Create an Account

This section will describe how to create an online account where you can add and manage your properties in the Rent Registry system.

CITY OF ALAMEDA RENT PROGRAM ONLINE RENT REGISTRY 1.0	LOGIN
Welcome to the rent registry for the City of Alamedal	Email Address *
Alameda Municipal Code section 6-58 55 requires that most rental properties be registered with the city.	
This system allows Owners and Property Managers to:	Password *
- Manage Contact Information Analy Fourmer Fo	Forgot Password?
- Appy for Exemptions norm the Program Fee	LOGIN
CONTACT US Email : rentprogram@alamedahsg.org	NEW USER? Click here to create an account.
Web : www.alamedarentprogram.org	

1. Click on the **NEW USER? Click here to create an account** link.

- 2. A pop up will appear on the screen titled **Create Account**. To create an account, you will need to enter all the required fields indicated below. If there is any required information missing, an error message will alert you.
 - First Name
 - Last Name
 - Email Address (this will be used as your login ID)
 - Password (must be between 8-16 characters, must contain both uppercase and lowercase letters, and must contain at least one number)

Create Account
First Name *
This Field is Required.
Last Name *
Mobile Number (Optional)
Email *
Password *
Confirm Password *
CANCEL SUBMIT

3. Once all the required fields are entered, the **Submit** button will activate and change from gray to blue in color. Click on the **Submit** button. If an account with the same Email ID already exists, an error message will appear. If this is the case, follow the instructions to learn how to recover and reset your password, for the existing account, using the **Forgot Password** function.

reate Account	
First Name *	
John	
Last Name *	
Doe	
Mobile Number (Optional)	
Email *	
Johndoe@3dimail.com	
Password *	
Confirm Password *	
CANCEL	SUBMIT

4. Once you have successfully created an account, you will see a pop up on the screen along with a message indicating that "email verification is pending." Check your email account to verify creation of your Rent Registry account.

and and a second	CITY OF ALAMEDA RENT PROGRAM ONLINE RENT REGISTRY 1.0	LOGIN	
The	Welcome to the rent registry for the CRy of Alamicdal Alameda Municipal Code sect registered Account Setup Successful This system allows of	Email Address *	Service of a
	- You have successfully created an account w - Man - Apply for Exemptic - Apply for Exemptic - Pay -	In the Alameda Rent Program or email address. Please click on the link. Gram account. DCIN	
	Email rentprogran@alannedansgorg Phone (510) 747-4346 Web: www.alannedarentprogram.org	NEW USER? Click here to create an account.	
SA	E-mail verification perdage		

5. An email with the subject line "Account setup confirmation" should be in your inbox. Open the email and click on the verification link in the email. (If you did not receive a verification email, check your SPAM folder. If it does not arrive after 30 minutes, please contact the Alameda Rent Program and inform them the Account Activation Email did not arrive.)



6. If the account verification is successful, you will be redirected to a webpage which indicates the account was successfully activated. You can click on the **RETURN TO HOMEPAGE** button to return to the Home Page and log in. If there is an error in the verification process, please contact the Alameda Rent Program and inform them the Account Activation failed and you need assistance.



 Once you've logged in to your account for the first time, you will need to add your rental property to your account. You will be asked to enter the unique APN/PIN. If you do not already have APN/PIN, email <u>rentprogram@alamedaca.gov</u> to request the PIN. Refer to <u>Add a Property</u> <u>to Your Account</u> for additional guidance.