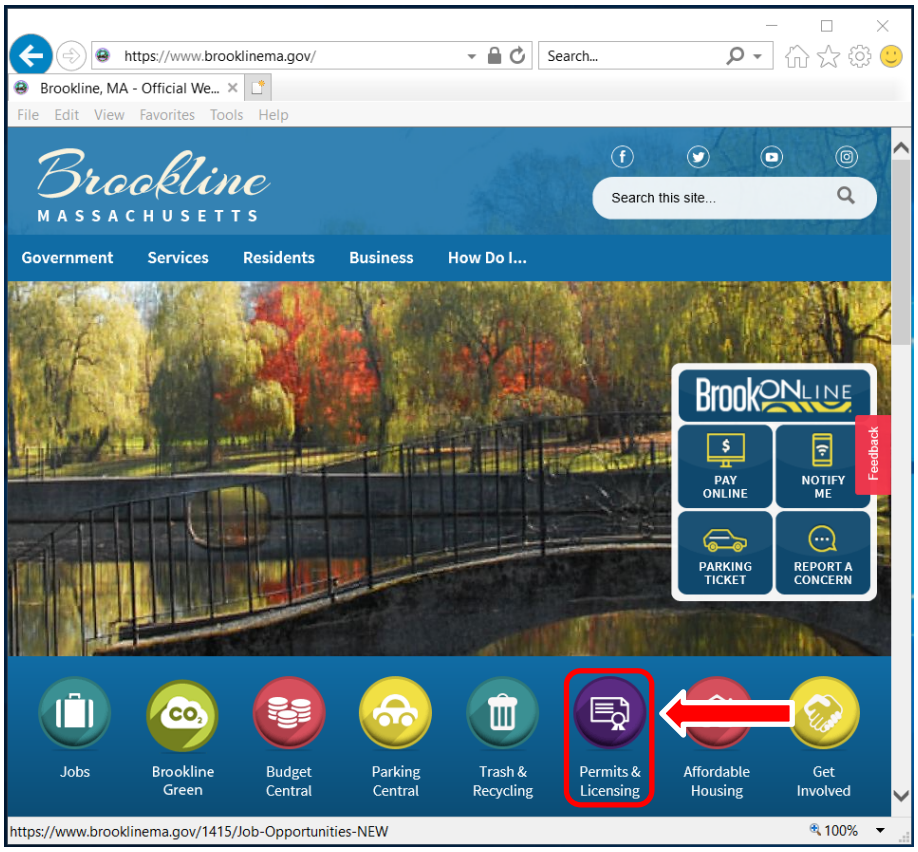
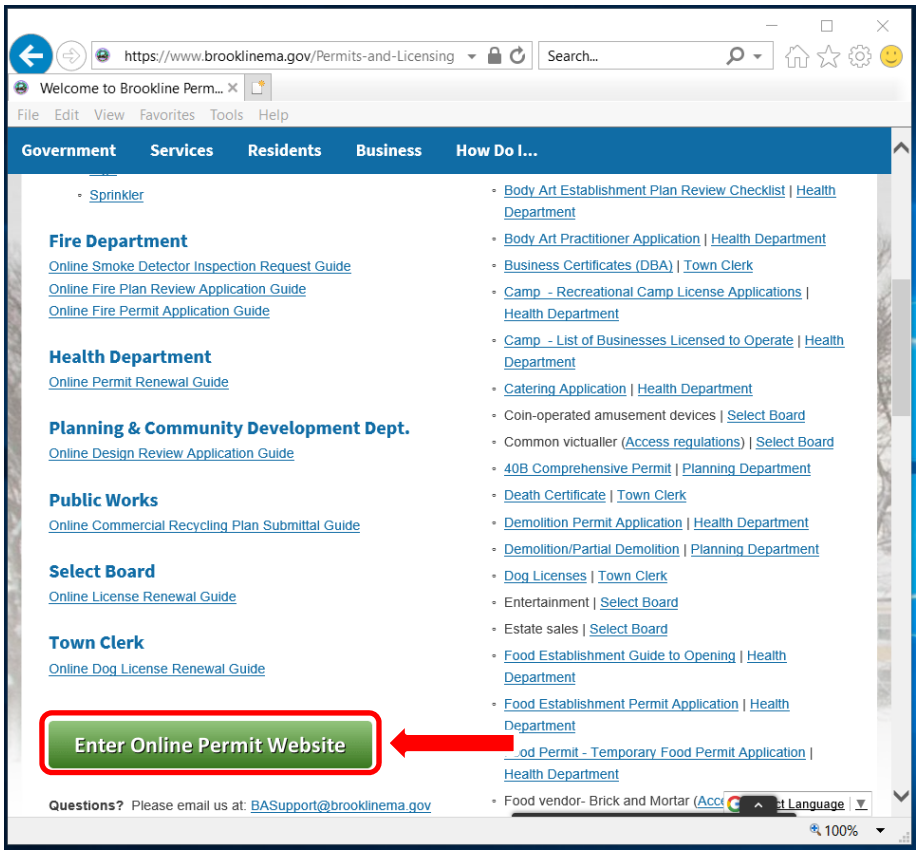
How to look up Food Establishment Inspections in Accela Citizen Access:

