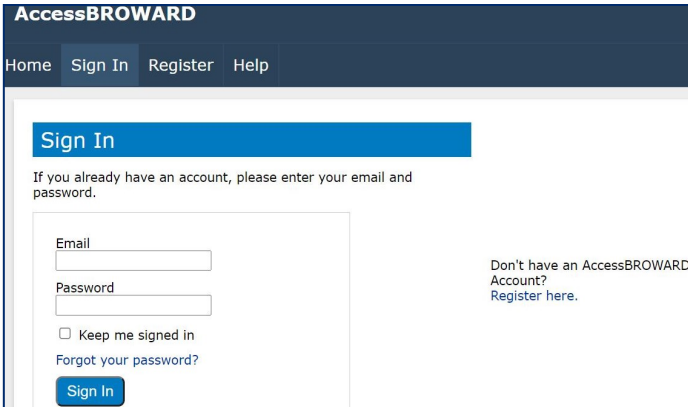
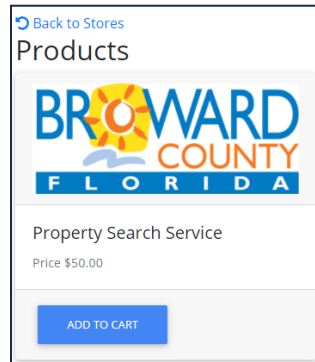
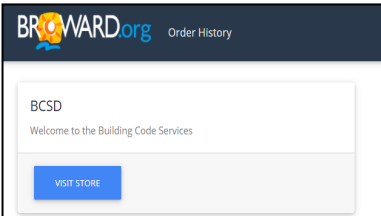


To use the Building Code Services Division system, users must have an AccessBroward account.

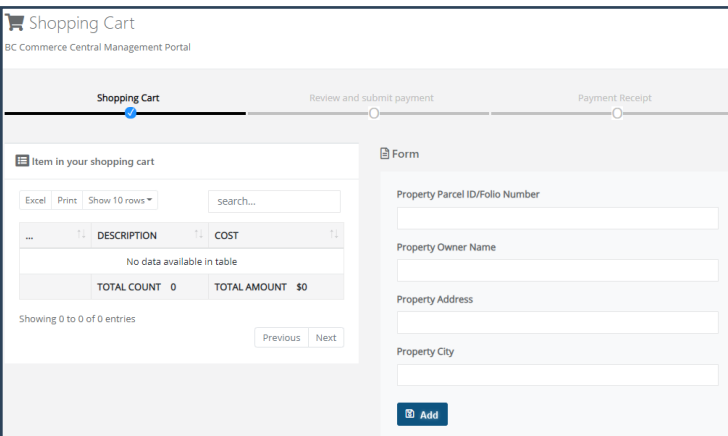
1. Log in to AccessBroward at <https://BCCommerce.broward.org>
2. Enter your email and password, then select **Sign In**.
Note: If you do not have an account, select the **Register here** link on the Sign In screen.



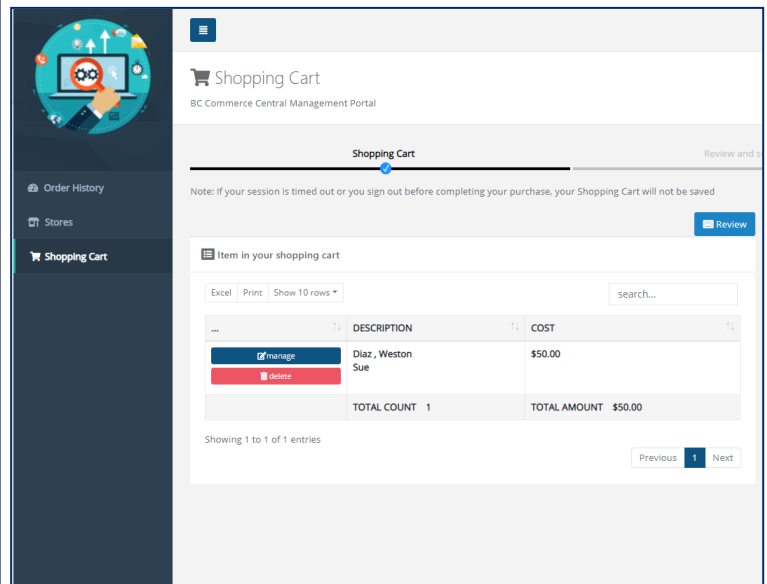
3. Select the **Visit Store** button.



