

## **Accela Citizen Access Guide: Rental Registration**

**Step 1: Launch Web Browser.** Launch your web browser and navigate to the City of Watertown’s Accela Citizen Access, [www.watertown-ny.gov/aca](http://www.watertown-ny.gov/aca). It is recommended that you use Google Chrome or Internet Explorer.

Before you begin, be sure to allow pop-ups in your web browser.

For instructions on how to allow pop-ups in **Google Chrome**, read more here:

<https://support.google.com/chrome/answer/95472?co=GENIE.Platform%3DDesktop&hl=en>

For instructions on how to allow pop-ups in **Internet Explorer**, read more here: <https://support.microsoft.com/en-us/help/17479/windows-internet-explorer-11-change-security-privacy-settings>

**Step 2: Login.** Enter your “User Name or E-mail” and “Password” into the designated fields. If you do not have a User Name and Password, review the document, **Accela Citizen Access: Guide to Creating an Account**.

Accessibility Support Register for an Account Reports (1) Login

Contact the City at: 245 Washington Street, Watertown NY 13601  
Comptrollers Office: 315-785-7754 Code Enforcement Office: 315-785-7735

Home Rental Registration

User Name or E-mail: Password: Login »

Remember me on this computer I've forgotten my password New Users: Register for an Account

Welcome to the Citizen Portal for the City of Watertown  
We are pleased to offer our citizens, businesses, and visitors access to government services online, 24 hours a day, 7 days a week.

In partnership with Accela, Inc., we are fulfilling our promise to deliver powerful e-government services and provide valuable information about the community while making your

**Step 3: Create Rental Registration Application.** To begin the application process for Rental Registration, click the “Rental Registration” tab.

THE CITY OF WATERTOWN NEW YORK

Home Search New Request Help

Logged in as: test test Collections (0) Reports (1) Account Management Logout

Contact the City at: 245 Washington Street, Watertown NY 13601  
Code Enforcement Office: 315-785-7735

Home Rental Registration

Dashboard My Records My Account

Hello, Test

My Collection (0) View Collections

Click, “Create an Application”.

Contact the City at: 245 Washington Street, Watertown NY 13601  
Code Enforcement Office: 315-785-7735

Home **Rental Registration**

 [Create an Application](#)

**Records**

Be sure to allow pop-ups.

If you have reviewed the “General Disclaimer” and accept its terms, click the checkbox to create a checkmark.

Click “Continue Application” to continue.

Home **Rental Registration**

[Create an Application](#)

#### Online Application

Welcome to the City of Watertown’s Online Permitting System. Using this system you can submit and update information, pay fees, track the status of your application, and print your final record all from the convenience of your home or office, 24 hours a day.

Please “Allow Pop-ups from This Site” before proceeding. You must accept the General Disclaimer below before beginning your application.

##### General Disclaimer

While the Agency attempts to keep its Web information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change without notice from the Agency as a result of updates and corrections.

I have read and accepted the above terms.

 [Continue Application »](#) 

**Step 4: Rental Property Address.** In this step of the Rental Registration Application process, you will give details about the rental property.

Enter the property address. To do this, you will need to search for the property’s street number. Enter the *Street Number* into the “Street No.” field and click “Search”.

For example, if the property you are looking up is *123 N Test St.*, you will enter *123* into the “Street No.” field.

**Rental Property Address**

Enter the **Street No.** part of your **rental property address** and then choose **Search**.

You can then find your address in the list, and the remaining fields will populate automatically. Using the Search function will fill in remaining fields automatically.

\*Street No.:

\*Street Name:  Street Type:  Street Suffix:

\*City:  \*State:  \*Zip:

Select the correct address from the list using the radio button.

