

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)**.

The screenshot shows the Seattle Services Portal interface. At the top left, there are navigation tabs: Home, My Records, and Help. The 'My Records' tab is circled in red. A dropdown menu is open under 'My Records', listing various categories. The 'Rental Housing Registration (RRIO)' option is highlighted with a red arrow. In the top right corner of the portal, there is a 'Login' button, also indicated by a red arrow. The main content area includes a search bar, a 'Schedule' section with instructions on how to schedule an inspection or appointment, and a 'Find Existing' section with a list of categories including Complaints - Building & Property, Licenses - Short Term Rentals, Licenses - Taxi & For-Hire, Licenses - Trade & Equipment, Permits - Parking & Truck, Permits - Street Use, Permits - Trade, Construction & Land Use, Public Notices, and 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.

Seattle Services Portal

Home My Records Help

Announcements Logged in as: Test Test Collections (0) Cart (0) Account Management Logout

My Rental Housing Registration (RRIO) Records

Showing 1-1 of 1 | Download Results | Add to Collection | Add to cart

<input type="checkbox"/>	Create Date	Record Number	Record Type	Address	Status	Action
<input type="checkbox"/>	12/20/2018	002-0001094	Private Inspector Registration		Active Registration	Make Changes

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

Make a Change

Select the change you would like to make.

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

Private Inspector Update Contact Information Private Inspector Work Availability

Private Inspector Update License/Certification

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.

Registration Information

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

Save and Resume Later **Continue Application »**

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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.

Record Type

Private Inspector Work Availability

Registration Information

Would you like the RRIO website to indicate that you are available to inspect properties? Yes No [Edit](#)

[Save and Resume Later](#) [Continue Application »](#)

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.

Applicant

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

Jenna Ormson
Address:
SEATTLE, WA 98126

[Remove](#)

[Save and Resume Later](#) [Continue Application »](#)

**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**.

Applicant

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

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

✓ You successfully removed a contact.

[Save and Resume Later](#) [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.

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

Record Type

Private Inspector Update Contact Information

Applicant [Edit](#)

Individual
Jenna Ormson

SEATTLE, WA, 98126
United States
Phone:(+1)206-684-8474
Email:jenna.ormson@seattle.gov

[Save and Resume Later](#) [Continue Application »](#)

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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.*

Announcements Logged in as:jennatrain Collections (0) Cart (0) **Account Management** Logout

Private Inspector Update Contact Information

1 Registration Details 2 Review 3 Record Issuance

Step 1: Registration Details > Contact Information

* indicates a required field.

Applicant

Click Select From Account to add contacts already in your account. Select Add New to add a new contact. To edit information in your account, click the Account Management link at the top right of the screen.

Jenna Ormson
Address:
SEATTLE, WA 98126

[Remove](#)

[Save and Resume Later](#) [Continue Application »](#)

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

Registration Information

* City Business License Number:
123456

* Credential Type:
Washington State Home Inspector (RCW 18.280)

* Credential Expiration Date:
01/10/2019

[Save and Resume Later](#) [Continue Application »](#)

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

Private Inspector Update License/Certification

1 Registration Details 2 Review 3 Record Issuance

Step 1: Registration Details > Upload Documents

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

* Indicates a required field

Attachment

To upload your document, you need to attach it to your application. After selecting your documents, choose a Type and add a Description for each document.

The maximum file size allowed is **500 MB**.

Name	Type	Size	Latest Update	Action
No records found.				

Select ←

Save and Resume Later Continue Application »

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

File Upload [X]

The maximum file size allowed is **500 MB**.

Credentials.JPG 100%

Done **Select** Remove All Cancel

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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.

* Type: Credential Documentation Remove

File: Credentials.JPG
100%

Description:

Save Upload Documents Remove All

Save and Resume Later Continue Application »