Private Inspector Account Management

Purpose

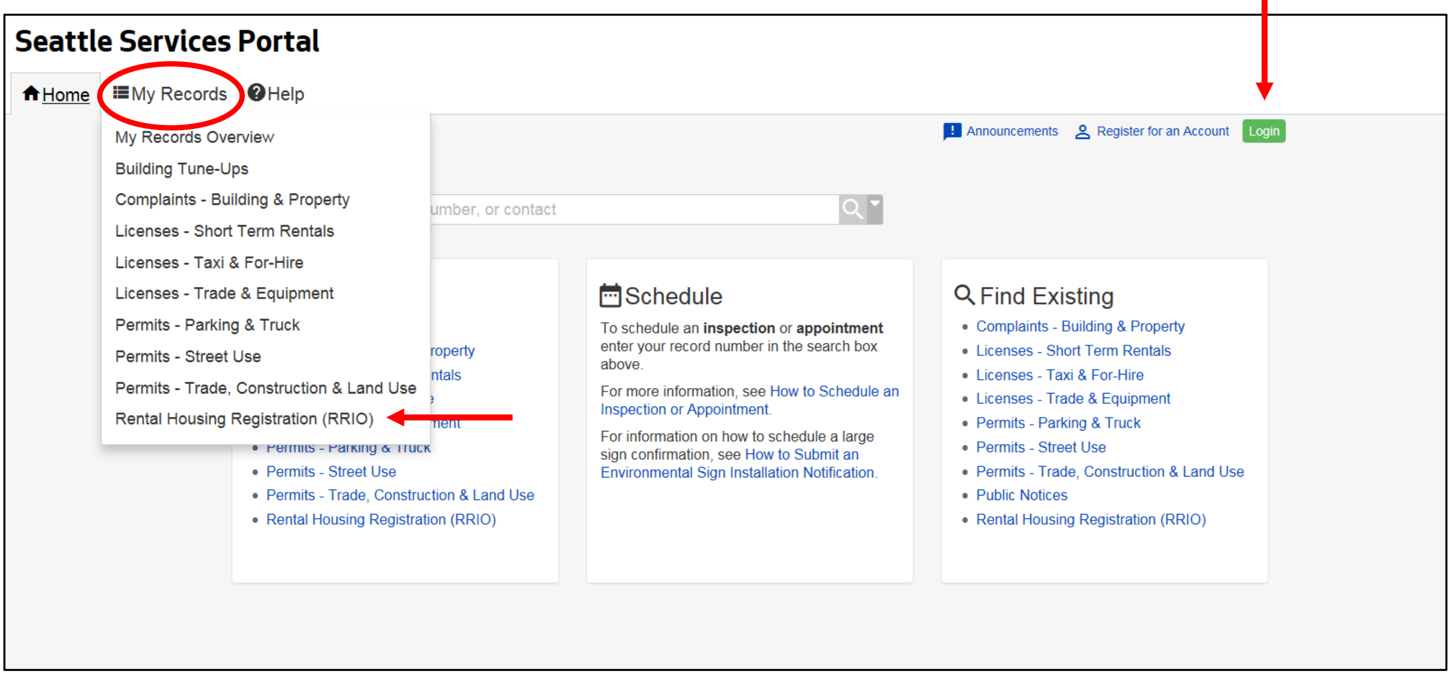
This instruction sheet provides you with step-by-step instructions for managing your Private Inspector Registration information. In order to edit your account information, you must first have a user account set up. **If you need to set up a user account, use the instruction sheet: Creating a New User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

The following items can be updated in your Private Inspector registration account:

- Name, Address, Phone Number, Email address
- License/Credential information and attached documents
- Training dates

Instructions

1. In your web browser, navigate to the Seattle Services Portal: https://cosaccela.seattle.gov/Portal/welcome.aspx. Sign in using your username and password.
2. Select the **My Records** tab. From the drop-down box that appears, select **Rental Housing Registration (RRIO)**.



