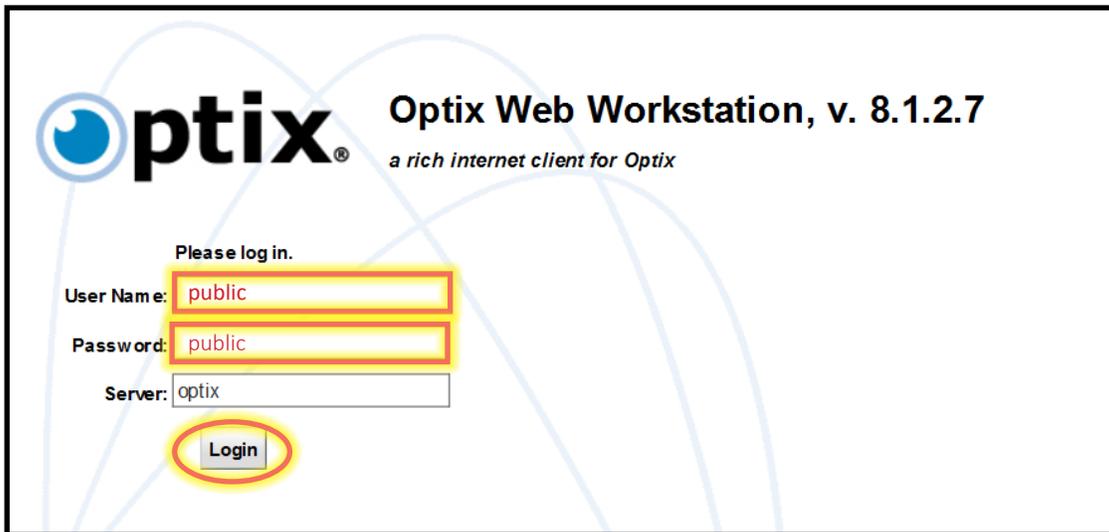


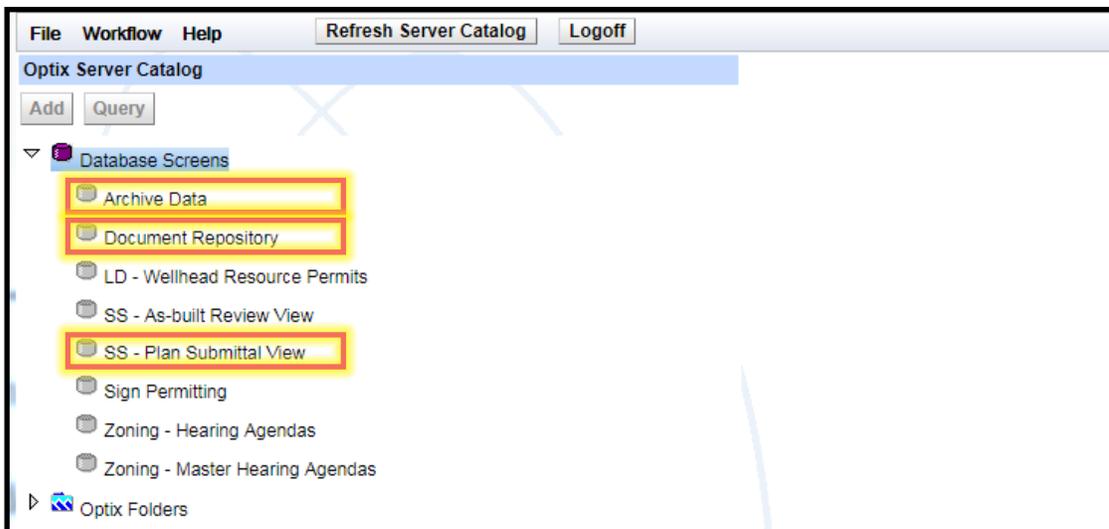


PGM Store Tutorial

1. Turn off your browser pop-up blocker (if enabled).
2. Find the Folio number for the property by going to <https://maps.hillsboroughcounty.org> and entering the address. (Note: Additional information can be found in the search result that may answer your questions.)
3. Go to the PGM Store: <https://pgm.hillsboroughcounty.org/optix-web-8/#login>.
4. Enter username and password: **public** (all lowercase). Leave the server as optix.
5. Click Login.



6. Once you are logged in, double click on Document Repository near the top left corner. For items approved prior to 2005, please choose Archive Data. (Note: If records of an application from 2004 are not found in Archive Data, check the Document Repository.) If you are using the PGM Store to find Site or Subdivision records, select Plan Submittal View and use the project number (including PI in front).



- Enter the tracking number (application number, permit number) in the box that reads Tracking. Or, you can search by Folio by entering the Folio number into the Folio ID box. Click Query.

Document Repository

Query Clear Max Hits: 20

Document Repository

Hillsborough County Florida

Search All Documentation

Document Information

Tracking #: App/Permit/Tracking #:

Folio ID: Planner:

Permit Type:

Status: S/T/R:

- A blue bar will pop up with the application number, Folio ID, permit type, and current status. Double click on the blue bar to access the folders.

File Workflow Help Show Server Catalog Logoff

Hit List for: Document Repository

Open Copy Delete Revisions Export Proc Info

Application Number	Associated Folio ID	Permit Type	Current Status	Permit Number	Section	Township	Range	First Name	Middle Name	Last Name
17-0977	77192.5492	ZONING HEARING PROCESS		17-0977	30	30	20			

Document Repository

Re-Query Update Revert Proc Info

Document Repository

Hillsborough County Florida

Search All Documentation

Document Information

Tracking #: 17-0977 App/Permit/Tracking #: 17-0977

Folio ID: 77192.5492 Planner: Kim King

Permit Type: ZONING HEARING PROCESS

- Double click on each folder/document to access.

File Workflow Help Show Server Catalog Logoff

17-0977

Open Revisions Delete Copy

Name	Label	Date Modified	Size	Owner	Kind
Correspondance	None		0 Bytes	Cindy-Jean Le Blanc	Optix Folder
Potentially Exempt Records	None		0 Bytes	Cindy-Jean Le Blanc	Optix Folder
Site Plans and Maps	None	Jun 16, 2017 2:13:14 PM	0 Bytes	Cindy-Jean Le Blanc	Optix Folder
Application	None	Jun 22, 2017 10:48:17 AM	0 Bytes	Cindy-Jean Le Blanc	Optix Folder

Application

Open Revisions Delete Copy

Name	Label	Date Modified	Size	Owner	Kind
17-0977 Application	None	Jun 9, 2017 4:44:27 PM	8351.8KB	Cindy-Jean Le Blanc	PDF file
17-0977 Deeds	None	Jun 9, 2017 4:44:31 PM	4989.5KB	Cindy-Jean Le Blanc	PDF file
17-0977 FT Auth	None	Jun 9, 2017 4:44:35 PM	46.5KB	Cindy-Jean Le Blanc	PDF file