



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.

The screenshot shows the City of Cleveland Permit Portal dashboard. On the left, there's a sidebar with links for 'Home', 'Dashboard' (which is highlighted with a red box), 'Browse all applications', and 'Share Feedback!'. The main dashboard area has a title 'Dashboard' and a section for 'Your records' showing 8 items. Below that is a 'Record activity' section with a search bar and a list of items. One item in the list is 'Fees due for RR25-09179 - \$70' with a 'Rental Registration' link and a 'Go to record' button (also highlighted with a red box). The date 'Apr 4, 2025' is shown at the bottom right of this section.

3. Attach Documents

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

The screenshot shows the details of a specific record. The title is 'Record RR25-09179'. Below it is a 'Rental Registration' section with 'Record Status: Closed' and 'Expiration Date: 03/01/2025'. The main content area has tabs for 'Record Info', 'Payments', 'Record Details' (which shows 'Processing Status: was added to this record: Additional Documentations: 1 (Notice: 1)'), 'Related Records', 'Attachments' (which is highlighted with a red box), and 'Inspections'. To the right, there's an 'Attachments' section with a message about file size restrictions and a table for managing attachments. A single row is shown: 'No records found.' with a blue 'Add' button (also highlighted with a red box).