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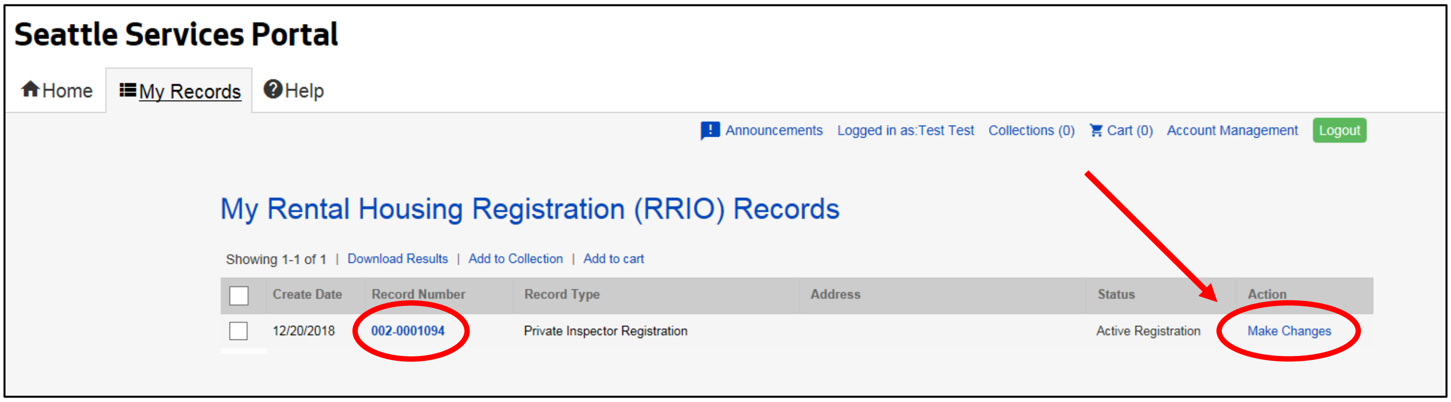
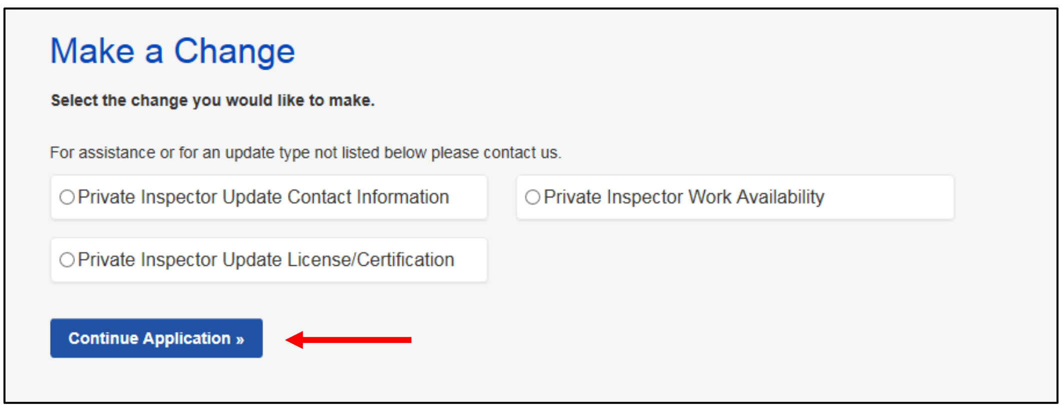
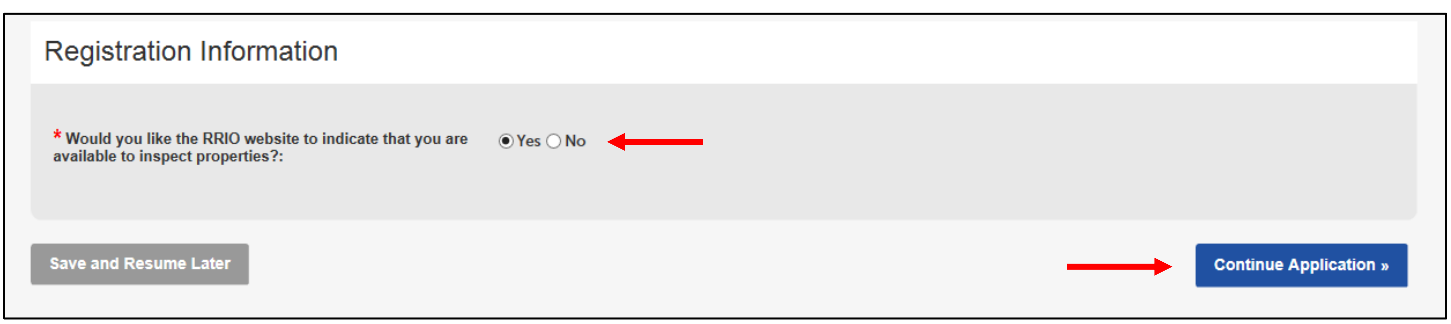
3. Find your Private Inspector Registration record and select **Make Changes** under the far right-hand column.



