Purpose

This instruction sheet provides you with step-by-step instructions for managing your ACA Account in the RRIO online system. In order to edit your account information, you must first have a user account set up. If you need to set up a user account, use the instruction sheet: Creating a New User Account.

Steps to Manage your ACA Account

2. Select the Account Management link at the top.
3. This page can’t be modified. It shows you the type of account you have. There are 4 sections in account management:

- **Account Type** – this shows the type of user account you have. It can’t be modified.
- **Login Information** – this is the login information on your account. Click on the **Edit** button to modify the information.
- **License Information** – this section is to edit or enter professional license information on your account. Click on the **Add a License** button to modify the information.
- **Contact Information** – this section is to edit or enter multiple contacts used in multiple registrations. Click on the **Add a Contact** button to modify the information.
4. To edit your login information, click **Edit**.

![Login Information](image1)

5. Update your information and click **Save**.

![Login Information](image2)

6. The license section allows users to add professional licenses that are required for certain types of permit applications. You can add a new professional license by clicking on the **Add a License** button and following the process. The City may need to validate your professional license(s) before you can use it.

_This license section generally does not apply to the RRIO program and Private Inspectors must submit or update their credential information by updating their 002-private inspector registration number._

![License Information](image3)
7. Add a new contact by clicking the **Add a Contact** button.

8. Select the Contact type – either Individual or Organization. Then click **Continue** to proceed.

9. Enter all the required contact information then click **Continue** to proceed.
10. The new contact is now added to your user account. If you need to edit the new or existing contact information, click the blue **Action** drop-down in the contact row and select **View** to make edits.