Uploading Documents After Applying for Rental Registration

If you need to upload a lead safe certificate or other document and have already finished the application, follow these steps.
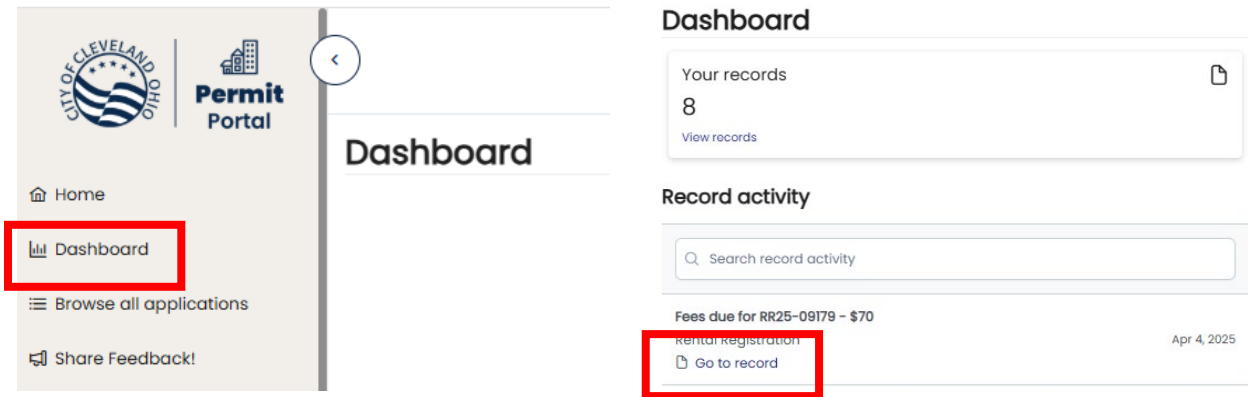
1. Access the Permit Portal

- Scan the QR code to the right.
- Or visit https://coc-prod-publicportal.accela.com
- Login to your account.

2. Find Your Rental Registration

- Click Dashboard to find your record (starts with RR). Example: RR25-12345
- This number is in the confirmation email you received after applying.
- Click Go to Record.

3. Attach Documents

- Select **Attachments**
- Click **Add** to upload a document.