4. Make the appropriate selection and click **Continue Application**.



5. For updating ***Private Inspector Work Availability***, select either yes or no based on your desired work availability. This selection is what determines if you show up on the list of qualified RRIO Private Inspectors for Hire. Click **Continue Application** to proceed.



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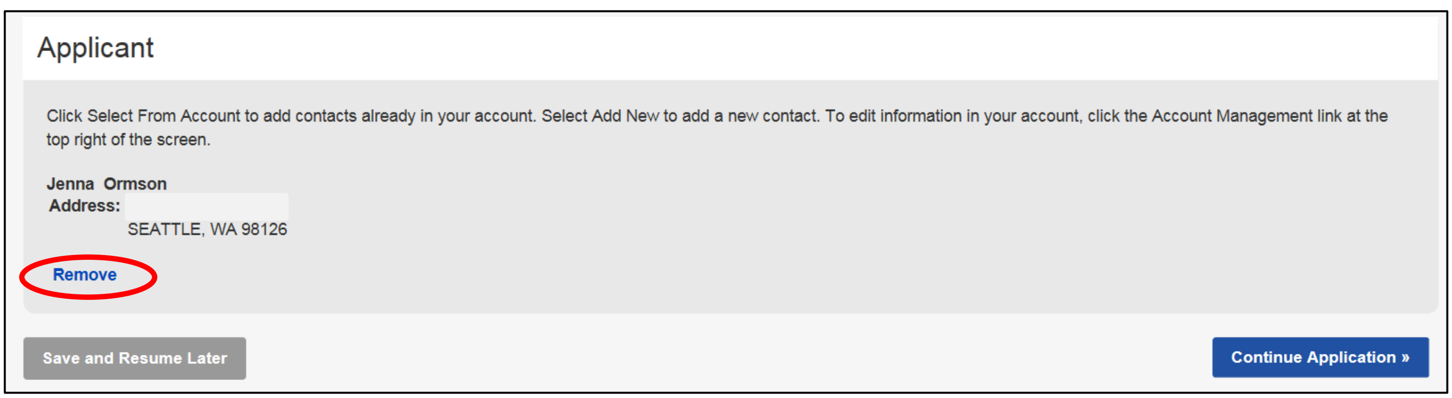
6. Confirm your selection on the next page and select **Continue Application** again. You will see a final confirmation page to verify the process is completed.

7. If you select ***Private Inspector Update Contact Information***, you can add a new contact to your account. Your registration can only have one main contact so you will be required to remove your existing contact information.* Click **Remove** and confirm that you want to remove the contact.



