

# Help Guide for the City of Rockford Rental Registry Program

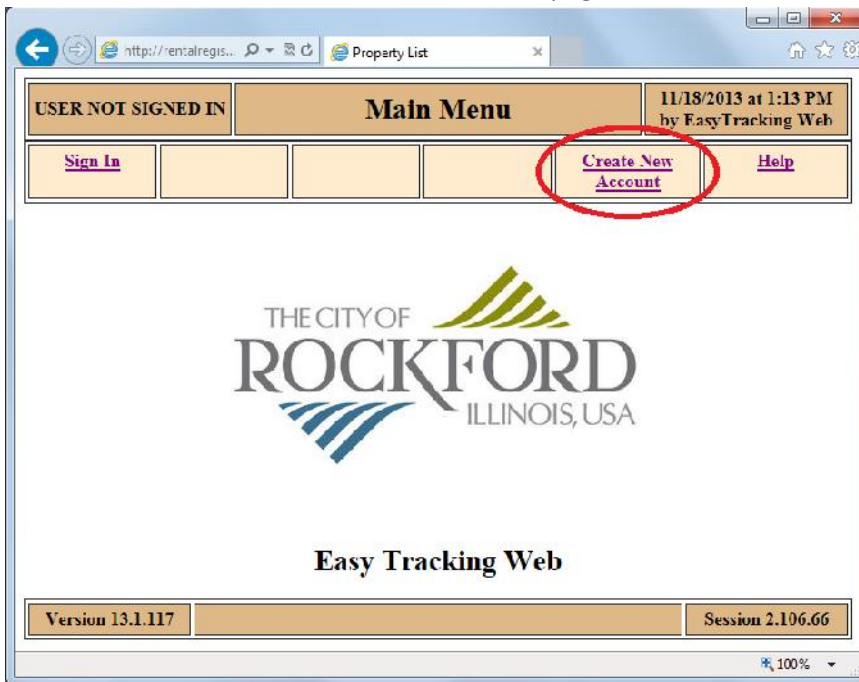


<http://rentalregistry.rockfordil.gov>

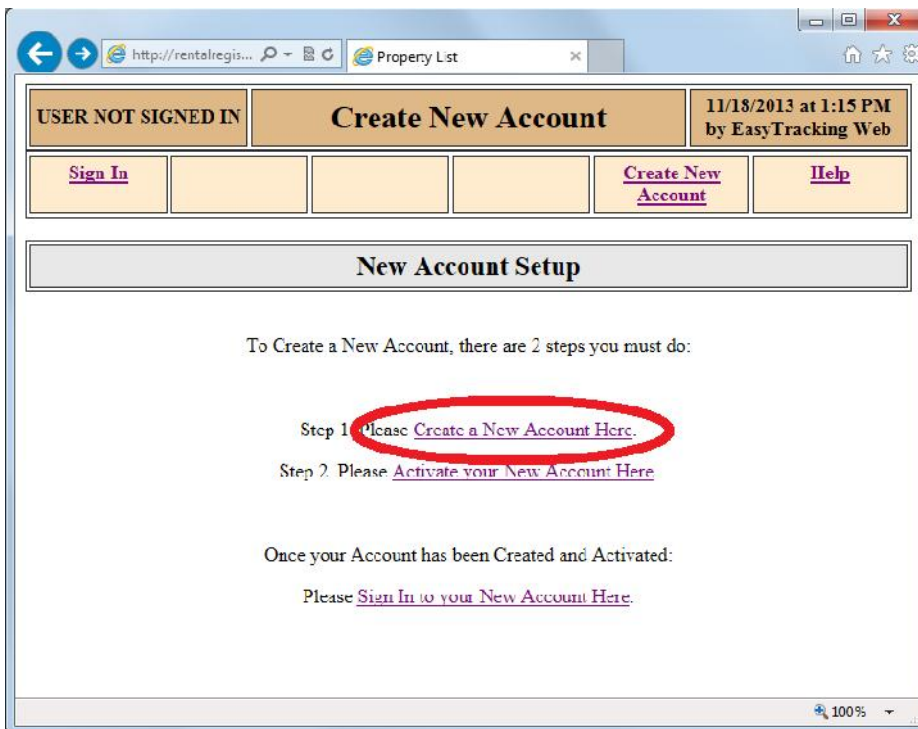
**If you don't have access to a computer through family or friends you can visit  
the**

**City of Rockford Public Library for assistance**

- 1) Go to <http://rentalregistry.rockfordil.gov>
- 2) Select **"Create New Account"** from the home page.



