

Toledo- Lucas County Health Department

View Inspection Reports on the Accela ACA

Step 1

Click the link below to access the Accela Citizen Access (ACA) portal homepage:

[ACA portal](#)

When you are on the Accela ACA portal homepage, click on the **Environmental Health** tab.

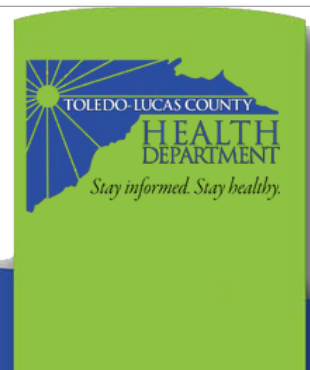


Step 2

To search for multiple facilities with the same name and view their inspection reports, type the facility name into the search bar indicated by the arrow labeled option 1 in the screenshot. This search function will allow you to retrieve all records associated with that facility name.

To search for facilities with inspection reports by date, use the Start Date and End Date fields.

Both fields have green arrows pointing to them labeled option 2, indicating where you need to enter the dates to filter your search.



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Step 3

If the record is available on ACA, you will see its details displayed. The record will look like the screenshot. Under work location, the address of the facility will be displayed here.

To locate an inspection report, click on Record Info and a drop-down menu will appear.

From the drop-down, select Attachments.

Once on the Attachments page, any available inspection reports will be listed there to download.



Register for an Account Login

Search...

Home **Environmental Health** Complaints

Search Applications

Record PFFL-008383:
Permanent Food Facility License
Record Status: Active
Expiration Date: 03/01/2025

Record Info ▾

Work Location



Step 4

Click on Attachments. A table row will appear displaying the inspection report.

Click on the PDF in the table to download the inspection report.

To find the most recent inspection report, check the Latest Update Date column.

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Search...

Home **Environmental Health** Complaints

Search Applications

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Permanent Food Facility License
Record Status: Active
Expiration Date: 03/01/2025

Record Info ▾

Details ▾

Attachments

The maximum file size allowed is 100 MB.
adecadpbatzchmcmndcomocpbeacbtathtathtmtinscpjarjcsjpeclibdnkmdensmtzmhtmtmscmqsmstphppdf
are disallowed file types to upload.

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Inspection Reports ACA.pdf	PFFL-008383	Permanent Food Facility License	Record	Final Inspection Report	323.66 KB	08/26/2025	Action