****If you do not want to completely remove your contact information but instead only edit it (for example: your address has changed) then click on the Account Management link at the top right of the screen to access and edit your contact information.***

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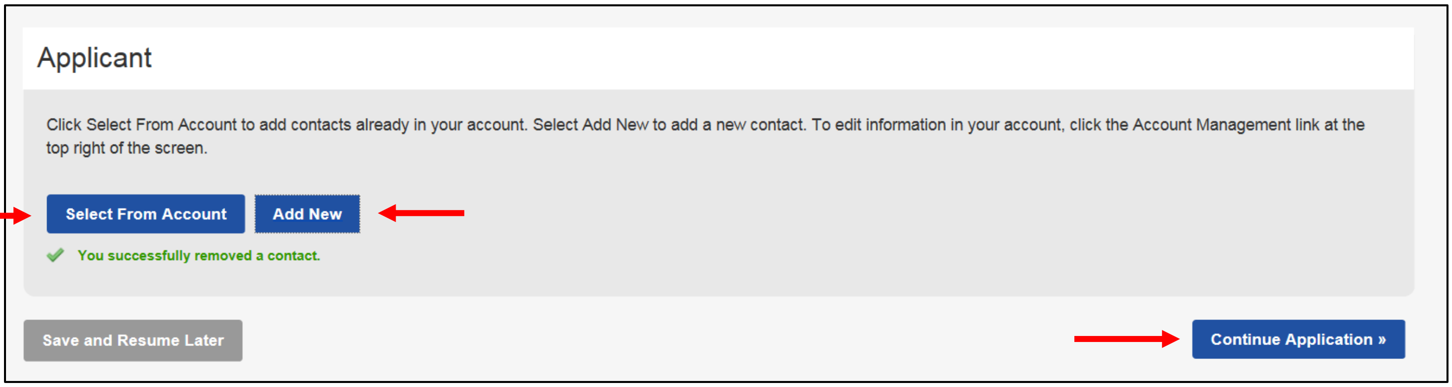
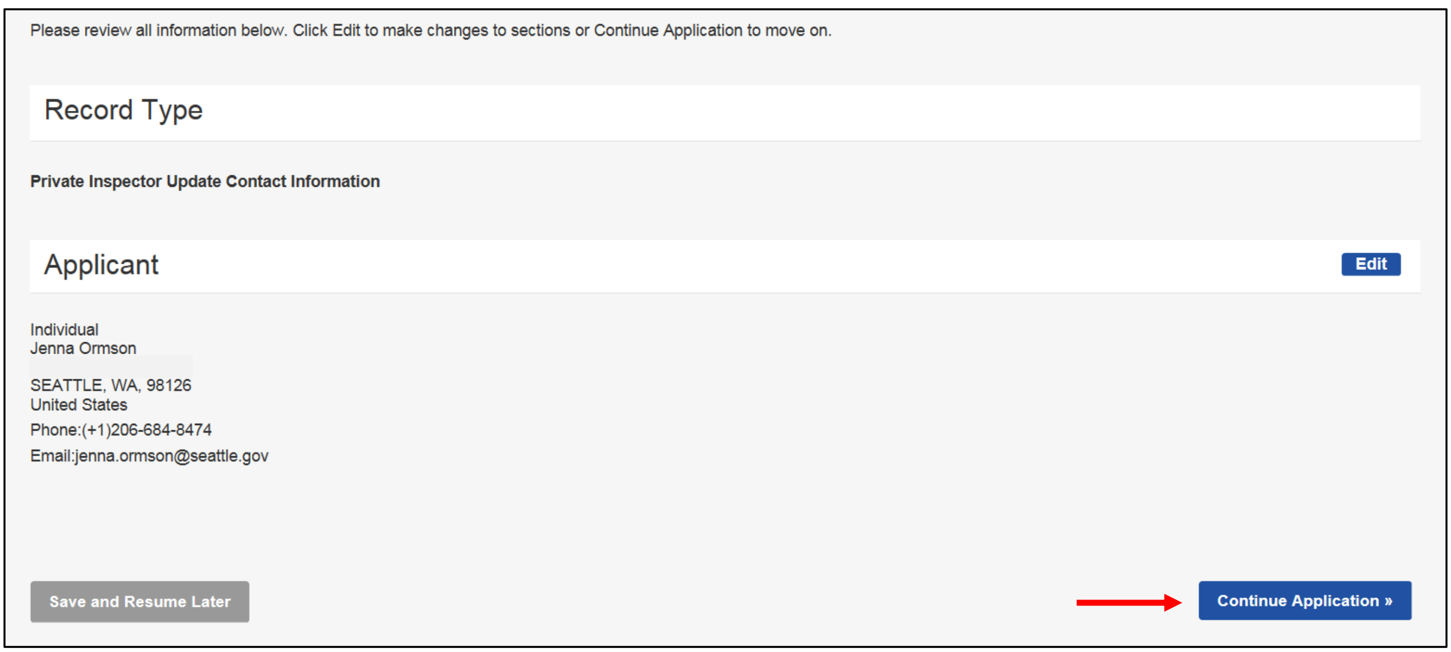
8. Then you may select a contact from your account or add a new contact. Once you are done, select **Continue Application**.