**Address Search Result List**

**Addresses**

Showing 1-10 of 37

Address	City	State	Zip
<input checked="" type="radio"/> 123 Bowers Ave, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Breen Ave, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 California Ave, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Cedar St, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Central St, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Charles St, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Chestnut St, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Coleman Ave, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Colorado Ave, Watertown NY 13601	Watertown	NY	13601
<input type="radio"/> 123 Division St W, Watertown NY 13601	Watertown	NY	13601

< Prev 1 2 3 4 Next >

**Associated Parcels**

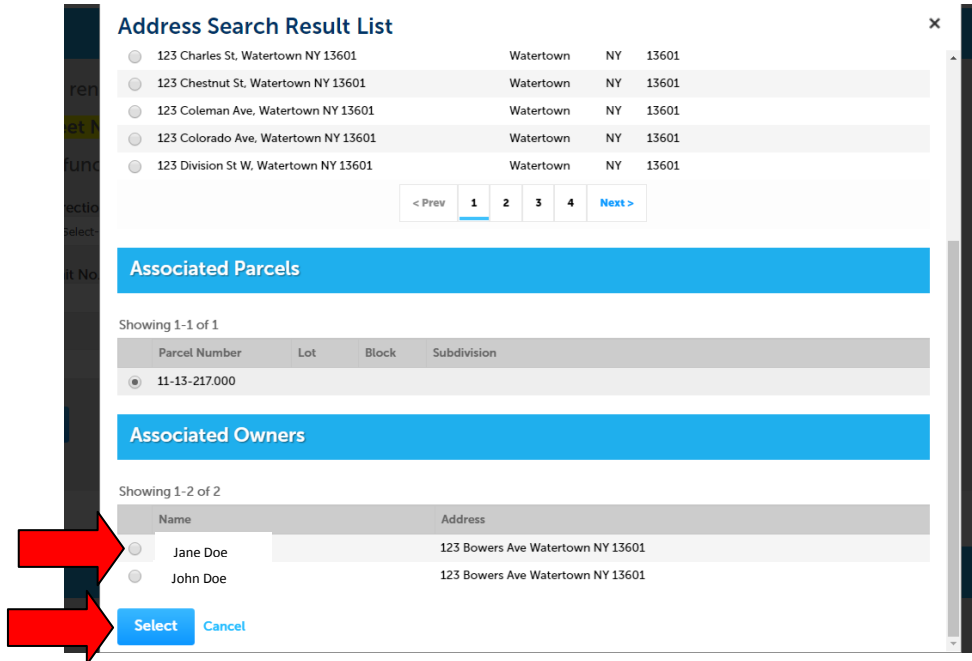
Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
<input checked="" type="radio"/> 11-13-217.000			

Once the information loads, you will notice that your parcel information is selected for you.

Scroll down to select an owner using the associated radio button.

Click “Select” to return to the “Property Address” screen.



After clicking “Select,” the “Parcel” and “Owner” sections will automatically populate for your convenience. If the owner information is incorrect, please provide up-to-date information by modifying the “Owner” section.

**Parcel**

Your Parcel Number will fill in automatically when you use the Search button in the address section above.

\* Parcel Number:  
12-34-567.000

Search Clear

**Owner**

Your Owner Information will fill in automatically when you use the Search button in the address section above. If the information is out of date, please update it with current information.

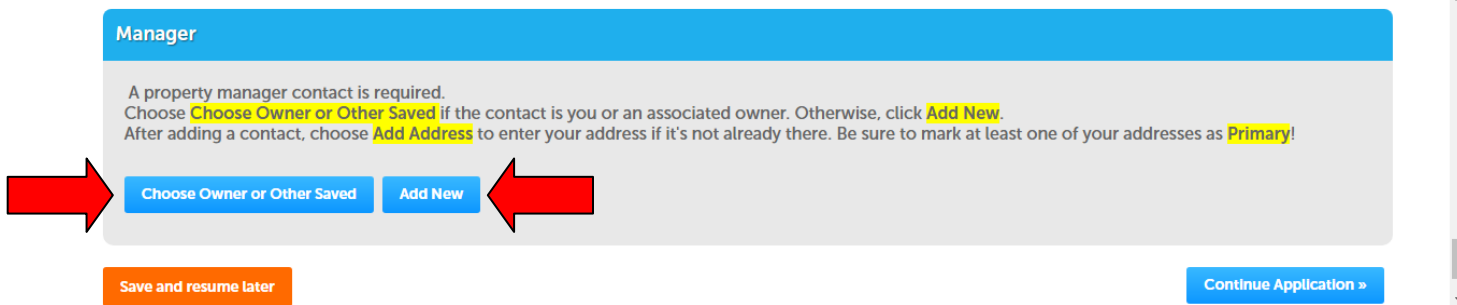
Owner Name:  [?](#)

Address Line 1:

