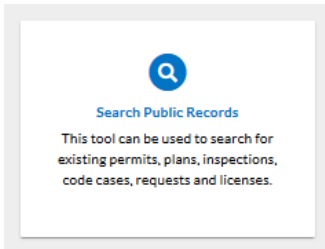


SEARCHING AS A GUEST (WITHOUT LOGGING ON)

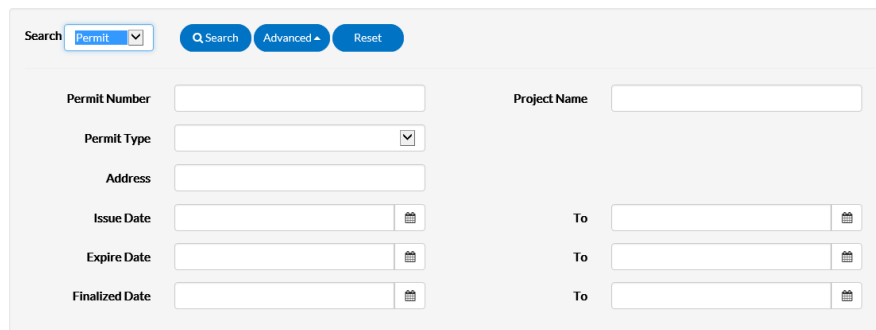
ConnectLCF provides a home page to allow users to access public information without being logged in.

Citizens may click on Search Public Records to access information:



1. Select the type of record you would like to search from the Search drop down menu:
2. Use the Advanced button to open filters/criteria to narrow your search results:

Search

A screenshot of a search form. At the top left, there is a "Search" label and a dropdown menu currently set to "Permit". To the right are three buttons: "Search" (with a magnifying glass icon), "Advanced" (with a left-pointing arrow), and "Reset". Below these are two columns of input fields. The left column includes: "Permit Number" (text input), "Permit Type" (dropdown menu), "Address" (text input), "Issue Date" (text input with a calendar icon), "Expire Date" (text input with a calendar icon), and "Finalized Date" (text input with a calendar icon). The right column includes: "Project Name" (text input), and three "To" date fields, each with a text input and a calendar icon.

Not all fields need to be utilized. You can use as many/little search criteria as you wish. At minimum one search criteria needs to be filled in.

3. Once you have the criteria in, click Search to display a list of results that meet the search criteria. Click Reset to clear the entered search criteria. Click Advanced to hide the search criteria.