- 3) Select **"Create a New Account Here"**.



- 4) Enter the information on the form and select the “**Create My New Account**” Button.

The screenshot shows a web browser window with the URL <http://rentalregis...> and a tab titled "Property List". The page header includes "USER NOT SIGNED IN", "Create New Account", and the date/time "11/18/2013 at 1:16 PM by EasyTracking Web". Below the header are three buttons: "Sign In", "Create New Account", and "Help". The main heading is "Enter Your New Account Information". The text reads: "Welcome to New Account Registration. This is where you create your Admin Account. You will use this Admin Account to enter in all of your Property information for all of your Properties." The form contains the following fields: "Account Admin FIRST Name:", "Account Admin LAST Name:", "Account Admin EMAIL:", "Account Admin UserName:", and "Account Admin Password:". A "Create My New Account" button is located below the fields. At the bottom, there is a link: "If you have already created an Admin Account, [Sign In to it by clicking here.](#)"

- 5) You'll receive an email similar to this one. Select the activation link to complete the registration process.

**Your Activation Code for the City of Rockford's Rental Registry Program**  
This Email contains your Activation Code for the Rockford Rental Registry Program.  
Please click on the following link to Activate your Account.  
<http://rentalregistry.rockfordil.gov/VerifyActivationNumber?AcctActivationEmail=name@gmail.com&AcctActivationNumber=3512-12765-6523>

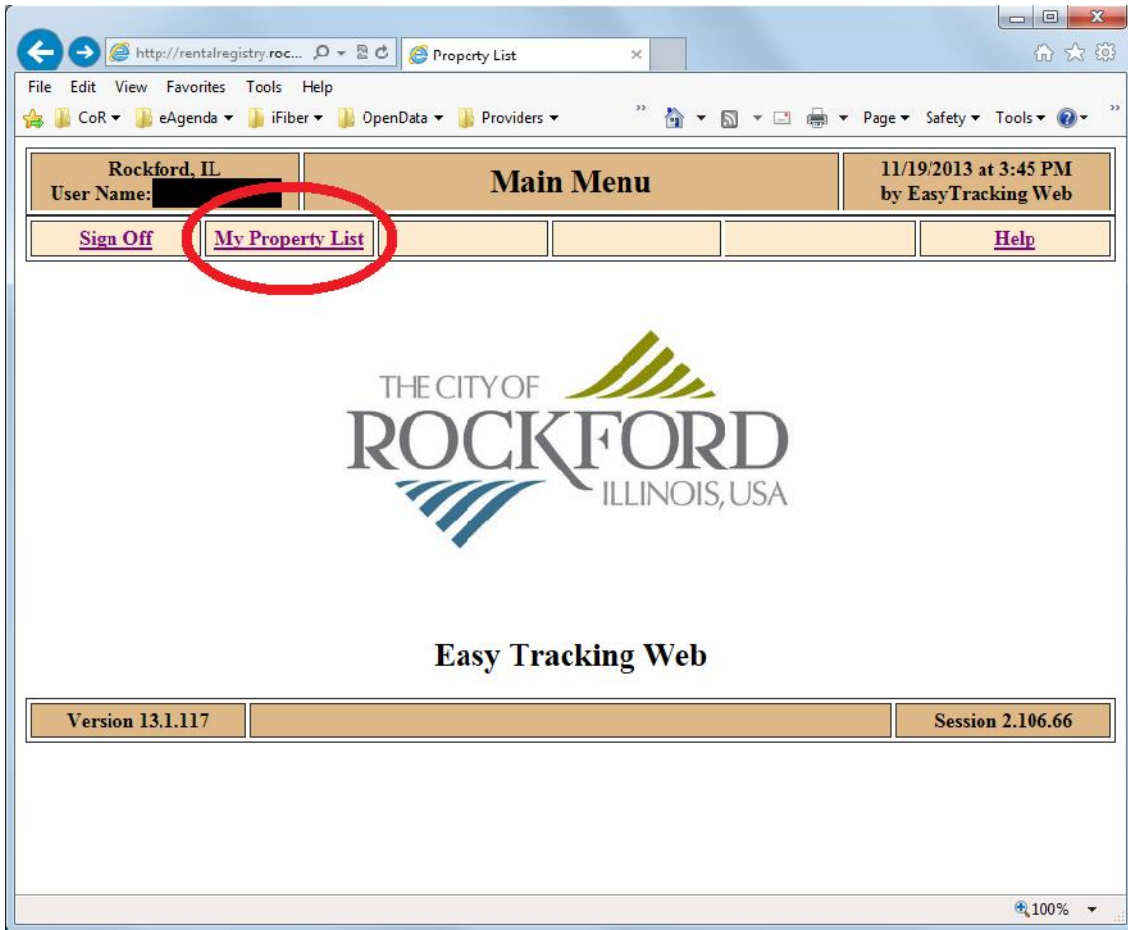
Use the following Username and Password to Sign In to the website and enter your Owner/Property Information:

Your Admin UserName  
Your Admin Password

Also, keep the following settings for your records:

Your Admin Account Email  
Your Admin Account Activation Number

6) After you log in, select “My Property List”.



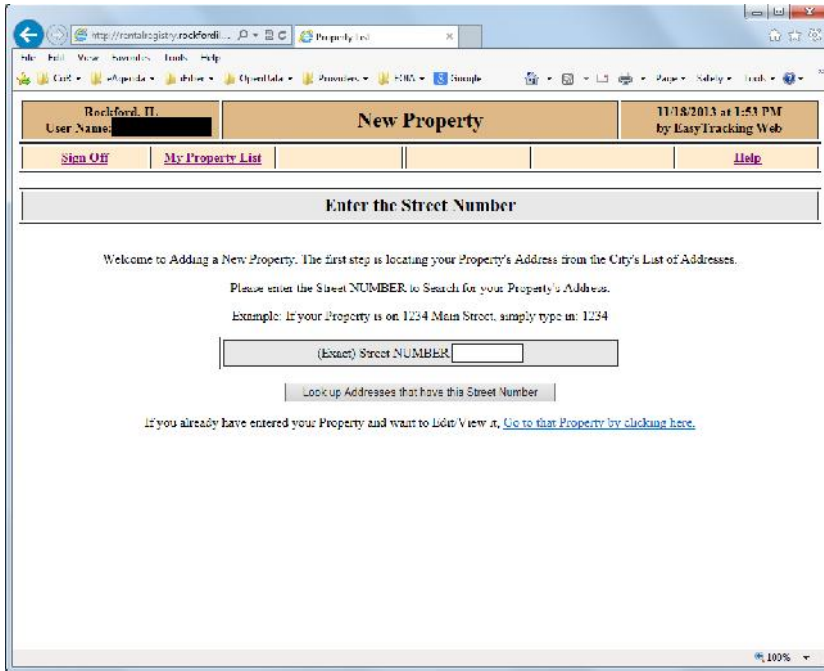
7) Then click the “Add a New Property”



