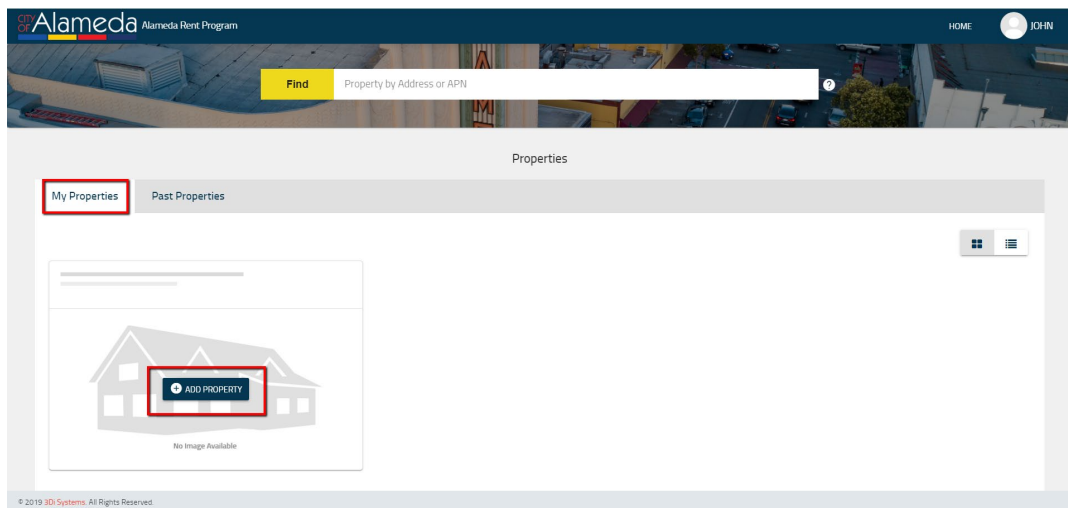


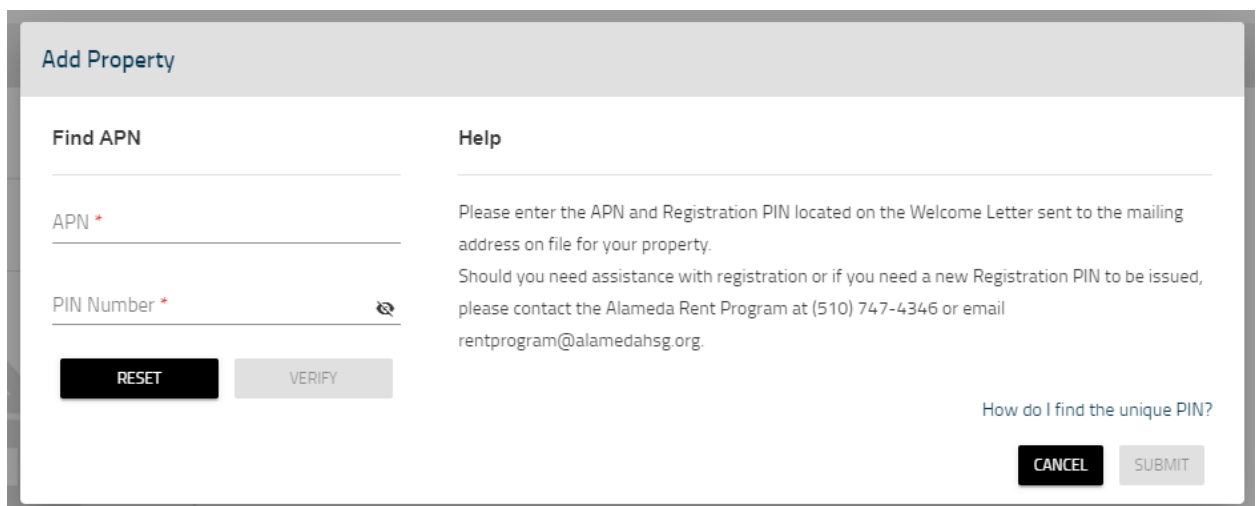
Add a Property to Your Account

This section will describe how you can add a property to your dashboard to complete registration. Adding a property to your account is a one-time activity. Once the property is added, it will remain on your profile until there is a change in ownership.

1. To add a property to your account, you must have the unique PIN and APN combination provided by the Alameda Rent Program in the 'Welcome' Registration Packet. Each property has a unique PIN. If you do not have the PIN, contact the Alameda Rent Program.
2. Login to your account in the Online Rent Registry. From the 'My Properties' tab while you are in the 'Property Card' view, the 'ADD PROPERTY' button is displayed. Click on the 'ADD PROPERTY' button.

