

Zoning Code Compliance Lien Search

USER GUIDE - ON-LINE Instructions

[Access the AccessBROWARD online portal, here.](#)

- If portal access will not work use the following URL:
 - <https://access.broward.org/Login.aspx>
- If you do not have an account (same account for Building Searches)
 - Select to Set Up an Account;
 - Enter your Individual Information & Credit Card OR
 - Enter Information for your COMPANY & Credit Card
- When you enter AccessBROWARD home page;
 - SELECT BC Commerce OR;
 - Enter your E-Mail & Password
 - “Store Front” page will open
 - **Select Code Compliance Section** Store Front;
 - There will be 2(TWO) selections for search type:
 - Regular Searches (\$30)
 - RUSH Searches (\$60)

Fees will be collected when your “Order” entry is complete (PLUS a Cr.Cd. User Fee)

You MUST enter REGULAR Searches and RUSH Searches on **SEPARATE ORDERS in order for them to be processed.**

Multiples of Regular **OR** RUSH (not both) searches may be entered on the same order.

- You will receive an e-mail when the ‘Order’ is entered,
- You will receive an e-mail when the order is selected to process,
- And you will receive an e-mail when the order is completed.
- A CCS Search Form(pdf) will be available in the documents section of your account;
 - **If there is a Statement of Violations or Fees it will be attached with the Search cover page.**
- Forward **questions & Cancellation Requests** (NO SEARCHES) to:
gomiller@broward.org