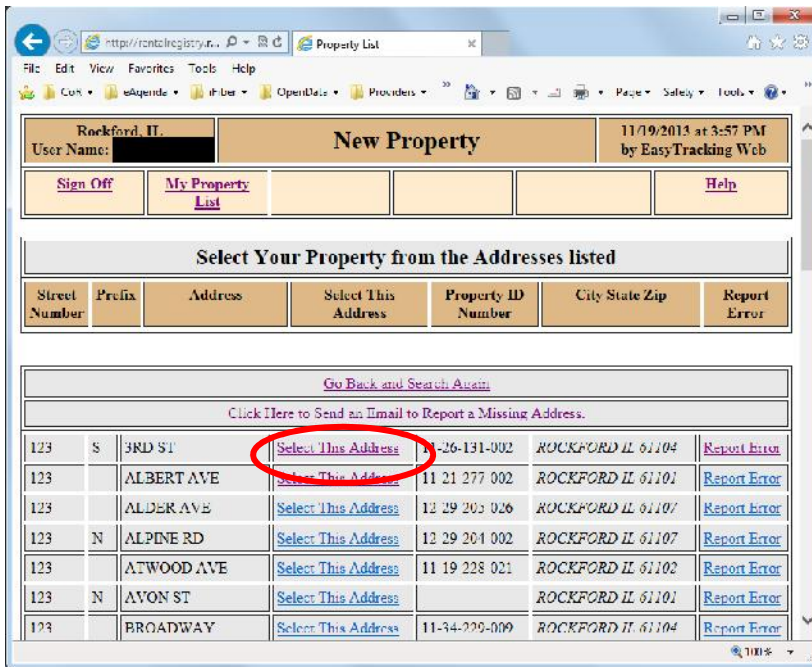
Above, you should see a list of all of your Properties.

If you don't see all of your Properties listed above, click "[Add a New Property](#)" above to add a Property to this list.

- 8) Enter only the street number and select the “Look up Addresses that have this Street Number” button.



- 9) Select the property that's yours by selecting “Select This Address”.



10) Select the “Property Type” from the dropdown list and enter the number of units at this property.

Rockford, IL  
User Name: [REDACTED] **New Property** 11/19/2013 at 3:59 PM by EasyTracking Web

[Sign Off](#) [My Property List](#) [Help](#)

**Add This New Property Information**

Street Address : 123 S 3RD ST City : ROCKFORD State : IL Zip : 61104 ID # : 11-26-131-002

For this Property you selected, please enter 2 things:

1. The Property's "Type" (Apartment, Single-Family, etc.)
2. The Property's Number of Units (Estimate if you aren't sure)

Property Type: [Select Property Type] # Units: [ ]

[Save This Property Information](#)

If this is NOT the Property you wanted to select, Go Back and Search Again

11) Select “Click Here to Add/Edit Required Contacts”.

Rockford, IL User Name: [REDACTED]		My Property List			5/27/2016 at 9:56 AM by EasyTracking Web 2015	
<a href="#">Sign Off</a>	<a href="#">My Property List</a>				<a href="#">Edit My Account</a>	<a href="#">Help</a>
Search My Registered Properties : <input type="text"/> Hint: just enter the Street NUMBER (Example: for 1234 Main Street, just enter: 1234) <input type="button" value="Search My Registered Properties by Street Address"/> <input type="button" value="Clear Search Box and Display ALL My Registered Properties"/>				If you wish to Register MORE Properties : <a href="#">Click Here to Register Additional Properties</a>		
Page 1 of 1		2 Total Registered Properties			All Registered Properties	
<a href="#">First Page</a>		<a href="#">Last Page</a>		Use the Search box above to search/find a Registered Property		
Property Address	Number of Contacts at this Property	PIN / Parent PIN	City, State, Zip	# of Units	Remove Property	
123 ALBERT AVE	Required Contacts NOT completed <a href="#">Click Here to Add/Edit Required Contacts</a>	11-21-277-002 (Selected on: 5/27/2016 9:56:38 AM)	ROCKFORD, IL 61101	1 <a href="#">Edit # Units</a>	<a href="#">Remove This Property</a>	
[REDACTED] 6TH ST	Required Contacts COMPLETED <a href="#">Click Here to Add/Edit Required Contacts</a>	[REDACTED] (Selected on: 2/9/2015 3:01:04 PM)	ROCKFORD, IL 61104	2 <a href="#">Edit # Units</a>	<a href="#">Remove This Property</a>	
<a href="#">First Page</a>		<a href="#">Last Page</a>		Use the Search box above to search/find a Registered Property		

12) If you have existing contacts in this account you can choose to add them from the “Existing Contacts” box. There are three different roles to choose from Owner/Property Manager/Agent for Service make sure you choose the correct role.

