

Creating a Private Inspector Registration



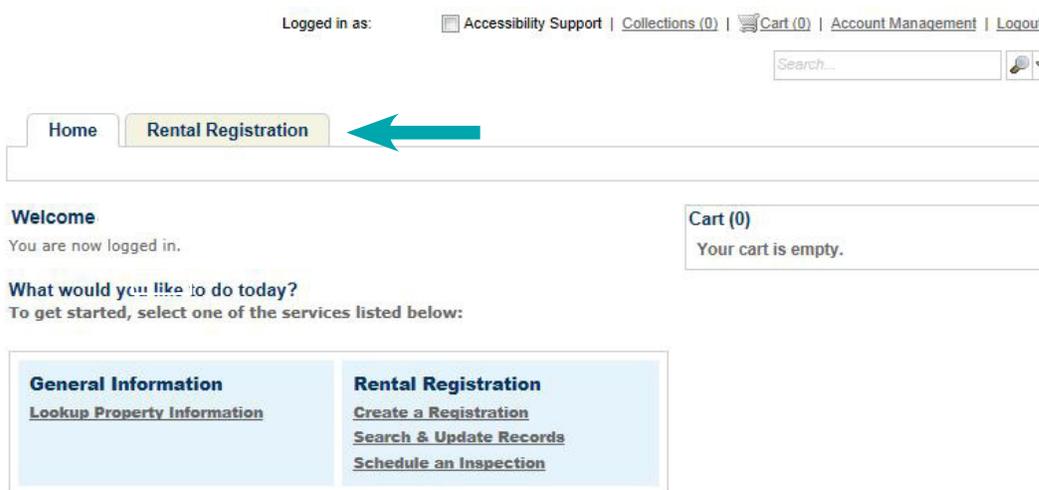
Purpose

This instruction sheet provides you with step-by-step instructions for creating a private inspector registration in the RRIO online system. In order to register online, you must first have a user account set up and a credit card for payment. If you need to set up a user account, use the instruction sheet: Creating a New User Account.

Steps to Register as a Private Inspector

Part 1

1. In your web browser, navigate to the DPD portal: <https://mydpdservices.seattle.gov/RRIO/>. Sign in with your username and password.
2. Click on the tab at the top called “**Rental Registration**”



3. Click on "Create a Registration"



[Home](#) | [Rental Registration](#)

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

Records

Show on Map 

Showing 0-0 of 0

Create Date	Record Number	Record Type	Address	Related Records	Status	Action
-------------	---------------	-------------	---------	-----------------	--------	--------

No records found.

Search for Records

Enter information below to search for records.

- Site Address or Parcel Number
- Record Information
- Contact Information

General Search

Search my records only

Record Type: Record Number:

Start Date: End Date: Record Status:

Contact Type:

First: Last:

Name of Business:

Street No.: Mod: Direction: Street Name: Street Type: Street Suffix:

Parcel No.:



4. Click on the radio button next to **“Private Inspector Registration,”** then click the **“Continue Application”** button.

[Home](#) | [Rental Registration](#)

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

Select an Action

Choose one of the following actions.

If you want to update an existing registration, please use the “Search Records” link above and then select “Update” to make your changes.

Private Inspector Registration ←

Rental Property Registration

Transfer Existing Registration to New Owners

5. Enter your information and choose Email as the communication preference. Click on **“Continue Application”** button

→ Auto-fill with

You can select which contact information to auto-fill with if the account has multiple contacts on it.

* Individual/Organization:

* First: Middle: * Last:

Business or Organization Name:

* Organization Name: Organization Representative:

Country:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Primary Phone: (+ 1) ← *Only use (1+) field if entering international code.*

E-mail:*

* Communication Preference:

* Receive communication about this project: Yes No

→

Save and resume later:



6. Provide all required information. You must check the checkbox before clicking “Continue Application.”

* indicates a required field.

Registration Information

* City Business License Number: ?

* Credential Type:
--Select--

* Please enter the expiration date on the credential selected above: ?

* Would you like the RRIO website to indicate that you are available to inspect properties?:
 Yes No

* Training Course: ?
--Select--

Special Requests for Training:

* I understand that I must keep my inspector credentials, business license, and contact information up to date:

A valid City of Seattle business license number is required to be a Qualified Rental Housing Inspector. This can be your employers business licence number.

Training is required to complete your registration.