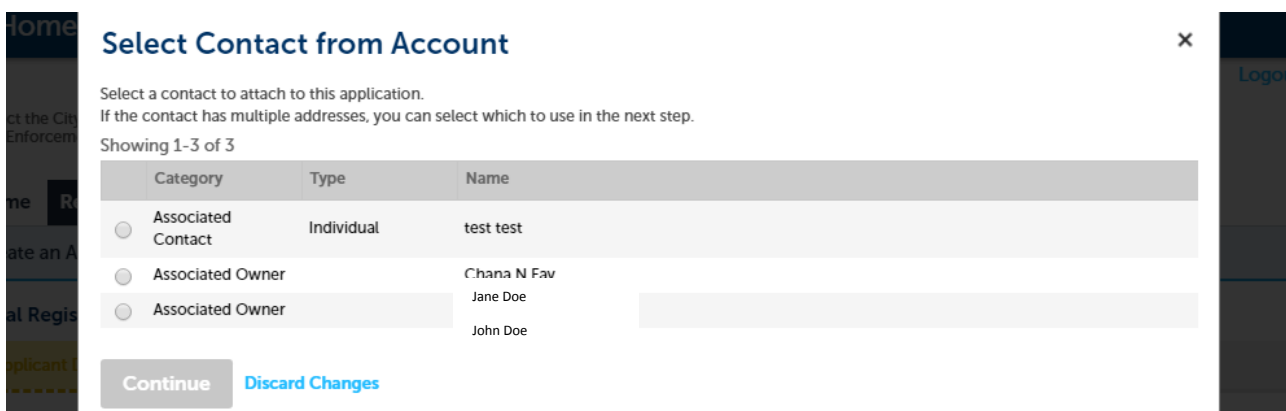
Address Line 2:

City:  State:  Zip:  Country:

**Step 5: Property Manager.** You must add contact information for a property manager. Scroll to the bottom of the page to make this section visible. You can choose “Choose Owner or Other Saved” or “Add New”.



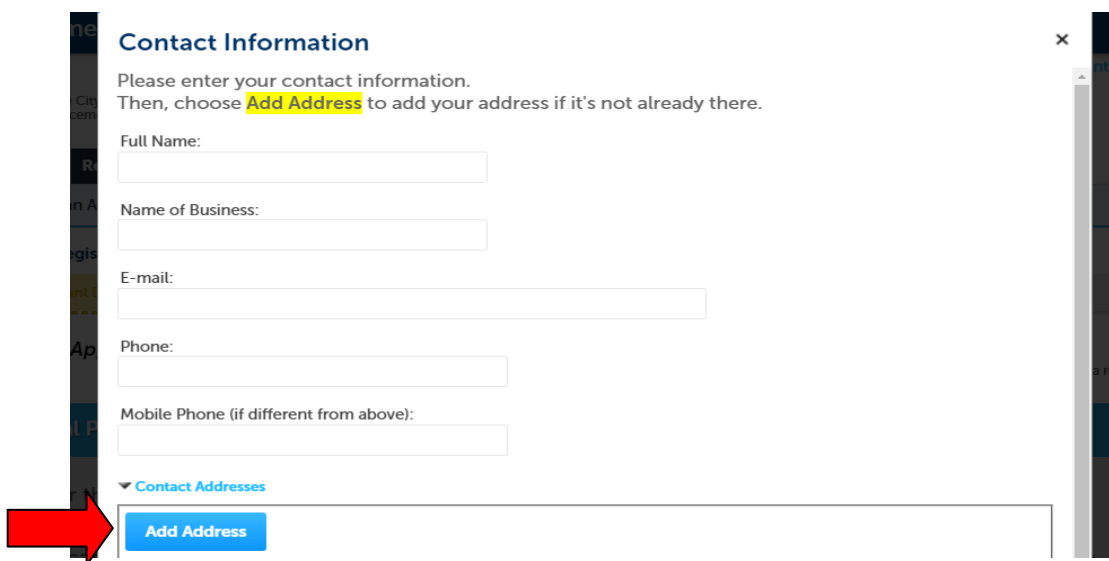
If you choose “Choose Owner or Other Saved,” you will have the option of choosing yourself as the property manager, or an associated owner of the address.



