12/29/2017 – Version 1.1.3

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*. *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**.*

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

Click, "Create an Application".

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.

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.

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

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.
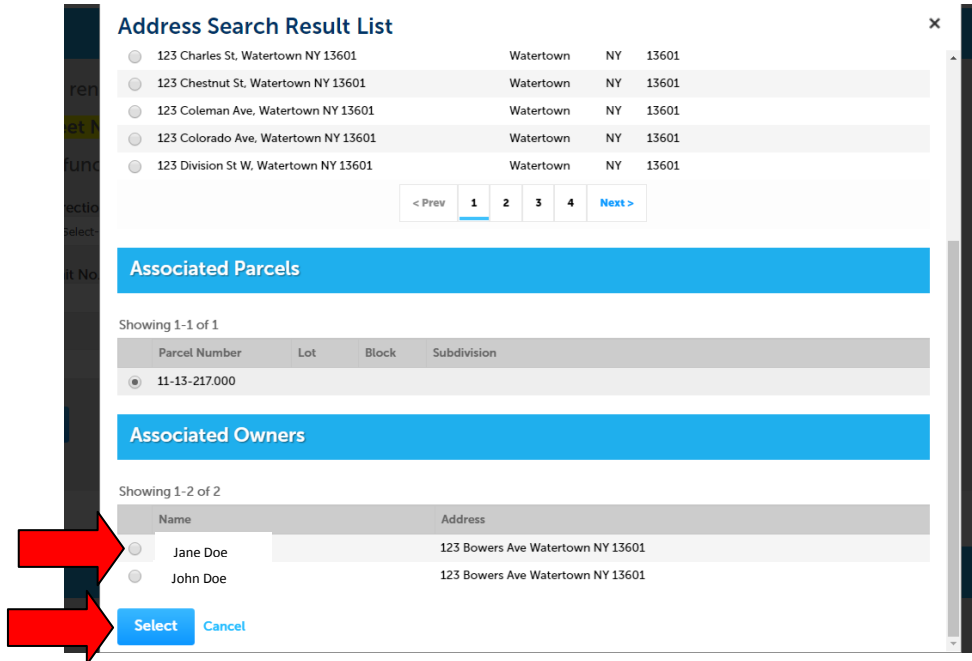
After clicking "Select," the "Parcel" and "Owner" sections will automatically populate for your convenience. If the owner information is incorrect, please provide up-to-date information by modifying the "Owner" section.
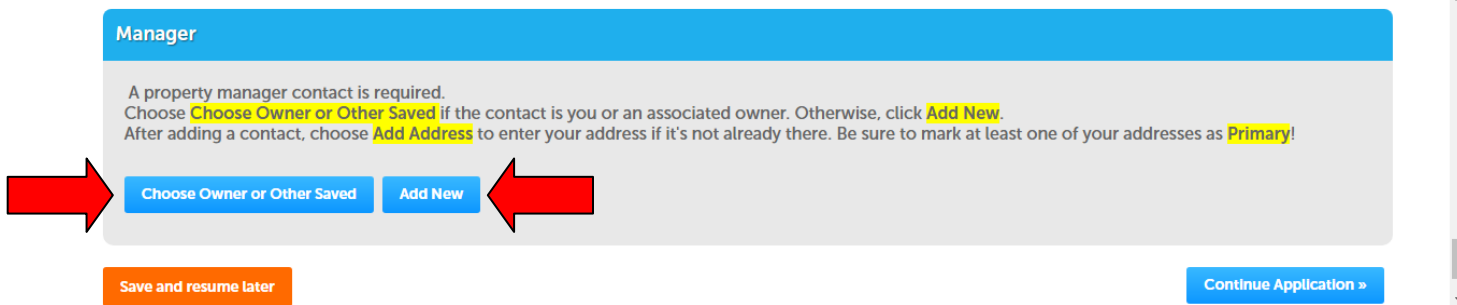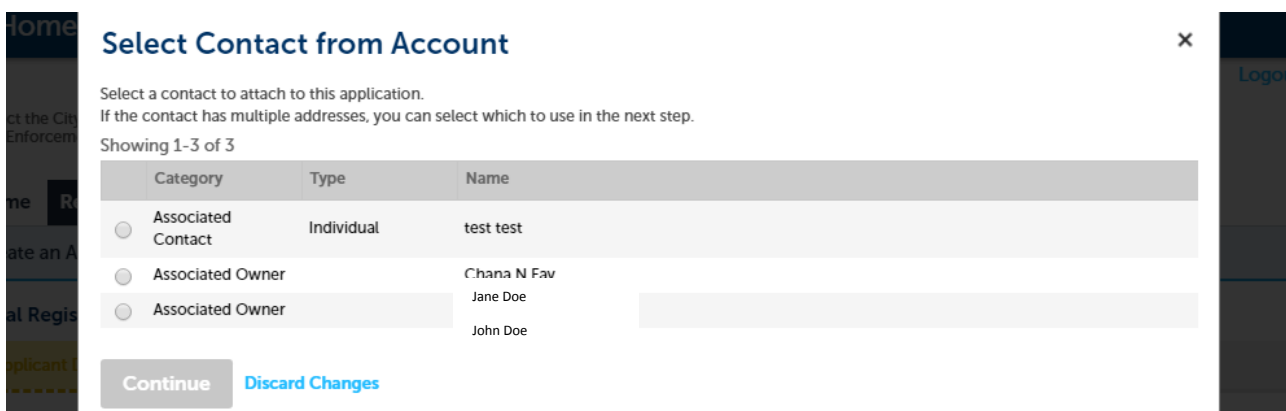
Step 5: Property Manager. You must add contact information for a property manager. Scroll to the bottom of the page to make this section visible. You can choose "Choose Owner or Other Saved" or "Add New".