Two green arrows point to the checkbox and the "Continue Application" button.

7. The City requires a copy of your valid credential on file. The maximum size is 16MB in one of these file types: bmp, doc, docx, gif, jpeg, jpg, pdf, png, tif, tiff, xls, and.xlsx. Click on “Upload Documents” and browse to the location of your credential document and select the file.

A copy of your valid credential is required to be on file.

* indicates a required field.

Upload Credential Documents

The maximum file size allowed is 16 MB.
Valid file types are: bmp, doc, docx, gif, jpeg, jpg, pdf, png, tif, tiff, xls, and.xlsx.

Name	Type	Size	Latest Update	Action
No records found.				

A green arrow points to the "Upload Documents" button.



8. If you have more than one file to upload, repeat the previous action. Once you have uploaded the file(s), click on the “**Attach & Save**” button.

A copy of your valid credential is required to be on file.

* indicates a required field.

Upload Credential Documents

The maximum file size allowed is 16 MB.
Valid file types are: bmp, doc, docx, gif, jpeg, jpg, pdf, png, tif, tiff, xls, and xlsx.

Name	Type	Size	Latest Update	Action
No records found.				

* Type: [Remove](#)

File:
ASI - fly out menu.bmp

Description:

Save and resume later:



9. This page lists all the uploaded files attached to the registration. You can always upload more files by clicking on the “**Upload Documents**” button again and repeating the previous steps.

A copy of your valid credential is required to be on file.

* indicates a required field.

Upload Credential Documents

The maximum file size allowed is 16 MB.
Valid file types are: bmp, doc, docx, gif, jpeg, jpg, pdf, png, tif, tiff, xls, and xlsx.

Name	Type	Size	Latest Update	Action
ASI - fly out menu.bmp	Credential Documentation	221.71 KB	03/07/2014	Actions ▼

Save and resume later:



10. Review the information. If there are any changes, click on the browser's back arrow. If not, click "Continue Application."

Private Inspector Registration



Step 3: Review

[Continue Application »](#)

Save and resume later:

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Private Inspector Registration

Applicant

[Edit](#)

Individual

Primary Phone:

SEATTLE, WA, 98101

United States

Receive communication about this project: Yes

Registration Information

[Edit](#)

City Business License Number:

12345

Credential Type:

American Association of Code Enforcement Property Maintenance and Housing Inspector

Please enter the expiration date on the credential selected above: 03/14/2016

Would you like the RRIO website to indicate that you are available to inspect properties?: Yes

Training Course:

March 1, 2014

Special Requests for Training:

I understand that I must keep my inspector credentials, business license, and contact information up to date: Yes

Upload Credential Documents

[Edit](#)

The maximum file size allowed is 16 MB.

Valid file types are: bmp, doc, docx, gif, jpeg, jpg, pdf, png, tif, tiff, xls, and xlsx.

Name	Type	Size	Latest Update	Action
ASI - fly out menu.bmp	Credential Documentation	221.71 KB	03/07/2014	Actions ▼

[Continue Application »](#)

Save and resume later:



11. Continue with the application. When a training date is selected from Step 2, a \$50.00 fee payment is required. If you have elected to be notified of future training sessions, then skip this step.

[Home](#) **Rental Registration**

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

Private Inspector Registration

1 [Contact Information](#) → 2 [Registration Details](#) → 3 [Review](#) → 4 **Pay Fees** → 5 [Record Issuance](#)

Step 4 : Pay Fees

Listed below are your fees based upon the information you have entered. You can find more information about fees and how they have been calculated at [RRIO Fee Calculation](#)

Fees	Qty.	Amount
Private Inspector Training	1	\$50.00

TOTAL FEES

\$50.00

[Check Out »](#)

12. Proceed to checkout and click on the “Checkout” button.

Cart

1 **Select item to pay** → 2 [Payment Information](#) → 3 [Receipt/Record Issuance](#)

Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$50.00

▶ Private Inspector Registration 14TMP-001452	\$50.00	Edit	Save for later	Remove
--	---------	----------------------	--------------------------------	------------------------

\$50.00

[Checkout »](#) [Continue Shopping »](#)



13. Provide all required information. Check the Auto-fill with checkbox or type in the required Credit Card Holder Information. **“Submit Payment.”**

* indicates a required field.

