

# Hillsborough County Health Department

## eBridge Public Record File Access

The Hillsborough County Health Department, Environmental Health Division has a great new resource available for retrieving our public record files, eBridge. eBridge is accessible from any computer with internet access, allowing you to view, print, and save copies of any inspections, permits, or correspondence we have on file for permitted facilities. Most records go back at least 3 years.

### Initial Startup instructions for eBridge:

Here is the login site for eBridge: <https://s1.ebridge-solutions.com/ebridge/3.0/default.aspx> . Your user name is "publicuser", and your password is also "publicuser". The file cabinet name "HCHD".

### Using eBridge to look up files:

To retrieve files, click on "Retrieve" button on the menu bar. You can select by one or a combination of 7 fields - Program, Permit, Name of Facility, Location Street Address, Location Zipcode, Document Date, or Document Type. The less you enter, the more records you will retrieve. Document dates are in the format YYYYMMDD. Click on the "Search" button on bottom of screen. The results retrieved are limited to 1000 records meeting the criteria, anything beyond that is dropped off the list. You can click at the top of any of the columns to sort by that field, to alphabetize, sort by date, permit number, etc.

Most old files have all documents filed together as one document, just like a paper file folder, with a document type of "File". Some, however, are separated by document type – "Inspection", "Application", "Correspondence", etc. All new items, such as recent inspections, and new permits from this time on are indexed individually by document type and date.

To view a specific record, click on the page icon near the left side of the row you want. The first time you try to view a document in eBridge, you will be asked if you want to download eBridge Viewer. Click "Install" button. You should then be able to retrieve files to view. If you want to view multiple items, you can first highlight multiple rows by clicking somewhere on each row other than the page icon to turn it yellow, then click on either "Merge" or "PDF" button on the menu bar. You can then scroll through all the pages selected using the arrow buttons at the top of the page. You can print anything you view, or save it as a file on your computer, or send it as an email attachment directly from eBridge application using the menu buttons on the top of the viewing page.

If you have any questions about use of this system, please call Environmental Health at (813)307-8059.