Example: You have a new Owner Name that is not listed and you have John Doe who is the Property Manager and the Agent for Service for 123 Albert Ave. Click on both boxes after John Doe’s name that reads “Copy this Contact as Property Manager to “123 Albert Ave”” and the box that reads “Copy this Contact as Agent for Service to “123 Albert Ave”” This will copy John Doe’s existing information to the newly selected property so you don’t have to fill out the form from scratch. Since the Owner is not listed you will need to go to the next box “To Create a New Contact and Add it to this Property” and select Create a New Contact as Owner to “123 Albert Ave”

Rockford, IL User Name: [REDACTED]		Contacts for this Property				5/27/2016 at 10:11 AM by EasyTracking Web 2015			
<a href="#">Sign Off</a>	<a href="#">My Property List</a>				<a href="#">Edit My Account</a>	<a href="#">Help</a>			
Current Contacts for: 123 ALBERT AVE									
Contact Name	Contact ID#	Title	Mailing Address	Phone Number(s)	Email Address(es)	Completed Status	Receive Incident Notifications	Edit Contact For ALL Properties	Remove Contact From THIS Property Only
NONE		Owner							
NONE		Property Manager							
NONE		Agent for Service							

To Add an EXISTING Contact to this Property from the List of Previously-Entered Contacts					
Contact Name	Contact ID#	Mailing Address	Copy Contact as OWNER	Copy Contact as PROPERTY MANAGER	Copy Contact as AGENT FOR SERVICE
[REDACTED]	ID#19503	[REDACTED]th St Rockford IL 61104	<a href="#">Copy this Contact as OWNER to "123 ALBERT AVE."</a>	<a href="#">Copy this Contact as PROPERTY MANAGER to "123 ALBERT AVE."</a>	<a href="#">Copy this Contact as AGENT FOR SERVICE to "123 ALBERT AVE."</a>

To Create a NEW Contact and Add it to this Property		
<a href="#">Create a NEW Contact as OWNER to "123 ALBERT AVE."</a>	<a href="#">Create a NEW Contact as PROPERTY MANAGER to "123 ALBERT AVE."</a>	<a href="#">Create a NEW Contact as AGENT FOR SERVICE to "123 ALBERT AVE."</a>

13) Once you click on “To Create a New Contact and Add it to this Property” you will need to fill out all of the required information. (Name, address, city, state, zip code, email and phone number. A second email and phone number are optional). When filling out a new contact if that contact is the Owner/Property Manager/ and Agent for Service you can click on the boxes below the name and they will automatically be added to those roles.

Rockford, IL User Name: [REDACTED]		New Contact		5/27/2016 at 10:32 AM by EasyTracking Web 2015	
<a href="#">Sign Off</a>	<a href="#">My Property List</a>			<a href="#">Edit My Account</a>	<a href="#">Help</a>
123 ALBERT AVE					
Add A New Owner					
Title of this Contact : <b>OWNER</b>		Owner First Name :	Owner Last Name :	(Optional) Company/Trust Name (if this Owner is a Company/Trust, if so, First Name and Last Name are Optional):	
Is this Owner also the "Property Manager" (Place Check Mark if YES) <input type="checkbox"/>			Is this Owner also the "Agent for Service" (Place Check Mark if YES) <input type="checkbox"/>		
Mailing Address (No P.O. Boxes allowed on Agent for Service -- must use a physical Mailing Address -- Enter the Agent for Service as a separate Contact if needed):					
City:		State:	Zip:		
Primary Email Address (*See Notes below for Text Messaging):					
Secondary Email Address (Optional) (*See Notes below for Text Messaging):					
Primary Phone # (*See Notes below for Text Messaging):			Secondary Phone # (Optional) (*See Notes below for Text Messaging):		
<a href="#">Add this Contact to this Property</a>					
If you do NOT want to Add this New Contact, <a href="#">Go Back</a>					

14) Finally if you go to the property page and the address that you have selected is GREEN then all the required information is complete, if the box is RED or YELLOW then you need to click on **“Click Here to Add/Edit Required Contacts”** again and fill in the missing fields.