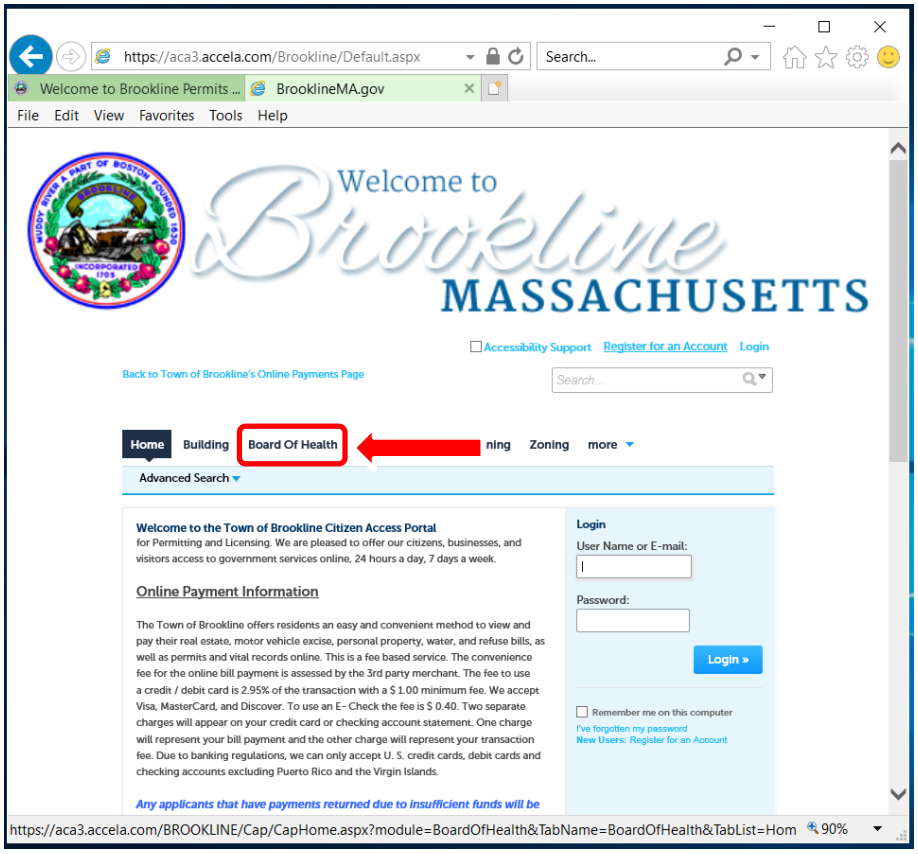
1. Navigate to https://www.brooklinema.gov, and click the **Permits and Licensing** button:



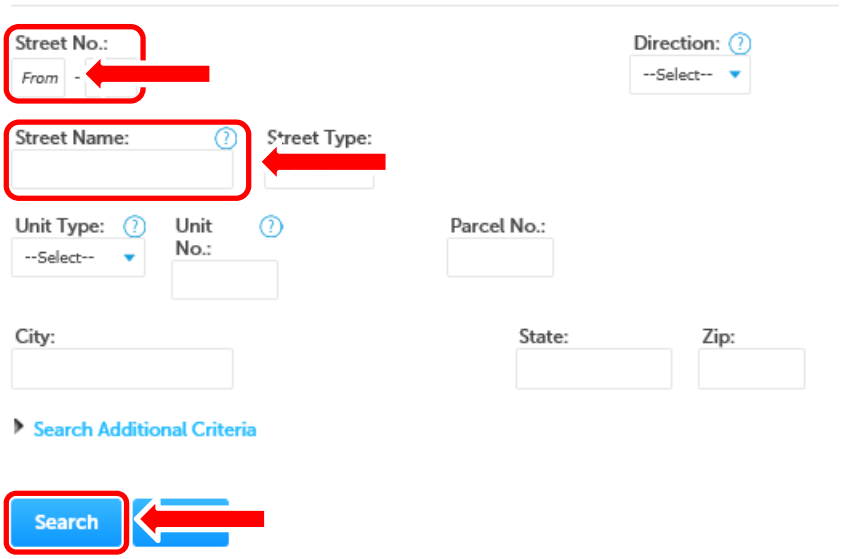
2. Scroll down and click the **Enter Online Permit Website** button on the left.



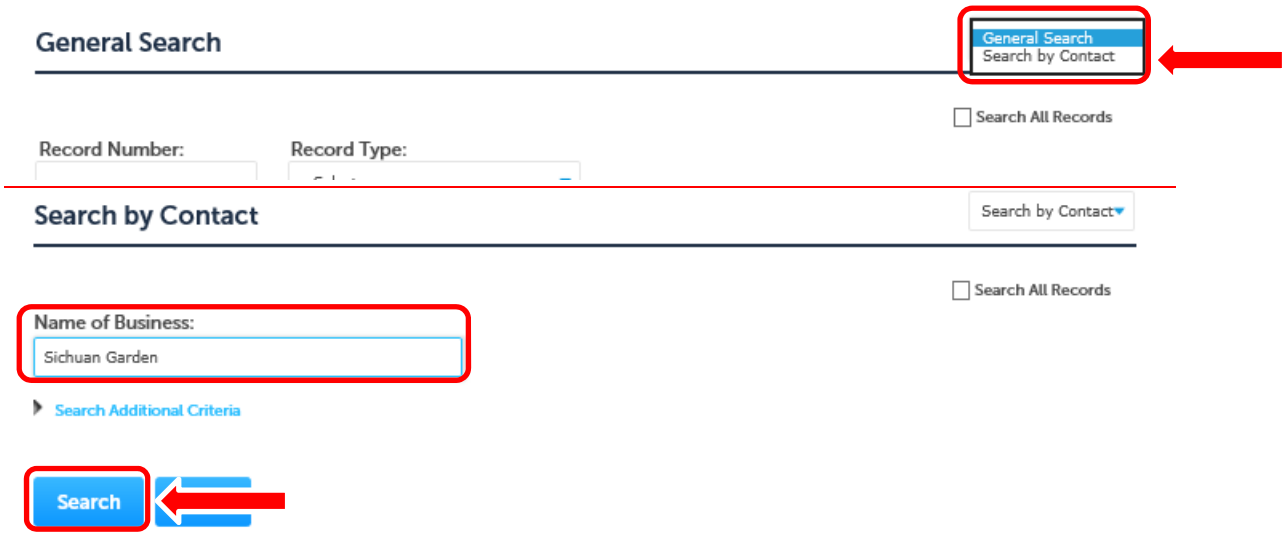
3. In the Accela Citizen Access page (https://aca3.accela.com/Brookline) choose **Board of Health** from the navigation bar.



