Instructions for finding facility buildings using the “Find Buildings” link

From the FDD Forms web page (http://oshpd.ca.gov/FDD/Forms/index.html), Click on the “Find Buildings” link. The eServices Portal Client Access home page appears (Figure 1).

To find facility buildings, follow these steps:

1. Scroll to the “Projects” section located at the bottom of the page (Figure 2).
2. Click on the “Search Projects” link.
Instructions for finding facility buildings using the “Find Buildings” link (cont’d.)

The General Search screen of the eSP Citizen Access “Search for Project” screen appears (Figure 3).

3. Select “Buildings” from the “Project Type” selection box (Figure 4).

4. Delete the date showing in the “Start Date” field.
Instructions for finding facility buildings using the “Find Buildings” link (cont’d.)

5. Enter the Facility ID Number for the buildings in the Facility ID Number box (Figure 5) located in the General Search section.

6. Click on the “Search” button

7. A list of buildings associated with the Facility Id number will appear below the “General Search” section.

8. Click on the building number shown under the “Project Number” heading to view building details.

9. Click on the “Clear” button to clear the search screen or to begin a search for another facility’s building.

10. Repeat Steps 1-9 until all desired building information is found.