Rockford, IL User Name: [REDACTED]		My Property List			5/27/2016 at 9:56 AM by EasyTracking Web 2015	
<a href="#">Sign Off</a>	<a href="#">My Property List</a>		<a href="#">Edit My Account</a>	<a href="#">Help</a>		
Search My Registered Properties : <input type="text"/> Hint: just enter the Street NUMBER (Example: for 1234 Main Street, just enter: 1234) <input type="button" value="Search My Registered Properties by Street Address"/> <input type="button" value="Clear Search Box and Display ALL My Registered Properties"/>			If you wish to Register MORE Properties : <a href="#">Click Here to Register Additional Properties</a>			
Page 1 of 1		2 Total Registered Properties		All Registered Properties		
<a href="#">First Page</a>	<a href="#">Last Page</a>	Use the Search box above to search/find a Registered Property				
Property Address	Number of Contacts at this Property	PIN / Parent PIN	City, State, Zip	# of Units	Remove Property	
123 ALBERT AVE	Required Contacts NOT completed <a href="#">Click Here to Add/Edit Required Contacts</a>	11-21-277-002 (Selected on: 5/27/2016 9:56:38 AM)	ROCKFORD, IL 61101	1 <a href="#">Edit # Units</a>	<a href="#">Remove This Property</a>	
[REDACTED] 6TH ST	Required Contacts COMPLETED <a href="#">Click Here to Add/Edit Required Contacts</a>	[REDACTED] (Selected on: 2/3/2015 3:01:04 PM)	ROCKFORD, IL 61104	2 <a href="#">Edit # Units</a>	<a href="#">Remove This Property</a>	
<a href="#">First Page</a>	<a href="#">Last Page</a>	Use the Search box above to search/find a Registered Property				

**\*\*NOTE:** Incidents can be viewed for all properties or by individual properties. To view incidents for all your registered properties, click the **“All Incidents”** link near the top of the screen. If you would like to view incidents for an individual property, click the **“Click to view All Incidents This Property”** link located under the address of the property.

Rockford, IL User Name: [REDACTED]		My Property List			9/26/2016 at 10:15 AM by EasyTracking Web 2015	
<a href="#">Sign Off</a>	<a href="#">My Property List</a>	<a href="#">All Incidents</a>	<a href="#">Edit My Account</a>	<a href="#">Help</a>		
Search My Registered Properties : <input type="text"/> Hint: just enter the Street NUMBER (Example: for 1234 Main Street, just enter: 1234) <input type="button" value="Search My Registered Properties by Street Address"/> <input type="button" value="Clear Search Box and Display ALL My Registered Properties"/>			If you wish to Register MORE Properties : <a href="#">Click Here to Register Additional Properties</a>			
Page 1 of 1		1 Total Registered Properties		All Registered Properties		
<a href="#">First Page</a>	<a href="#">Last Page</a>	Use the Search box above to search/find a Registered Property				
Property Address	Number of Contacts at this Property	PIN / Parent PIN	City, State, Zip	# of Units	Remove Property	
[REDACTED] 6TH ST <a href="#">Click to view All Incidents This Property</a>	Required Contacts COMPLETED <a href="#">Click Here to Add/Edit Required Contacts</a>	[REDACTED] (Selected on: 2/3/2015 3:01:04 PM)	ROCKFORD, IL 61104	2 <a href="#">Edit # Units</a>	<a href="#">Remove This Property</a>	
<a href="#">First Page</a>	<a href="#">Last Page</a>	Use the Search box above to search/find a Registered Property				