In

### Search for documents:

1. Click on Retrieve in the upper left corner of the screen under the eBridge logo.
2. You can retrieve using one or more of the search values.



Index Search

FDOH #

BUILDING DEPT PERMIT #

ADDRESS NUMBER

STREET NAME

CITY

PARCEL ID

11-SN-

Scan Date Search

Start Date [Calendar Icon] End Date [Calendar Icon]

Text Search

Search

3. **Index Searches** – Searching with the exact index value. The more values you search with, the narrower your results will be. The fewer values you search with, the broader your results will be. Try several different search examples below.
  - a. By address number: Type the street number only, then click search at the bottom of the screen. The results may have more than one street name.
  - b. By street name: Try only entering the road number or name instead of the full street name with all suffixes and prefixes, etc.
    - Example: Instead of 47<sup>th</sup> Ter SW, type 47 and click search at the bottom.
  - c. By permit number: You may need to try several iterations to locate the permit. For a permit number 1999-00112300, type 99-00112300, type 1999112300, type 99-112300.
  - d. By last name: Type Smith in the last name field, then click search at the bottom of the screen. You can also type in the beginning of the name if you are unsure of the spelling.
    - Example: Searching for Smith, type SM in the last name field. This will bring back everything in your filing cabinet that starts with SM.
4. **Scan Date Searches** – You may also search by the date when the document was uploaded, utilizing the date field. Use the calendar icons or enter in date as MM/DD/YYYY to provide the date range from which you would like to retrieve (start and end date are required). **Note:** This option only provides documents that were uploaded in that date search range and are most helpful to search new permits.

### **Viewing Images:**

1. Once you have entered your search criteria, a document list will come up. You may sort the document list by any of the column headings by clicking on the heading. Click once to sort descending, twice to sort ascending.
2. Double click on the row of the image that you would like to view from the document list, or single-click on the document icon in the View column to display the image.

### **Retrieval Options:**

**Search** – Click on Search to return to the retrieval screen where you entered the index values. Your previously-entered search fields will be saved there.

**Merge** – If you highlight two or more files and click Merge, you will be able to open these selected batches in one window for viewing, emailing, and printing purposes.

**Zip** – The Zip button allows you to save batches to the hard drive of your computer. Just highlight one or more batches, then click Zip followed by Save, and select the location on your PC you want to save the batch. This saves the batch as a compressed zip file.

**PDF** – If you highlight a Tiff batch and then click PDF, the batch will open with Adobe Acrobat Reader in a PDF format. From this format you can also save the file to the computer's hard drive so you can attach the file to an email. For Adobe Reader website go to <http://www.adobe.com/products/>.

### **Printing Images:**

Once you have your image open and you are able to view it, there are several possible ways to print the image.

1. eBridge Viewer: you can either right-click the image and Print the Current Page or use the Print Icon within the viewer (the 2<sup>nd</sup> from the top left) to print the entire open batch. See below for instructions on using the eBridge Viewer.
2. Adobe Acrobat: you may use the printer icon or click File then Print.

**Note:** Please do not use File → Print (in your Internet Explorer toolbar) or the Internet Explorer print icon to print your images. They will print distorted.

### **Email or Download:**

In order to use the email option you must have a working local email account (Microsoft Outlook or Outlook Express) on the computer you are using.

1. With the eBridge Viewer, use the e-mail icon (the 3<sup>rd</sup> from top left). Use the arrow on this icon to choose Sending the Current Page or Sending the Entire Batch.
2. If you have a different email than Microsoft Outlook, you can right click on the open batch, select "save batch to file", and then choose the location to save the file. Then you will be able to open your email and attach this file to the email.

**Note:** If the file is in Tiff format, you may want to open the file as a PDF and then save the PDF to your hard drive. The person you are sending the email to may not have a Tiff viewer on their computer and will not be able to view the attachment, but they will likely have Adobe Acrobat Reader.

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