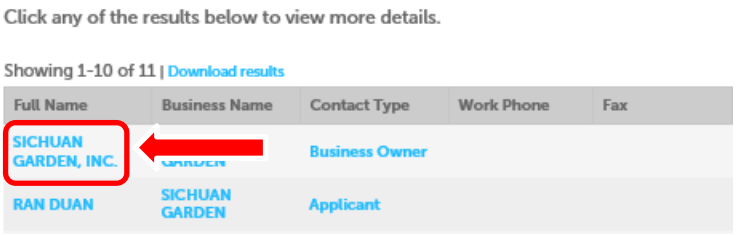
4. A. To search by Address, scroll down to the **Street No.** field and enter the Street Number in the ***From*** field, then enter the Street Name in the **Street Name** field. (It is recommended that you only enter the name, not the type (do not include Street, Road, Way, etc.) Click the **Search** button at the bottom of the page.



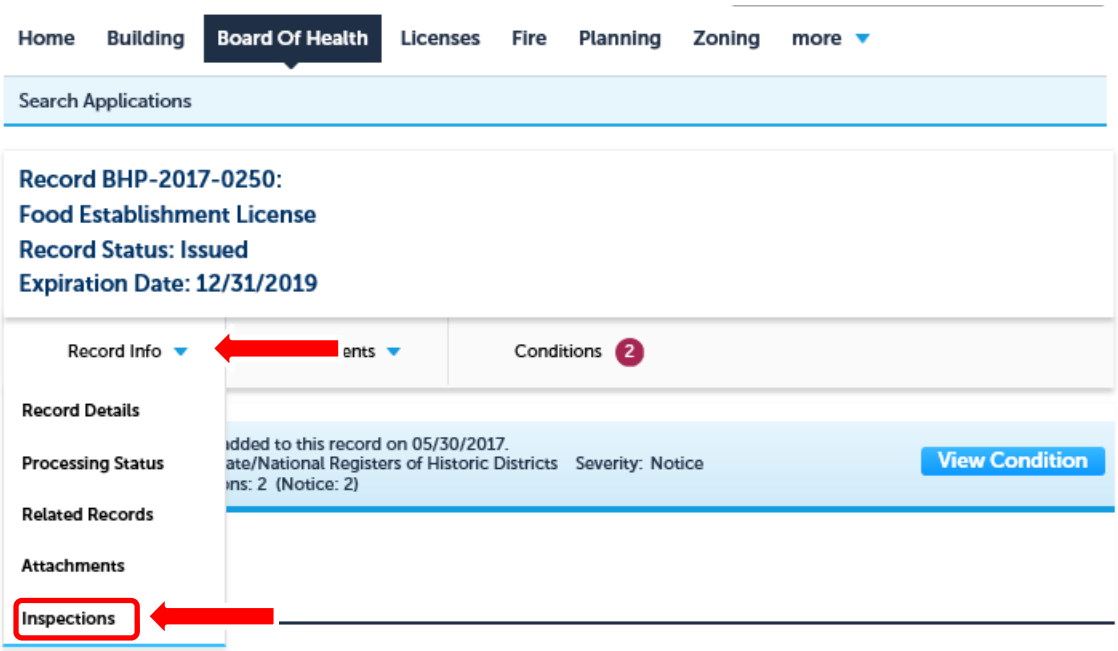
5. B. To search by Business Name, select the **Search by Contact** option on the right, and enter the Food Establishment name in the **Name of Business** field. Click the **Search** button at the bottom of the page.



