

Submitting Inspection Documentation Online



Purpose

This instruction sheet provides you with step-by-step instructions for submitting your inspection documentation online.

Steps to Submit Inspection Documentation Online

1. Login to your user account at <https://mydpdservices.seattle.gov/RRIO/>.



My DPD Services

Help: [Email Us](#) | [\(206\) 684-4110](#)

[Announcements](#) | Accessibility Support | [Register for an Account](#) | [Login](#)

Search...

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

Welcome to DPD Online Services

Search
Use the search feature specific to each topic. You do not need to login to search for information.

New Users
Please login and create a user account to access all our services.

Returning Users
If you have already created a user account, please login to continue.

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

General Information

[Lookup Property Information](#)

Rental Registration

[Search & Update Records](#)

[Schedule an Inspection](#)

Login

User Name or E-mail:

Password:

[Login »](#)

Remember me on this computer

[I've forgotten my password](#)
[New Users: Register for an Account](#)

2. Click on the **Search and Update Record** link under the Rental Registration heading:

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

Welcome Angela Spencer

You are now logged in.

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](#)

Cart (4)

15TMP-000030	\$175.00
15TMP-000039	\$175.00
15TMP-000046	\$185.00
15TMP-000054	\$177.00

www.seattle.gov/RRIO



- Find the **Inspection Requirement Rental Property** record in your list of records. Click the **Update** link to the right of the record.

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Search...

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Records

Show on Map

Showing 1-10 of 46 | [Download results](#) | [Add to collection](#) | [Add to cart](#)

<input type="checkbox"/> Create Date	Record Number	Record Type	Address	Related Records	Status	Action
<input type="checkbox"/> 03/04/2015	004-0001211	Transfer Existing Registration to New Owners		2	Amendment Accepted	
<input type="checkbox"/> 03/02/2015	004-0001210	Transfer Existing Registration to New Owners		2	Amendment Accepted	
<input type="checkbox"/> 02/27/2015	004-0001208	Transfer Existing Registration to New Owners		3	Amendment Accepted	
<input type="checkbox"/> 02/25/2015	001-0102823	Rental Property Registration	1800 S MCCLELLAN ST SEATTLE	3	Active Registration	Update
<input type="checkbox"/> 02/18/2015	15TMP-000062	Rental Property Registration	1049 NE 92ND ST SEATTLE	0		Resume Application
<input type="checkbox"/> 02/13/2015	004-0001181	Transfer Existing Registration to New Owners		6	Amendment Accepted	
<input type="checkbox"/> 02/12/2015	004-0001166	Rental Property Inspection Requirement	401 NE 60TH ST SEATTLE	0	Awaiting Inspection	Update
<input type="checkbox"/> 02/12/2015	004-0001167	Rental Property Inspection Requirement	401 NE 60TH ST SEATTLE	6	Inspection Completed	
<input type="checkbox"/> 02/12/2015	004-0001168	Rental Property Inspection Requirement	1049 NE 92ND ST SEATTLE	3	Awaiting Inspection	Update
<input type="checkbox"/> 02/11/2015	004-0001138	Rental Property Inspection Requirement	526 14TH AVE E SEATTLE	5	Awaiting Inspection	Update

- Select the button for the type of inspection. Select the **Continue Application** button.

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Search...

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Select update to make:

Select the type of update you would like to make.

For assistance or for an update type not listed below please contact us.

- Rental Property Inspection - Alternate Method Inspection
- Rental Property Inspection - Private Inspector

[Continue Application »](#)



5. Enter your contact information. You may choose a contact from your user account by clicking on the **Select From Account** button, or you may add a new contact by clicking on the **Add New** button.

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Search...

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

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

Rental Property Inspection - Private Inspector

1 **Contact Details** | 2 Inspection Details | 3 Review | 4 Pay Fees | 5 Record Issuance

Step 1: Contact Details > Contact * indicates a required field.