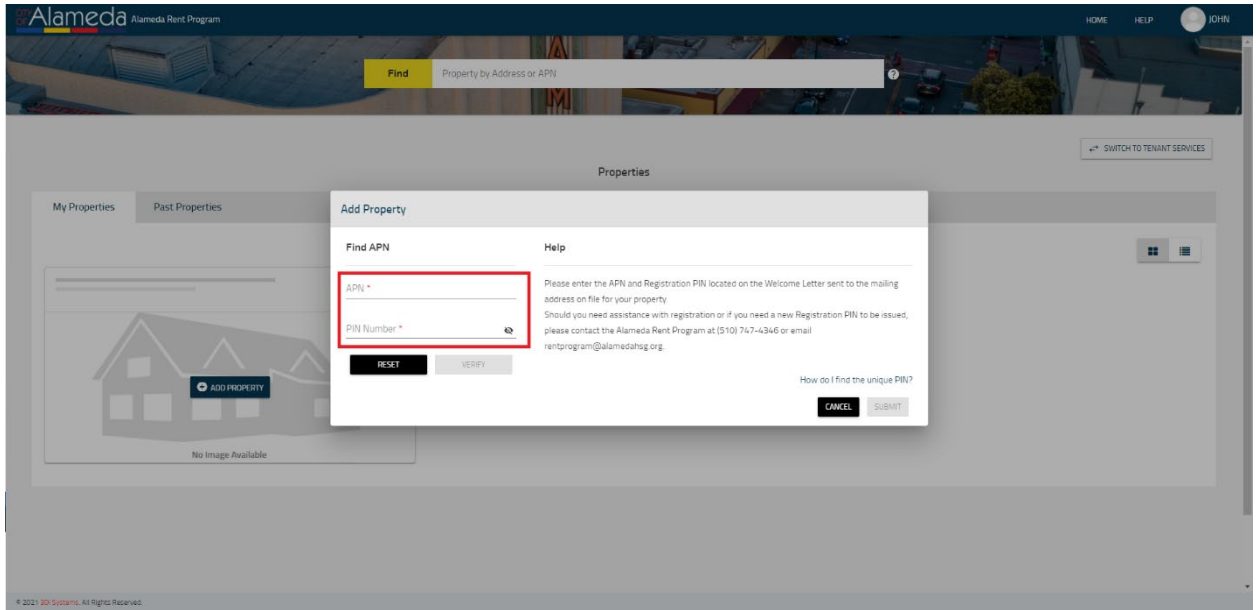


3. The 'ADD PROPERTY' pop-up will appear.

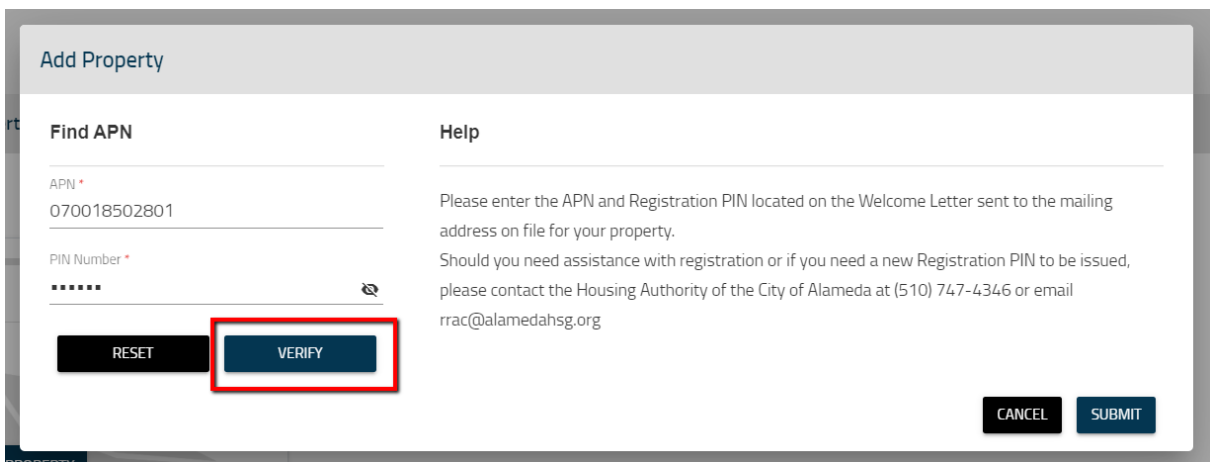
A screenshot of the 'Add Property' pop-up form. The form has a title 'Add Property' and is divided into two columns. The left column is titled 'Find APN' and contains two input fields: 'APN *' and 'PIN Number *'. Below these fields are two buttons: 'RESET' and 'VERIFY'. The right column is titled 'Help' and contains a paragraph of text: 'Please enter the APN and Registration PIN located on the Welcome Letter sent to the mailing address on file for your property. Should you need assistance with registration or if you need a new Registration PIN to be issued, please contact the Alameda Rent Program at (510) 747-4346 or email rentprogram@alamedahsg.org.' At the bottom right of the form, there is a link 'How do I find the unique PIN?' and two buttons: 'CANCEL' and 'SUBMIT'.

Questions? Contact the Alameda Rent Program at 510-747-7520 or rentprogram@alamedaca.gov

4. Enter the APN and PIN for your property. The PIN can be found in the 'Welcome' Registration Packet that was mailed to you.