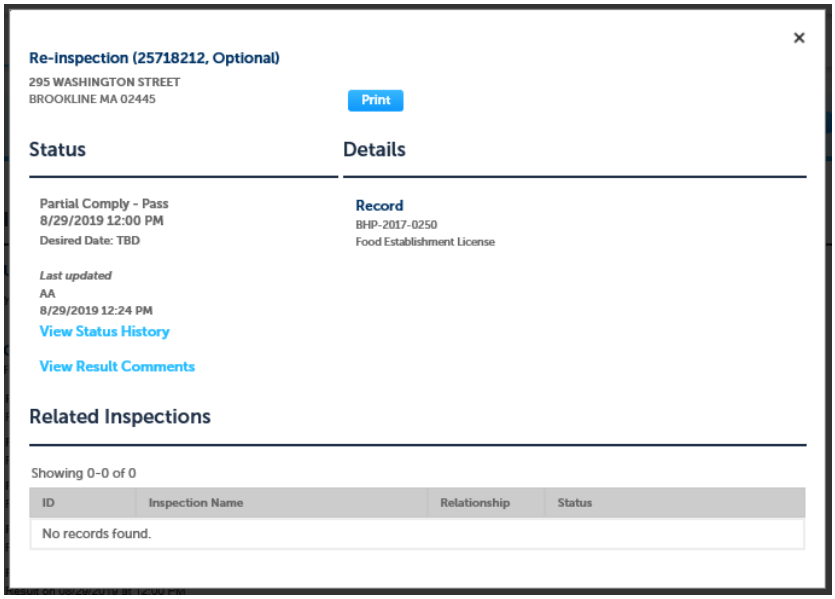
6. Select an entry from the list.



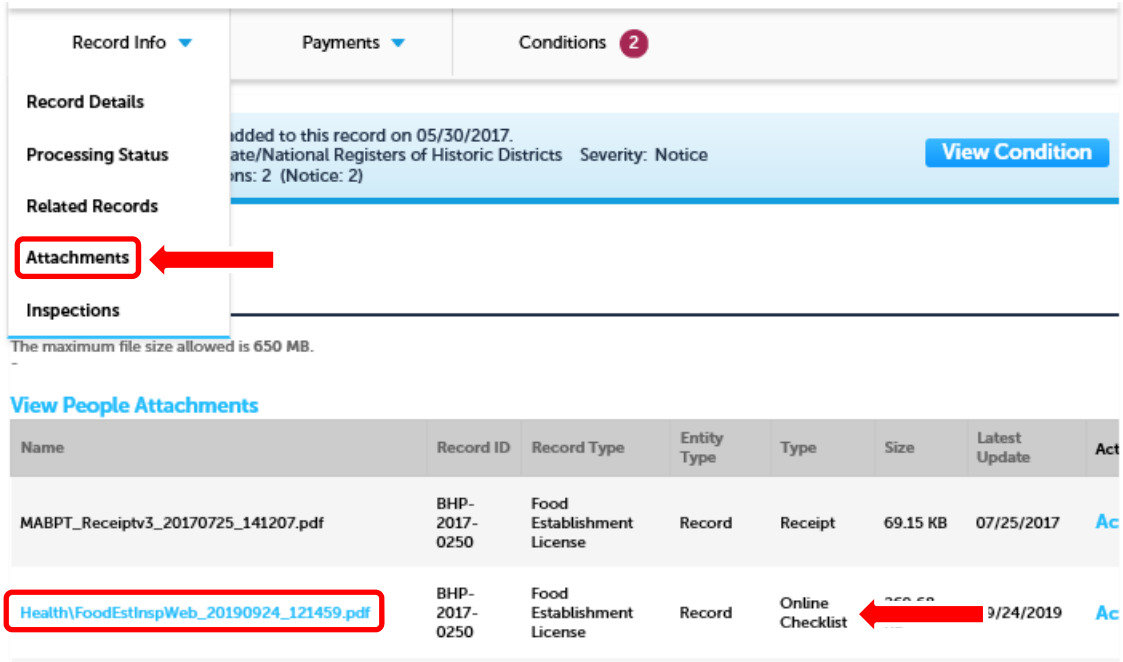
7. To see the Inspection History, choose **Inspections** from the **Record Info** menu



8. Available inspection history is listed, click View Details to see more



9. To see the Inspection Checklist, choose **Attachments** from the **Record Info** menu



10. Available reports will have a **Type** of Online Checklist