9. Confirm your selection on the next page and select **Continue Application** again. You will see a final confirmation page to verify the process is completed.



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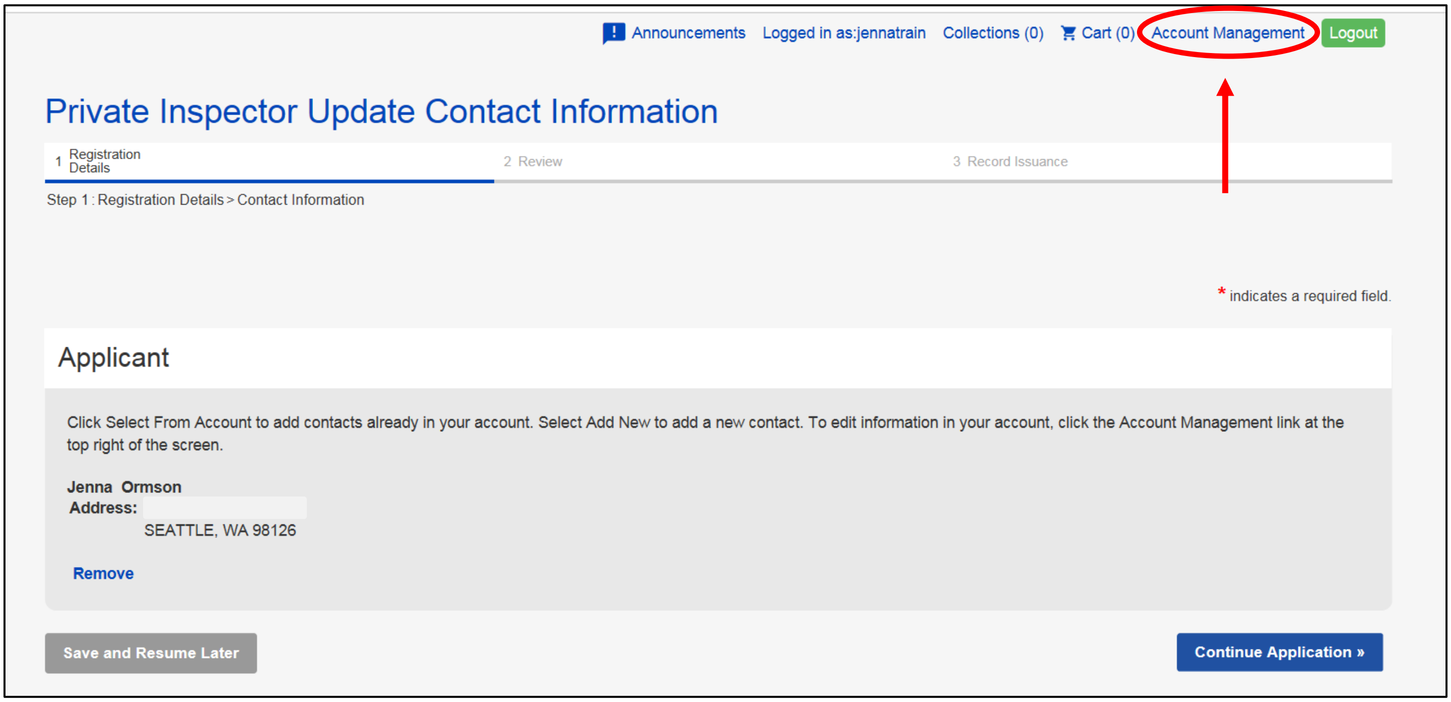