Payment Options

Amount to be charged: \$50.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:



14. Your application has now been successfully submitted. Your next steps are to complete the training and pay the fee.

[Home](#) [Rental Registration](#)

1 Select item to pay 2 Payment Information 3 **Receipt/Record Issuance**

Step 3: Receipt/Record Issuance

Please take a few minutes to complete this [Code Compliance Demographic Survey](#)

Confirmation Page

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

No Address

002-0001340

[View Receipt](#)

[Print/View Receipt](#)

15. Once you have completed your training (a list of training classes is located online at: <http://www.seattle.gov/dpd/codesrules/licensingregistration/rrio/aboutrrio/>), you will receive an email with instructions to pay the required fee to receive your Private Inspector Certificate of Registration.

16. Click on the link in your email to sign into your account.

Our records indicate you have successfully completed the RRIO program Private Qualified Rental Housing Inspector training and meet the underlying credential requirements.

One step remains for you to become a qualified RRIO inspector and receive your Private Inspector Registration Certificate. Please complete payment of the required fee online through your RRIO program inspector account at <https://dpdiisdev.ad.seattle.gov/CitizenAccess>. ←

If you have any questions or concerns, please call 206-684-4110 or submit a question at www.seattle.gov/RRIO.

This is an automated response. Please do not reply to this email.

Thank you.

City of Seattle
Rental Registration and Inspection Ordinance (RRIO) Program
700 5th Avenue, 19th Floor
P.O. Box 34019, Seattle, WA 98124-4019
(206) 684-4110 TTY: 7-1-1 or (206) 233-7156
www.seattle.gov/RRIO



17. Once you are logged in, click on the “Rental Registration” tab.

Logged in as: JenNg | Accessibility Support | [Collections \(0\)](#) | [Cart \(0\)](#) | [Account Management](#) | [Logout](#)

Search...

[Home](#) | [Rental Registration](#) ←

Welcome JenNg
You are now logged in.

Cart (0)
Your cart is empty.

What would you like to do today?
To get started, select one of the services listed below:

General Information
[Lookup Property Information](#)

Rental Registration
[Create a Registration](#)
[Search & Update Records](#)
[Schedule an Inspection](#)

18. Click on the “Pay Fees Due” link.

Records

Showing 1-10 of 16 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Show on Map](#) 

<input type="checkbox"/> Create Date	Record Number	Record Type	Address	Related Records	Status	Action
<input type="checkbox"/> 03/12/2014	002-0001340	Private Inspector Registration		0	Application Accepted	Pay Fees Due Update ←
<input type="checkbox"/> 03/12/2014	004-0001208	Transfer Existing Registration to New Owners		1	Amendment Accepted	



19. Proceed to the checkout page and click the “**Check Out**” button.

[Home](#) **Rental Registration**

[Create a Registration](#) | [Search & Update Records](#) | [Schedule an Inspection](#)

Private Inspector Registration

1 [Contact Information](#) 2 [Registration Details](#) 3 [Review](#) 4 **Pay Fees** 5 [Record Issuance](#)

Step 4 : Pay Fees

Listed below are your fees based upon the information you have entered. You can find more information about fees and how they have been calculated at [RRIO Fee Calculation](#)

Fees

Fees	Qty.	Amount
Private Inspector Training	1	\$50.00

TOTAL FEES

\$50.00

[Check Out »](#) 

20. Continue checking out by clicking the “**Checkout**” button.

Cart

1 **Select item to pay** 2 [Payment Information](#) 3 [Receipt/Record Issuance](#)

Step 1 : Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

No Address
1 Application(s) | \$50.00

▶ Private Inspector Registration 14TMP-001452	\$50.00	Edit	Save for later	Remove
--	---------	----------------------	--------------------------------	------------------------

\$50.00

 [Checkout »](#) [Continue Shopping »](#)



21. Provide all required information. Check the Auto-fill with checkbox or type in the required Credit Card Holder Information. Then click the “**Submit Payment**” button.

* indicates a required field.

Payment Options

Amount to be charged: \$50.00

Pay with Credit Card

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date:

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:



Submit Payment »



22. To print your Private Inspector Registration Certificate: Click on the **“Print/View Receipt”** button and your certificate will open in another window to print.

Please take a few minutes to complete this [Code Compliance Demographic Survey](#)

Confirmation Page

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

[Print/View Receipt](#)

No Address

002-0001340

[View Record](#)

[View Receipt](#)

[Print/View Receipt](#)