Applicant

Use the "Select from Account" button to add contacts already in your user account. Use the "Add New" button to add a contact that is not in your user account. To edit information in your user account, click the Account Management link at the top right of the screen.

[Select from Account](#) [Add New](#)

[Continue Application »](#) Save and resume later:

6. Your contact information should appear on the screen. Click on the **Continue Application** button.

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Search...

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

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

Rental Property Inspection - Private Inspector

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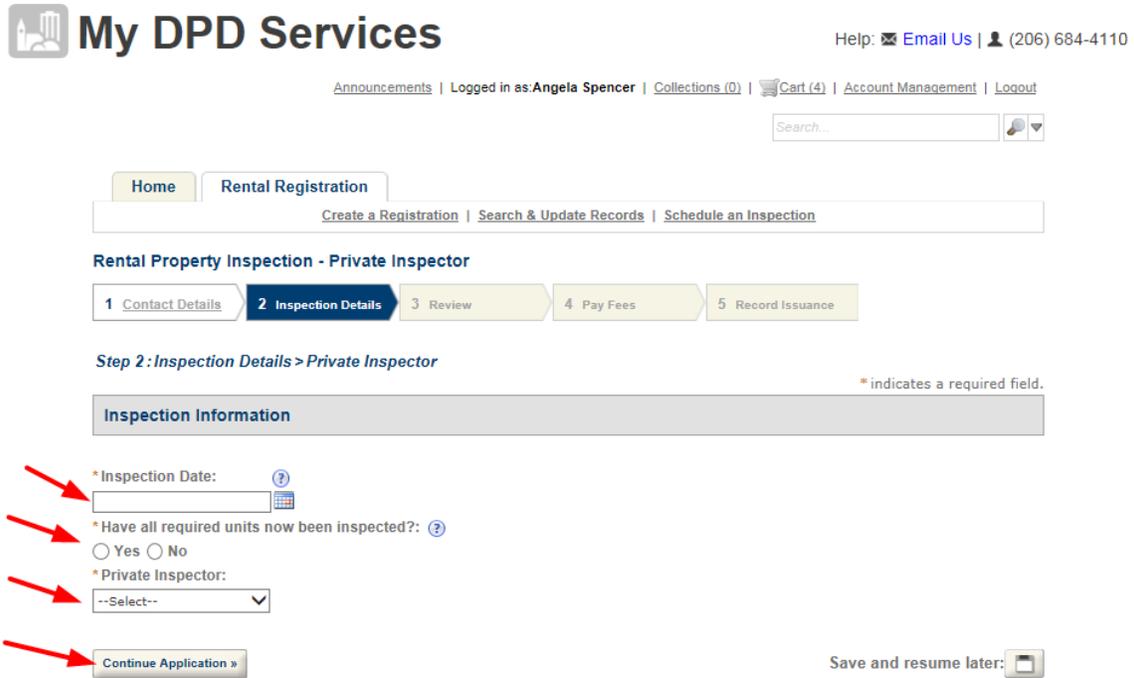
✔ **Contact added successfully.**

Angela Spencer
angela.spencer@seattle.gov
Home phone:(+1)206-666-6666
Mobile Phone:
Work Phone:
Fax:
[Edit](#) [Remove](#)

[Continue Application »](#) Save and resume later:

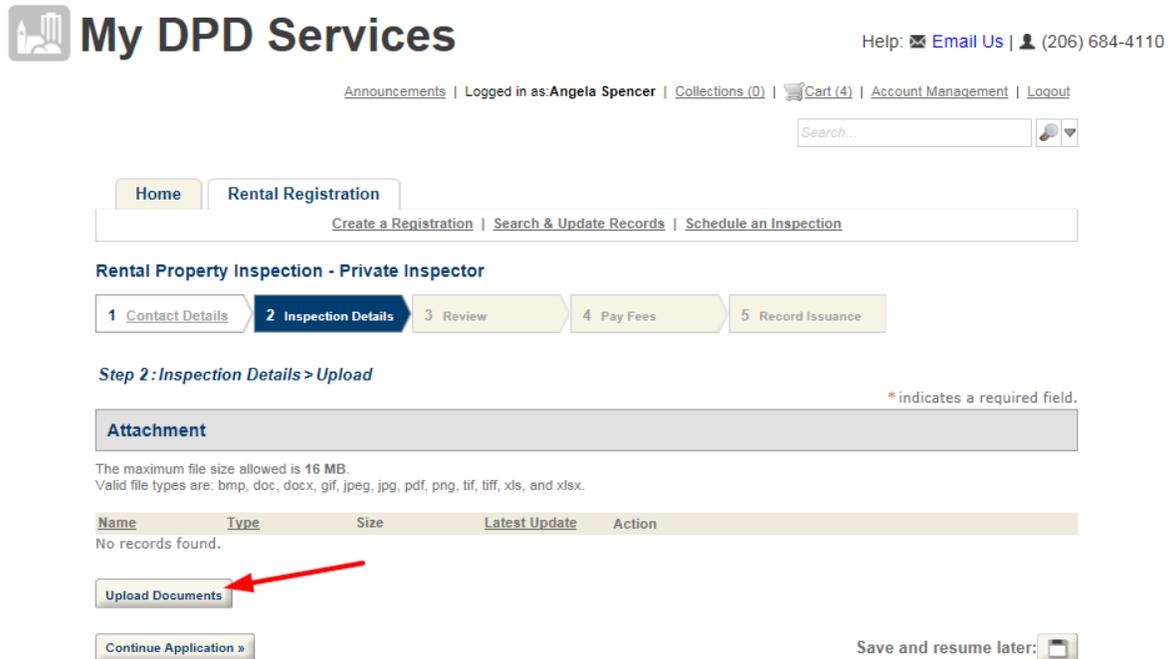


7. Fill in the details of the inspection. Click on the **Continue Application** button.



The screenshot shows the 'My DPD Services' web application. At the top, there is a header with the logo, the text 'My DPD Services', and a help link 'Help: Email Us | (206) 684-4110'. Below the header, there are navigation links: 'Announcements', 'Logged in as: Angela Spencer', 'Collections (0)', 'Cart (4)', 'Account Management', and 'Logout'. A search bar is located on the right. The main navigation area includes 'Home' and 'Rental Registration' tabs, with sub-links for 'Create a Registration', 'Search & Update Records', and 'Schedule an Inspection'. The current page is titled 'Rental Property Inspection - Private Inspector' and features a progress bar with five steps: 1 Contact Details, 2 Inspection Details (highlighted), 3 Review, 4 Pay Fees, and 5 Record Issuance. Below the progress bar, the page is titled 'Step 2: Inspection Details > Private Inspector'. A note states '* indicates a required field.' The 'Inspection Information' section contains several form fields: 'Inspection Date' (with a calendar icon), 'Have all required units now been inspected?:' (with radio buttons for 'Yes' and 'No'), and 'Private Inspector:' (a dropdown menu). A 'Continue Application' button is at the bottom left, and a 'Save and resume later:' button is at the bottom right. Four red arrows point to the 'Inspection Date', 'Have all required units now been inspected?:', 'Private Inspector:', and 'Continue Application' fields.