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.

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.

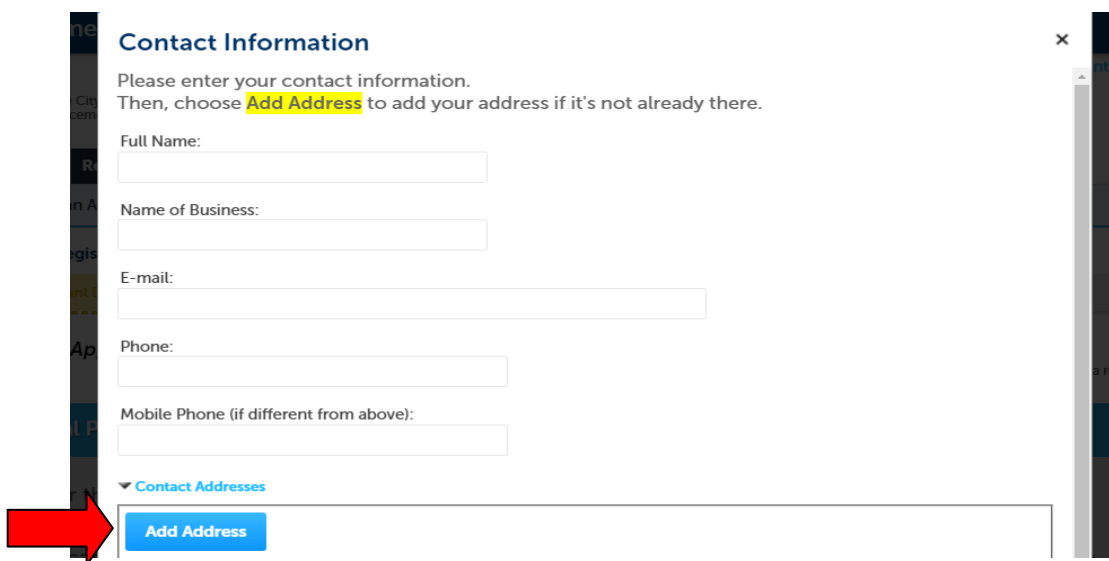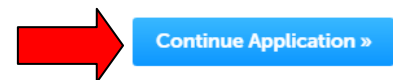You will be directed back to the "Contact Information" screen.

Click "Continue" to proceed in the application process.

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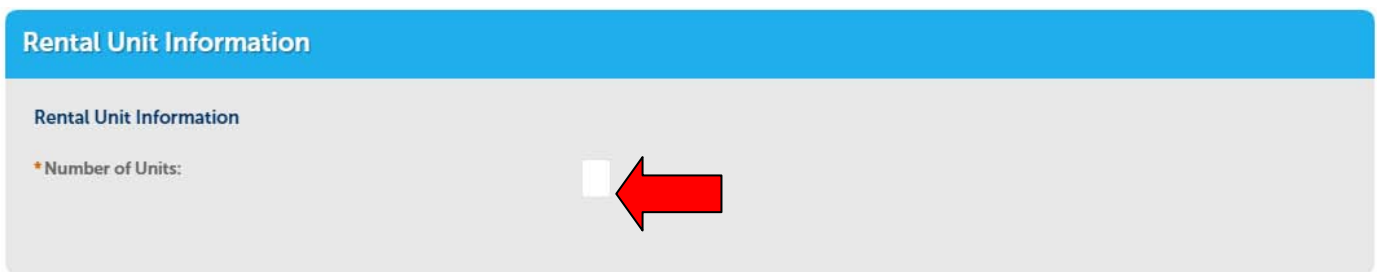
Step 6: Rental Unit Information. In the next section of creating a Rental Registration Application, you will enter details about rental units.

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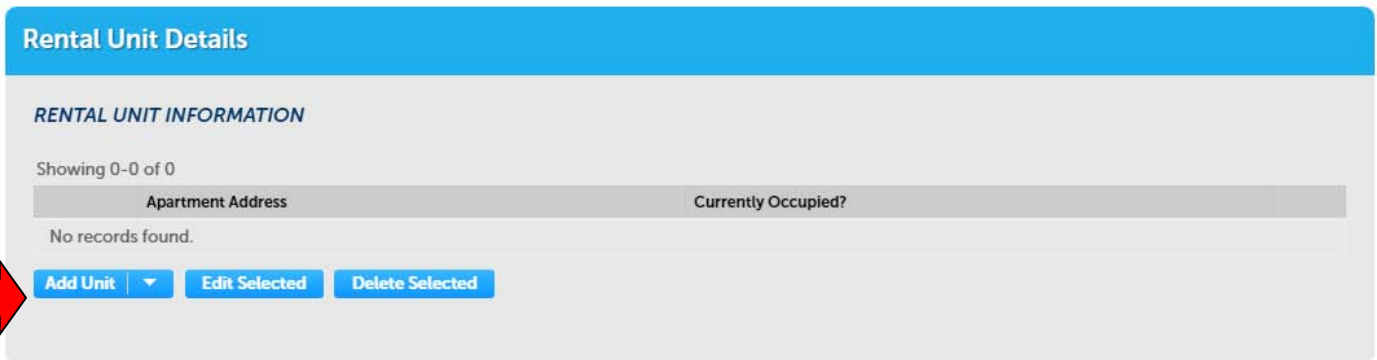
Click "Continue Application" to proceed, or "Save and resume later" to complete the application at another time.

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.

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

	Apartment Address	Currently Occupied?	
☐	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   Edit

123 Bowers Ave
Watertown NY 13601

Parcel   Edit

Parcel Number: 12-34-567.000

Owner   Edit

Jane Doe
123 Bowers Ave
Watertown NY 13601

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 or your application.

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