Uploading Documents After Applying for Rental Registration

If you need to upload a lead safe certificate or other document and have already finished the application, follow these steps.

1. Access the City of Cleveland Citizens web portal
- Visit https://aca-prod.accela.com/COC/Welcome.aspx

2. Find Your Rental Registration
- Enter your Rental Registration number in the search field.
- This number is in the confirmation email you received after applying.
  - Example: RR25-12345
- Select the **Record Info** drop down

3. Attach Documents
- Select **Attachments**
- Click **Add** to upload a document.