4. Select the **Add to Cart** button from the Property Search Service tile.
Result: The blank Request Form displays in the Shopping Cart.

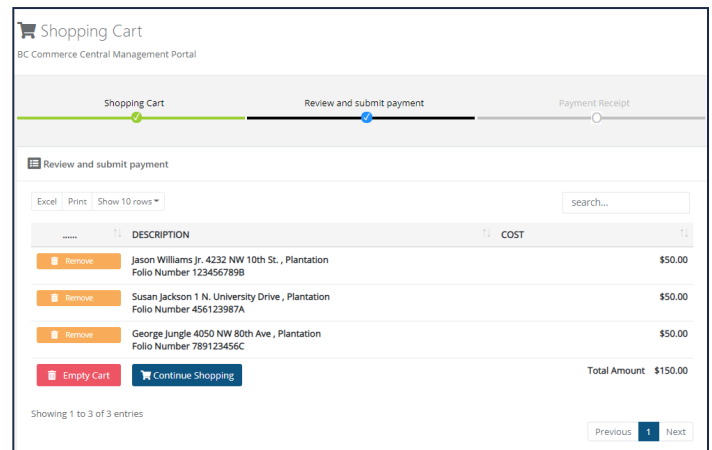


5. Complete all required information in the Form, then select **Add**.
Note: If you have more than one request, complete the applicable information in the Form fields for each request, then select **Add** after each one.
Result: The item(s) display in the shopping cart and the Review button becomes visible.



- Note:** If your session is timed out or you sign out before completing your purchase, the items in your Shopping Cart will not be saved.

6. Select the **Review** button.
Result: The **Review and submit payment** window displays your orders for review and changes, as applicable.



7. Scroll down to select your payment method—
Credit/Debit Card or e-Check.

8. Select **Credit Card or Debit Card** if using this option for payment.

Result: The Payment method form displays.

9. Complete all required information, then select **Make Payment**.

Note: There is a convenience fee that is added to all Credit and Debit Card transactions.

- Orders under \$100.00 incur a fee of \$2.00 (e.g. A total order of \$50.00 will cost \$52.00).
- Orders of \$100.00 or more is charged an additional .0255% (e.g. A total order of \$150.00 will cost \$153.83).

10. If using the e-Check option, select **Bank Account (e-check)**.

Result: The Payment method form displays.

11. Complete all required information, then select **Make Payment**.

Note: There is no fee for using this method of payment.

Result: The Payment Confirmation window displays.

DESCRIPTION	COST
543 GARDENIA AVE , DAVIE	\$50.00
CONVENIENCE FEE:	\$0.00
TOTAL AMOUNT	\$50.00

12. A confirmation email containing the Order Number and Property Parcel ID/Folio number is sent within 5 to 7 days.

13. To view your orders, login then select **Order History**.

Result: The Order History Welcome page displays.

14. Select the **Details** button to view the status of each order.

Customer

First Name: Bill
Last Name: Smith
Email Address: mcanino@broward.org
Phone: (954) 357-1234

Payment Details

Payment Type: CreditCard
Payment Date: 2/24/2021 9:37:51 AM
Payment Total: 52.00

Items

PRODUCT	QUANTITY	PRICE
Property Search Service	1	\$50.00

Property Search

FOLIO	FULL NAME	ADDRESS	CITY
33333333333333333333333333333333		100 Las Olas Blvd	Chicago

Attached Reports

FILE NAME
test 0222421

15. Open the attached report to download and/or print it.

Attached Reports

FILE NAME
test 0222421

Need Help?

Contact: Building Code Services Division

BCSLienSearch@broward.org