

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 <a href="https://aca-prod.accela.com/COC/Welcome.aspx">https://aca-prod.accela.com/COC/Welcome.aspx</a>
- 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

City of Cleveland Citizen Portal			
Home Building & Housing	Logged in as:f	Collections (0) Cart (1) RR25-1234 Se Public Health Public Se	Account Management Logou
Search Building Records	Permits and Registrations		
Record RR25-12345 Rental Registration Record Status: Pendir Expiration Date: 03/0	g 1/2026		Add to cart Add to collection
Record Info 🔻	Payments 🔻 Cond	tions 🕕	

## 3. Attach Documents

- Select Attachments
- Click Add to upload a document.

