

To obtain/view certificates, related to a specific record, on our eConnect site:

- Visit our website at <https://acelaaca.leegov.com>
- In the **Global Search** field, input the record number and click **Enter** on your keyboard or click the Search icon

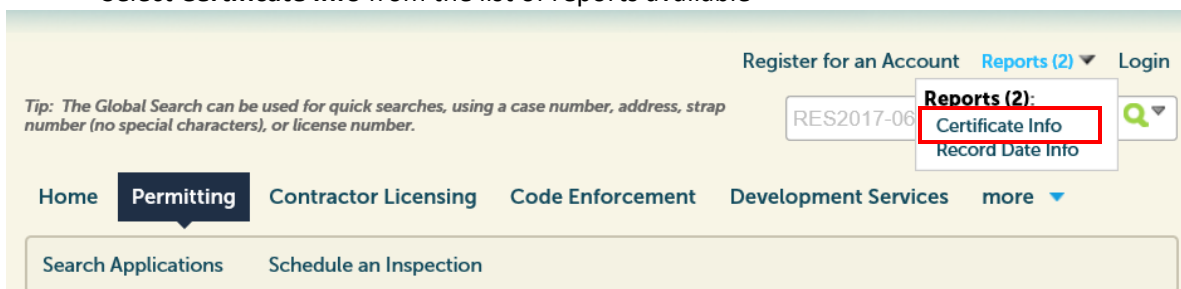


TIP: You may also perform an Advanced Search and click on the record number.

- Click the **Reports** link at the top of the screen



- Select **Certificate Info** from the list of reports available



- A new window will appear, and then the form will generate after a few seconds



- Place your cursor over the document, towards the bottom of the window, to get the print/save options to appear