8. Click on the **Upload Documents** button and attach your document.



The screenshot shows the 'My DPD Services' web application. At the top, there is a header with the logo, the text 'My DPD Services', and a help link 'Help: Email Us | (206) 684-4110'. Below the header, there are navigation links: 'Announcements', 'Logged in as: Angela Spencer', 'Collections (0)', 'Cart (4)', 'Account Management', and 'Logout'. A search bar is located on the right. The main navigation area includes 'Home' and 'Rental Registration' tabs, with sub-links for 'Create a Registration', 'Search & Update Records', and 'Schedule an Inspection'. The current page is titled 'Rental Property Inspection - Private Inspector' and features a progress bar with five steps: 1 Contact Details, 2 Inspection Details (highlighted), 3 Review, 4 Pay Fees, and 5 Record Issuance. Below the progress bar, the page is titled 'Step 2: Inspection Details > Upload'. A note states '* indicates a required field.' The 'Attachment' section contains a text box with the message '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.' Below this, there is a table with columns: 'Name', 'Type', 'Size', 'Latest Update', and 'Action'. The table is empty, with the text 'No records found.' below it. An 'Upload Documents' button is at the bottom left, and a 'Continue Application' button is at the bottom right. A 'Save and resume later:' button is at the bottom right. A red arrow points to the 'Upload Documents' button.



9. Select the type of document you are submitting – either a **Certificate of Compliance** or **Alternate Inspection Documentation**. The name of the file you chose will be listed. If you are done attaching documents, Click the **Attach & Save** button. If you wish to add additional documentation, click the **Upload Documents** button and add more documents. If you need to start over, click the **Remove All** button.

My DPD Services

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Search... 

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Rental Property Inspection - Private Inspector

1 [Contact Details](#)

2 **Inspection Details**

3 [Review](#)

4 [Pay Fees](#)

5 [Record Issuance](#)

Step 2: Inspection Details > Upload

* indicates a required field.

Attachment

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:

--Select-- 

[Remove](#)

File:

Claim Ownership Instruction Sheet text.docx

100 %

Description:

[Attach & Save](#)

[Upload Documents](#)

[Remove All](#)

[Continue Application »](#)

Save and resume later: 



10. You should receive a confirmation message on the next page. Click the **Continue Application** button.

My DPD Services

Help: [✉ Email Us](#) | [👤 \(206\) 684-4110](#)

[Announcements](#) | [Logged in as: Angela Spencer](#) | [Collections \(0\)](#) | [🛒 Cart \(4\)](#) | [Account Management](#) | [Logout](#)

[Home](#)

[Rental Registration](#)

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



The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Rental Property Inspection - Private Inspector

1 [Contact Details](#)

2 [Inspection Details](#)

3 [Review](#)

4 [Pay Fees](#)

5 [Record Issuance](#)

Step 2: Inspection Details > Upload

* indicates a required field.

Attachment

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
Claim Ownership	Certificate of	297.42 KB	03/06/2015	Actions ▼
Instruction Sheet	Compliance			
text.docx				

[Upload Documents](#)

[Continue Application »](#)

Save and resume later: 



11. You will see a review page. Make sure all the information is correct. If it is, click the **Continue Application** button.

My DPD Services

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[Announcements](#) | [Logged in as: Angela Spencer](#) | [Collections \(0\)](#) | [Cart \(4\)](#) | [Account Management](#) | [Logout](#)



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

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

Rental Property Inspection - Private Inspector

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

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

Rental Property Inspection - Private Inspector

Applicant

[Edit](#)

Individual
Angela Spencer
1049 NE 92nd Street
SEATTLE, WA, 98115
United States

Primary Phone: (+1)206-666-6666
E-mail: angela.spencer@seattle.gov
Communication Preference: Postal Mail

Receive communication about this project: No

Inspection Information

[Edit](#)

Inspection Date: 03/12/2015
Have all required units now been inspected?: Yes
Private Inspector: Spencer, Angela

Attachment

[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
Claim Ownership	Certificate of	297.42 KB	03/06/2015	Actions ▼
Instruction Sheet	Compliance			
text.docx				

[Continue Application »](#)

Save and resume later: 



12. The final page you will see is the confirmation page. When you reach this page, you have completed the process.

My DPD Services

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[Announcements](#) | [Logged in as: Angela Spencer](#) | [Collections \(0\)](#) | [🛒 Cart \(4\)](#) | [Account Management](#) | [Logout](#)

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

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

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.

No Address

[004-0001213](#)

