Instructions for searching the City of Scottsdale Public Records on the City Clerk Web Site.

1. **CLICK** on the link below:

City of Scottsdale - Archived Document Search

This is the page that the link takes you to: Once here, **SELECT** the **"I AGREE AND WANT TO CONTINUE"** box:

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## This page will appear next: **SELECT the "CONTRACTS"** box:

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ENTER the contract number into the "DOCUMENT NUMBER" box - For example, ENTER: <u>2014-134-COS (as shown</u> <u>below)</u> and CLICK ON the "SEARCH DOCUMENTS BUTTON".

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(IMPORTANT NOTE: You must enter all of the information as shown, with all dashes, numbers and letters)

The contract will be shown on the bottom part of the screen: **CLICK** ON THE **ADOBE DOCUMENT:** 

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The icon of the PDF (may be shown in either form as pointed out below) at the <u>bottom of the screen</u> as either a PDF download or a dialogue box asking if you want to open or download the document.

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**CLICK ON the DOCUMENT** to download and open the document – see next slide below.

The contract appears as a PDF document that can be viewed, saved or printed.