Category	Type	Name
<input type="radio"/> Associated Contact	Individual	test test
<input type="radio"/> Associated Owner		Chana N Fav Jane Doe
<input type="radio"/> Associated Owner		John Doe

If you choose, “Add New,” you will have the option to enter new information about a property manager that is neither yourself, nor an owner of the address.

Select “Add Address” to associate an address with the property manager.



Fill out the address information for the property manager and Select “Primary”.

Click “Save and Close” to add the address information or “Save and Add Another” to add more address associated with the property manager.

The screenshot shows a form titled "Contact Information" with a sub-section "Contact Address Information". It contains several input fields: "Address Line 1:", "Address Line 2:", "City:", "State:" (a dropdown menu with "--Select--"), and "ZIP Code:". Below these is a checkbox labeled "Primary (At least one address must be primary!)". At the bottom of the form are four buttons: "Save and Close", "Save and Add Another", "Clear", and "Discard Changes". Two red arrows point to the "Save and Close" and "Save and Add Another" buttons.

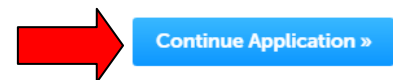
You will be directed back to the “Contact Information” screen.

Click “Continue” to proceed in the application process.

The screenshot shows the "Contact Information" form with the following fields filled: "Full Name:" (Bob Dylan), "Name of Business:" (Musical Freedom), "E-mail:" (dylan@fakedomain.com), "Phone:" (3155555555), and "Mobile Phone (if different from above):". Below these is a section titled "Contact Addresses" which contains a table with one row of address information. At the bottom of the form are three buttons: "Continue", "Clear", and "Discard Changes". A red arrow points to the "Continue" button.

Address Type	Address	Action	Primary
	123 Fake Street	Actions ▾	Yes

After you have completed adding a property manager contact, you have the option to save your application for completion at another time by clicking “Save and resume later” or you can continue your application by clicking “Continue Application.”



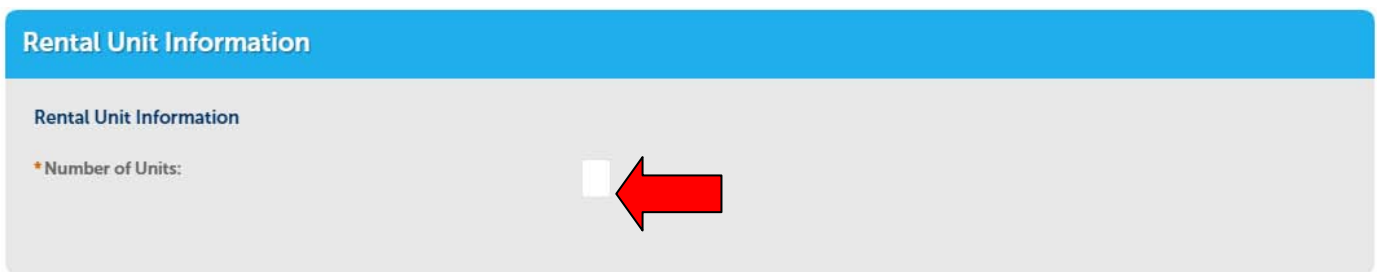
**Step 6: Rental Unit Information.** In the next section of creating a Rental Registration Application, you will enter details about rental units.

Under the “Rental Unit Information” section, specify the number of units by typing in the “Number of Units” field.

Under the “Rental Unit Details” section, add detailed information about each rental unit. Click “Add Unit” to add an address for each rental unit.

*Note: The number of rental units should be equal to the number of units rows added. For example, if there are five units, enter “5” into the “Number of Units” field. Then, add five rows to the “Rental Unit Information” section to represent the five rental units.*

