# Help Guide for the City of Rockford Rental Registry Program 


http://rentalregistry.rockfordil.gov

Select "Create New Account" from the home page.

Select "Create a New Account Here".


New Account Setup

To Create a New Account, there are 2 steps you must do:


Once your Account has been Created and Activated:
Please Sign In to your New Account Here.

Enter the information on the form and select the "Create My New Account" Button.


## Enter Your New Account Information

Welcome to New Account Registration. This is where you create your Admin Account.
You will use this Admin Account to enter in all of your Property information for all of your Properties


## Your Activation Code for the City of Rockford's Rental Registry Program

This Email contains your Activation Code for the Rockford Rental Registry Program.

Please click on the following link to Activate your Account. http://rentalregistry.rockfordil.gov/VerifyActivationNumber? AcctActivationEmail=name@gmail.com\&AcctActivationNumber=3512-12765-6523

Use the following Username and Password to Sign In to the website and enter your Owner/Property Information:

Your Admin UserName: user
Your Admin Password: password

Also, keep the following settings for your records:

Your Admin Account Email: name@gmail.com
Your Admin Account Activation Number: 3512-12765-6523

After you log in, select "My Property List" to add properties you own.

Enter only the street number and select the "Look up Addresses that have this Street Number" button.


## Easy Tracking Web

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Welcome to Adding a New Property. The first step is locating your Property's Address from the City's List of Addresses.
Please enter the Street NUMBER to Search for your Property's Address.
Example: If your Property is on 1234 Main Street, simply type in: 1234


Look up Addresses that have this Street Number
If you already have entered your Property and want to Edit/View it, Go to that Property by clicking here.

Select the property that's your by selecting "Select This Address".

Select the "Property Type" from the dropdown list and enter the number of units at this property.


For this Property you selected, please enter 2 things:

1. The Property's "Type" (Apartment, Single-Family, etc.)
2. The Property's Number of Units (Estimate if you aren't sure)


Save This Property Information
If this is NOT the Property you wanted to select, Go Back and Search Again

Select "Click Here to Add Required Contacts".

Select "Click Here to Add an Owner".


Enter the appropriate information in the form and select "Add this Contact to this Property".

If the "Property Manager" and "Agent for Service" are the same as the owner, select the appropriate checkboxes. If they are different, leave the check-boxes blank and add those separately.

Add A New Owner

If you want to Copy a previously-entered Contact (as Owner):
Click Here to see a List of All Contacts to choose from.
If you do NOT want to Add this New Contact, Go Back to Contact Summary

| Title of this Contact : <br> Owner | Owner <br> First Name : | Owner <br> Last Name : | (Optional) Company/Trust Name <br> (if this Owner is a Company/Trust): |
| :--- | :--- | :--- | :--- |

Is this Owner also the "Property Manager" $\quad$ Is this Owner also the "Agent for Service" (Place Check Mark if YES): $\square$ (Place Check Mark if YES):

