



1. To login to your property information page type in your phone number. Kimley-Horn will add you as a user to give you access to your property information page by Monday April 15, 2024.

Login

Kimley-Horn Login

→ Log In

Client/Guest Login

Phone number...

(###) ### - ####

➤ Submit

☒ Remember my number

☐ International number

One-Time Code

The code sent to your phone number.

→ Login

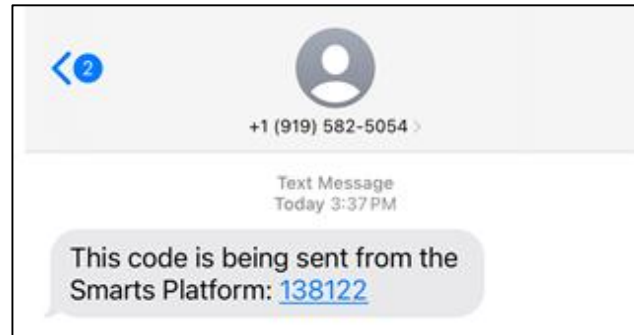
Don't have an account set up? [Request Access Here!](#)

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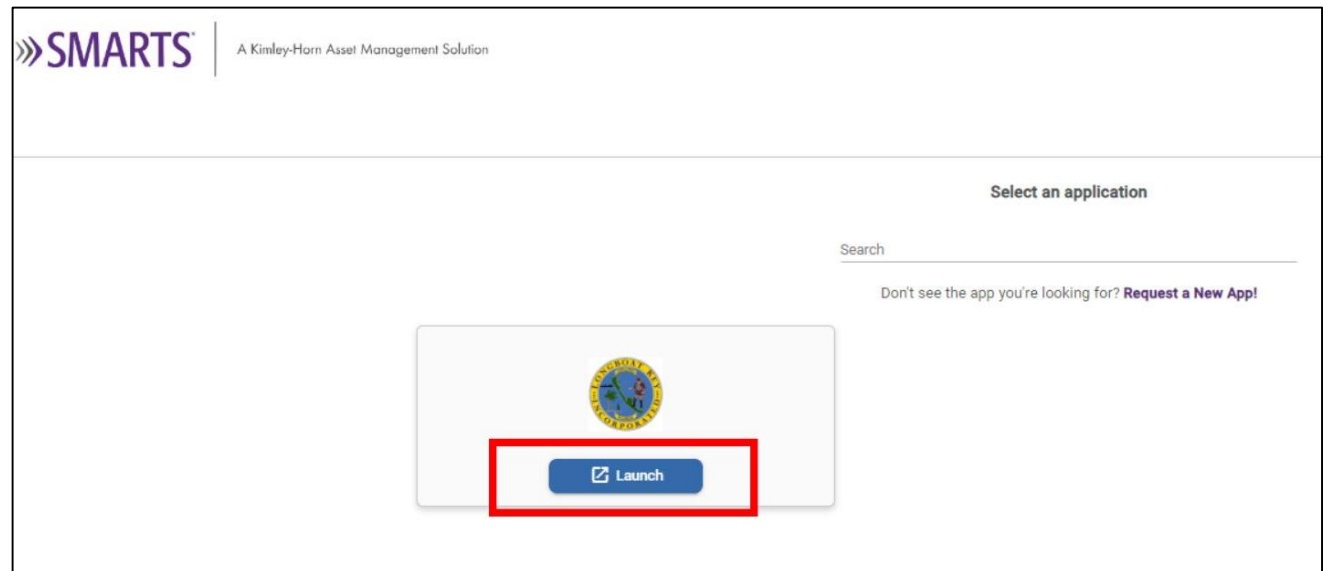


- Once you enter in your phone number on the login page, you will receive a text with a verification code. Please enter the code in the "One-Time Code" box when prompted. (The verification code expires after 2 minutes, if this happens request a new code by re-clicking "Submit".)

Example of One-Time Access Code text:

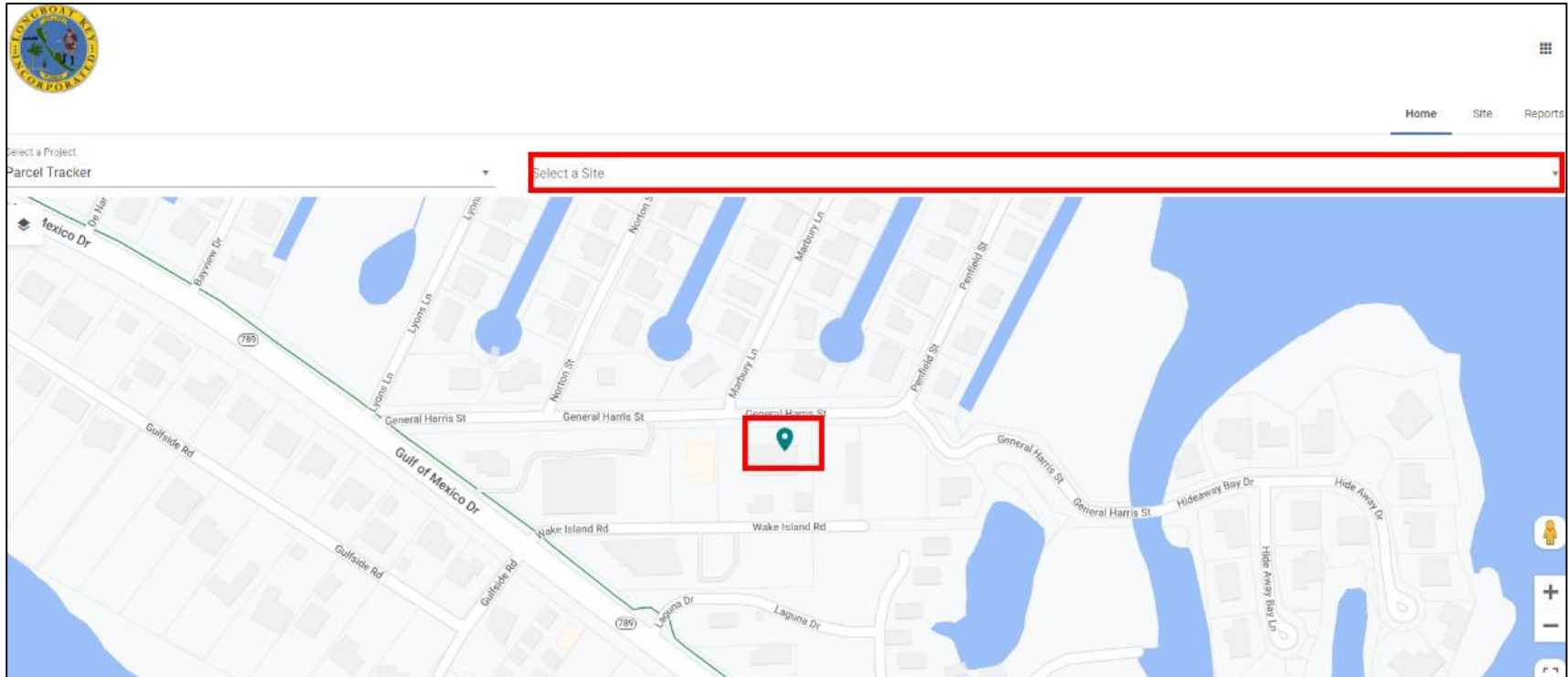


- Once you are logged in, your screen should look like this. Click the "Launch" button under the Longboat Key logo.





- Now you should see a map of the area, with one location pin. This pin is your property. To access the information that is provided to you, please click either on the location pin OR the "select a site" drop down. Both options take you to the same information.





5. You should see your property's information page with the following drop-down sections. (See below) The image below describes what information is contained in each section.

The screenshot shows the SMARTS portal interface for a property. The top navigation bar includes the Longboat Key logo, a location pin icon, and the text "0000 - SAMPLE". The right side of the header shows the "Home", "Site", and "Reports" tabs, with "Site" currently selected. Below the header, the "SAMPLE" property details are listed: "600 General Harris St, Longboat Key, FL 34228", "Site No: 0000", and "Charge Code: 148800021.1.000". A "Save Changes" button is located in the top right corner of the main content area.

The main content area is divided into several sections, each with a red arrow pointing to a descriptive text box:

- PROJECT NOTES:** This is where Kimley-Horn will post announcements including project updates, requests for information, etc.
- PARCEL INFORMATION:** This section contains general parcel information such as address, year built, acreage, etc.
- PARCEL FLOOD DATA:** This is where all flood data relevant to your property such as the finished floor elevation, garage floor elevation, the FEMA flood zones, and evacuation zones is contained.
- PARCEL ACCESS DATA:** This section contains PDFs of important documents specific to your property. This includes the right of entry agreements, existing conditions plans, and once completed, the restoration landscape plans.
- PARCEL COMMENTS:** This section allows you to submit comments and photos to Kimley-Horn. Please use the "Photo Submittals" and "Resident Notes" to input any photos, comments, questions, or concerns that you have. The "Site Visit Photo Storage" contains site photos from Kimley-Horn's documentation of the current conditions of your property. Please review these photos and submit your own photos if you believe the site photos are not accurately captured.

A red box highlights the "Save Changes" button with the text: "Once your photos or comments are attached, please make sure to hit **SAVE CHANGES**. If the save changes button is not pressed, Kimley-Horn will be unable to see your entries."



Photo/Comment Submission

The last section “Parcel Comments” is where we can receive feedback from you! Please utilize this tool if you have any major questions, comments, or concerns. We will respond within a timely manner.

You MUST hit the “Save Changes” button located at the top right of the page (as shown in step 5) for Kimley-Horn to view your submissions.

PARCEL COMMENTS

PHOTO SUBMITTALS

Photo Submittals

+

Hit this plus sign to begin attaching your photos.

File Name	Notes	File
No records available.		

SITE VISIT PHOTO STORAGE

RESIDENT NOTES

Resident Notes

+

Hit this plus sign to begin adding your comments/notes.

Title	Date	Note	Delete
<div>Title</div>	<div> <div></div> </div>	<div>Note</div>	<div></div>