5. Once the APN and PIN are entered, the 'VERIFY' button will be enabled (it will change from gray to blue in color). Click on the 'VERIFY' button. If the property was already added to a different user's account, an error message will be displayed on the screen to describe the error. If you see an error message, try entering the APN and PIN again. If the issue persists, contact the Alameda Rent Program and inform them of your issue.



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6. When you have successfully entered the correct APN and PIN combination, the associated Site Address(es) for the property will appear as shown below.

The screenshot shows a web form titled "Add Property". It is divided into two main sections: "Find APN" and "Help".

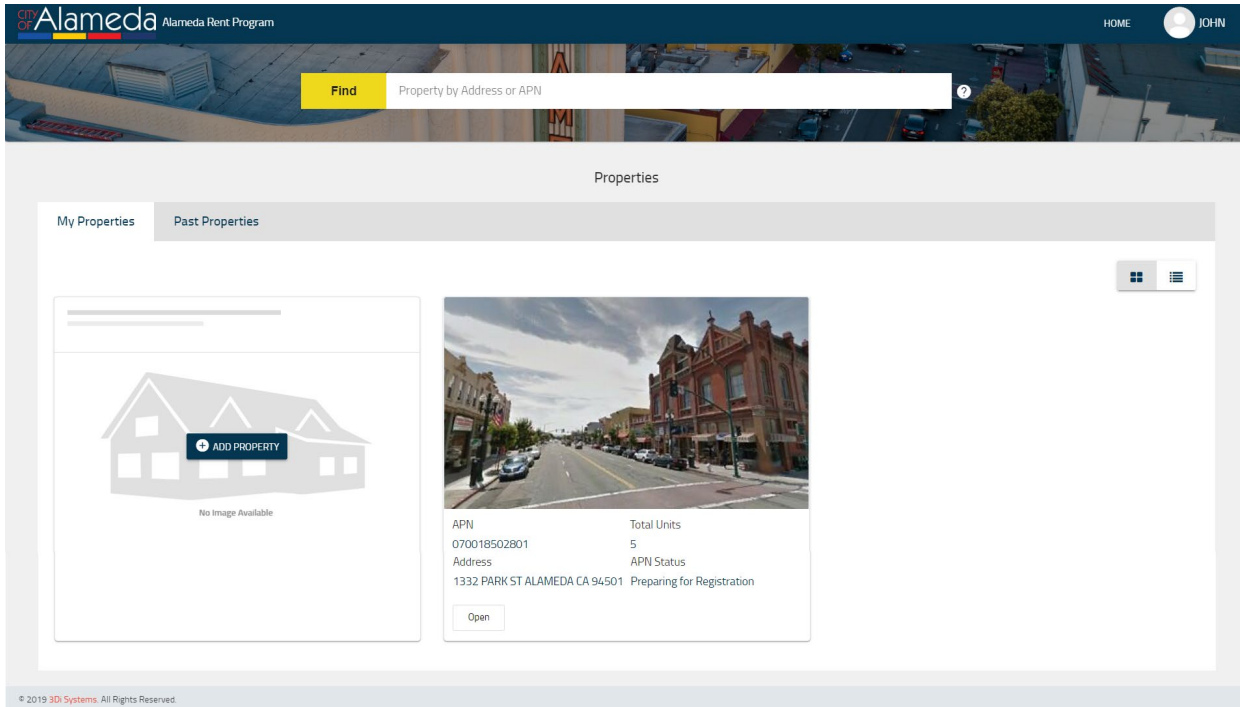
- Find APN:** Contains two input fields. The first is labeled "APN" and contains the text "070018502801". The second is labeled "PIN Number" and contains six asterisks "*****". Below these fields are two buttons: "RESET" (black) and "VERIFY" (dark blue).
- Help:** Contains a paragraph of text: "Please enter the APN and Registration PIN located on the Welcome Letter sent to the mailing address on file for your property. Should you need assistance with registration or if you need a new Registration PIN to be issued, please contact the Alameda Rent Program at (510) 747-4346 or email rentprogram@alamedahsg.org." Below this text is a link: "How do I find the unique PIN?".
- Address(es):** A section below the "Find APN" section, containing a list of two addresses:
 - 1332 PARK ST ALAMEDA CA 94501
 - 1330 PARK ST ALAMEDA CA 94501This section is highlighted with a red rectangular box.
- Buttons:** At the bottom right of the form are two buttons: "CANCEL" (black) and "SUBMIT" (dark blue).

7. After verifying the Site Address(es) match the APN, click on the 'SUBMIT' button to add the property to your account.

This screenshot is identical to the one above, showing the "Add Property" form. The only difference is that the "SUBMIT" button at the bottom right is now highlighted with a red rectangular box, indicating it is the next step in the process.

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8. When you have successfully added the property to your profile, you will be redirected to your dashboard where you will be able to see your newly added property.



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