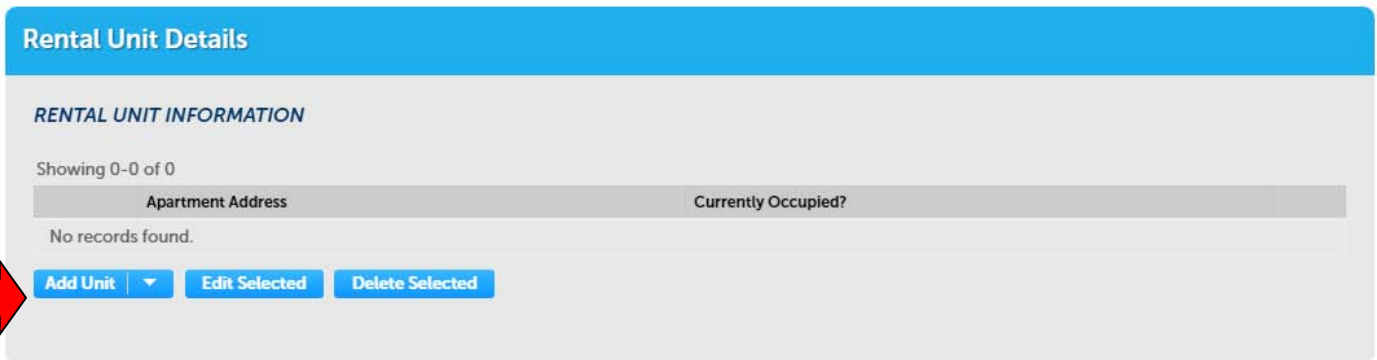
Click “Continue Application” to proceed, or “Save and resume later” to complete the application at another time.



**Rental Unit Information**

Rental Unit Information

\* Number of Units:



**Rental Unit Details**

*RENTAL UNIT INFORMATION*

Showing 0-0 of 0

Apartment Address	Currently Occupied?
No records found.	


[Add Unit](#) [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#)

[Continue Application »](#)

After clicking “Add Unit” this screen will appear. Here, you will add address details about specific rental units (e.g., Apt. A). Select whether or not the unit is occupied.

Click “Submit” to return to the previous screen.



**RENTAL UNIT INFORMATION**

\* Apartment Address:

\* Currently Occupied?:  
 Yes  
 No

[Submit](#) [Cancel](#)

Your unit information will appear below. You may “Add Unit” to add more units.

Click “Continue Application” to proceed.

### Rental Unit Details

**RENTAL UNIT INFORMATION**

Showing 1-1 of 1

<input type="checkbox"/>	Apartment Address	Currently Occupied?	
<input type="checkbox"/>	Apt. A	Yes	Actions ▾

[Add Unit](#) ▾ [Edit Selected](#) [Delete Selected](#)

[Save and resume later](#) [Continue Application »](#)

**Step 7: Review.** The next portion on the Rental Registration Application enables you to review and edit your application.

**Step 3: Review**

[Save and resume later](#) [Continue Application »](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

### Record Type

## Rental Registration v2

#### Property Address

123 Bowers Ave  
Watertown NY 13601

[Edit](#)

#### Parcel

Parcel Number: 12-34-567.000

[Edit](#)

#### Owner

Jane Doe  
123 Bowers Ave  
Watertown NY 13601

[Edit](#)

#### Manager

[Edit](#)

When you feel that the information in your application is accurate and complete, read the text, click the checkbox to insert a checkmark if the statement is true, and click “Continue Application”.

By submitting this application I am affirming that the conditions enumerated in [§177-6 C\(1\) of the Code of the City of Watertown](#) have been met and that I have read the portions of City of Watertown Code enumerated in [Chapter 98 \(Brush, Grass and Weeds\)](#) and [Chapter 161 \(Garbage, Rubbish and Refuse\)](#) and understand my obligation to comply with all applicable state and local laws.

By checking this box, I agree to the above certification. Date:

[Save and resume later](#) [Continue Application »](#)



**Step 8: Confirmation.** This is confirmation that your Rental Registration Application has been submitted, and a record has been issued to you. Take note of what your record number is, as you will need this number to check on the status of your application.

To view details about your record, click “View Record Details”.

Contact the City at: 245 Washington Street, Watertown NY 13601  
Code Enforcement Office: 315-785-7735

Home **Rental Registration**

Create an Application

Rental Registration v2

1 Applicant Details

2 Owner Details

3 Review

4 Record Issuance

**Step 4: Record Issuance**



Your application has been successfully submitted.  
Please print this page and retain a copy for your records.  
The Code Enforcement office will contact you once the application has been processed.

Thank you for using our online services.

Your Record Number is **REC17-00000-0000H.**

You will need this number to check the status of your application or to schedule/check results of inspections.

Your application requires assignment and review.

[View Record Details »](#) (You must post the record in the work area.)