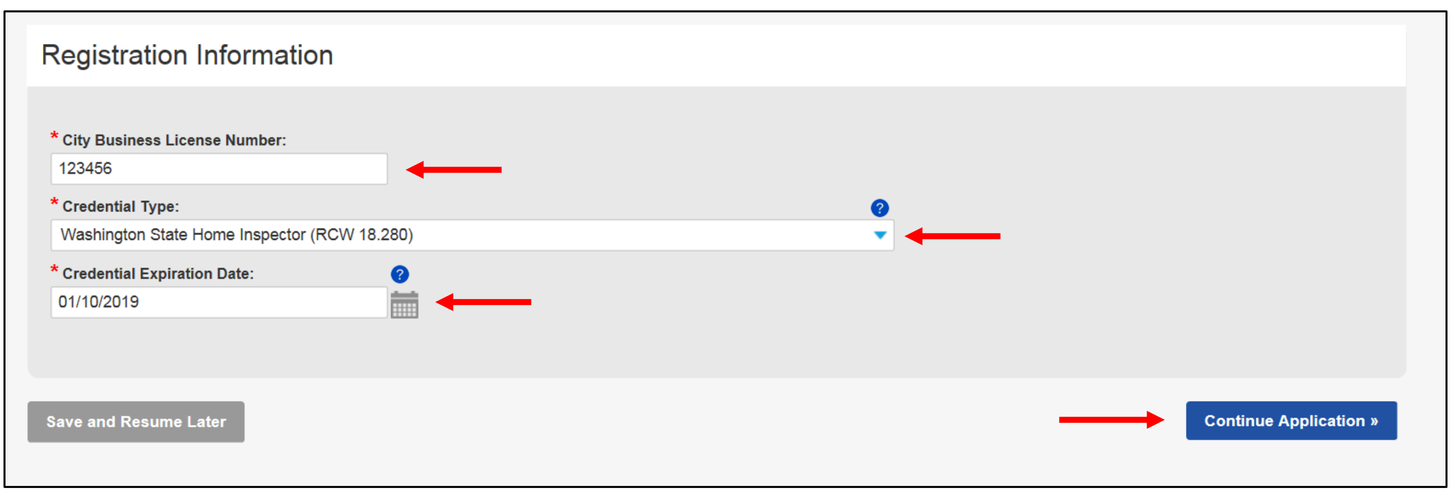
If you just wish to edit information in your account and not completely remove all your contact information, click on the Account Management link at the top right of the screen to access and edit your contact information.



