

# Registration Overview Instructions

## VISIT WEBSITE

STEP  
1

<https://registry.alamedarentprogram.org>  
(Use Google Chrome browser)

## CREATE ACCOUNT

STEP  
2

Select "Click here to create an account" and enter an email and new password. A verification email will be sent to your personal email. You must access this email to activate your account.

## ADD PROPERTY TO ACCOUNT

STEP  
3

Login to your account and click the blue "Add Property" button. Enter the unique APN and PIN combination provided in this packet to add the rental property to your account.

## REVIEW OWNER CONTACT INFORMATION

STEP  
4

Click the "Open" button on the property you would like to register. Click "Contacts" above the property image to review and edit contact information.

## ENTER UNIT INFORMATION

STEP  
5

Click the "Open" button on the property you would like to register. Click the blue "Actions" button and select "Register New Occupant" from the dropdown menu. In the pop-up window, select the "Occupant Type" from the dropdown menu and enter data for each field displayed.

## APPLY FOR EXEMPTIONS FROM THE UNIT FEE (as needed)

STEP  
6

If a unit is eligible for an exemption from the program fee for the upcoming fiscal year, click the blue "Actions" button and select "Apply for Exemption" from the dropdown menu. Enter data in each field and upload documentation to substantiate the reason for the exemption.

## FINALIZE REGISTRATION

STEP  
7

Finalize registration by clicking the red "Review and Submit" button and completing the submission process.