7. To update your license or credentials, select ***Private Inspector Update License/Credentials***, revise the appropriate fields and click **Continue Application**.



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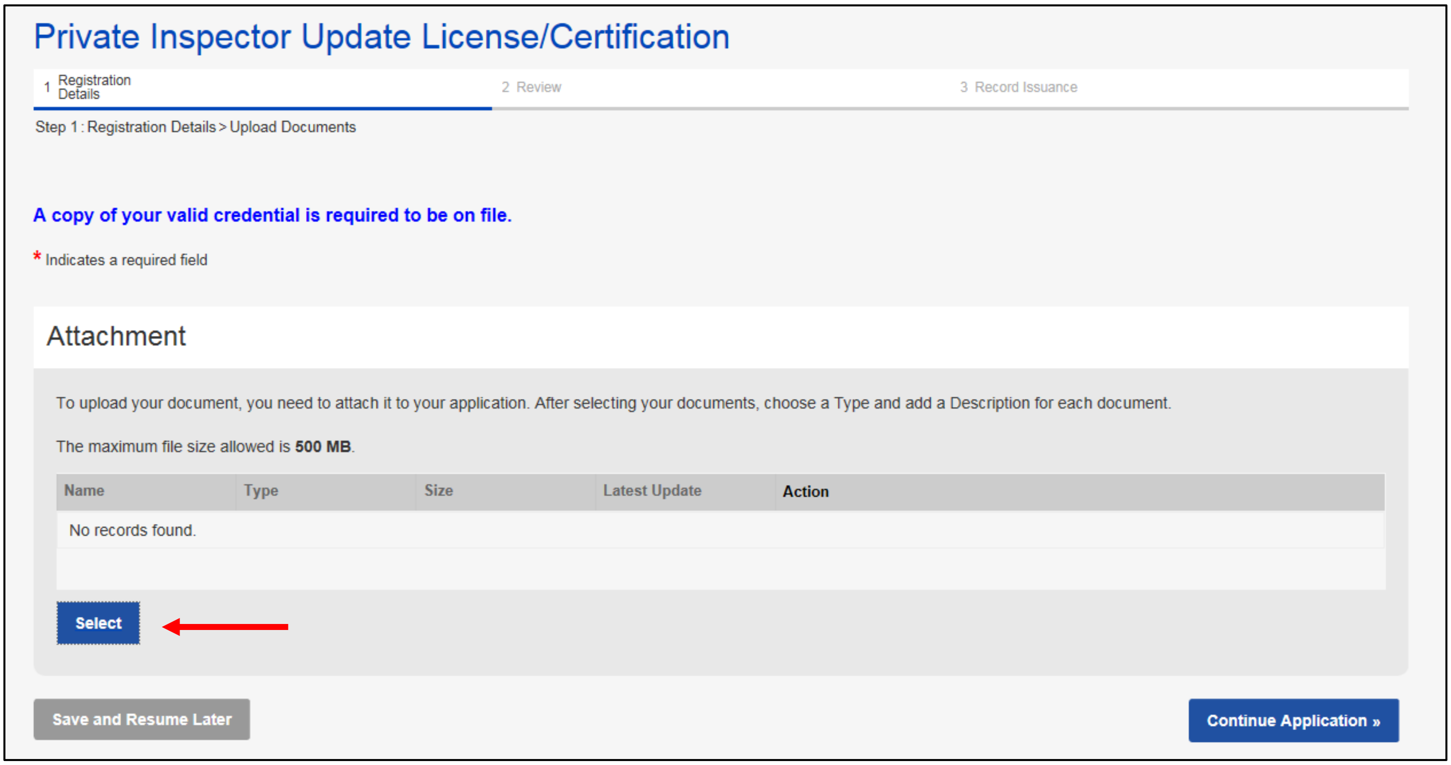
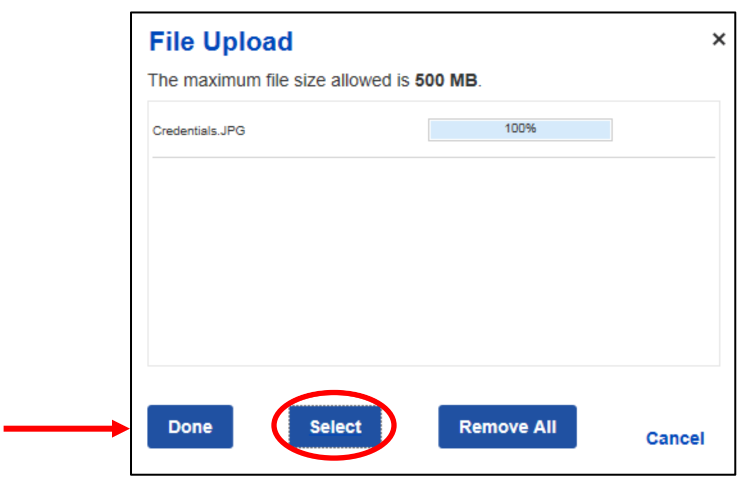
8. Add your credential documentation by clicking **Select**.



9. Click **Select** again and find your credential documentation to upload. Make sure that your document is 100 percent uploaded and then click **Done**.



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10. Select Credential Documentation from the Type dropdown menu and click **Save**. Click **Continue Application** to move onto the next step. You will go to a confirmation page where you can review the revised information and then select **Continue Application** to complete the process.

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