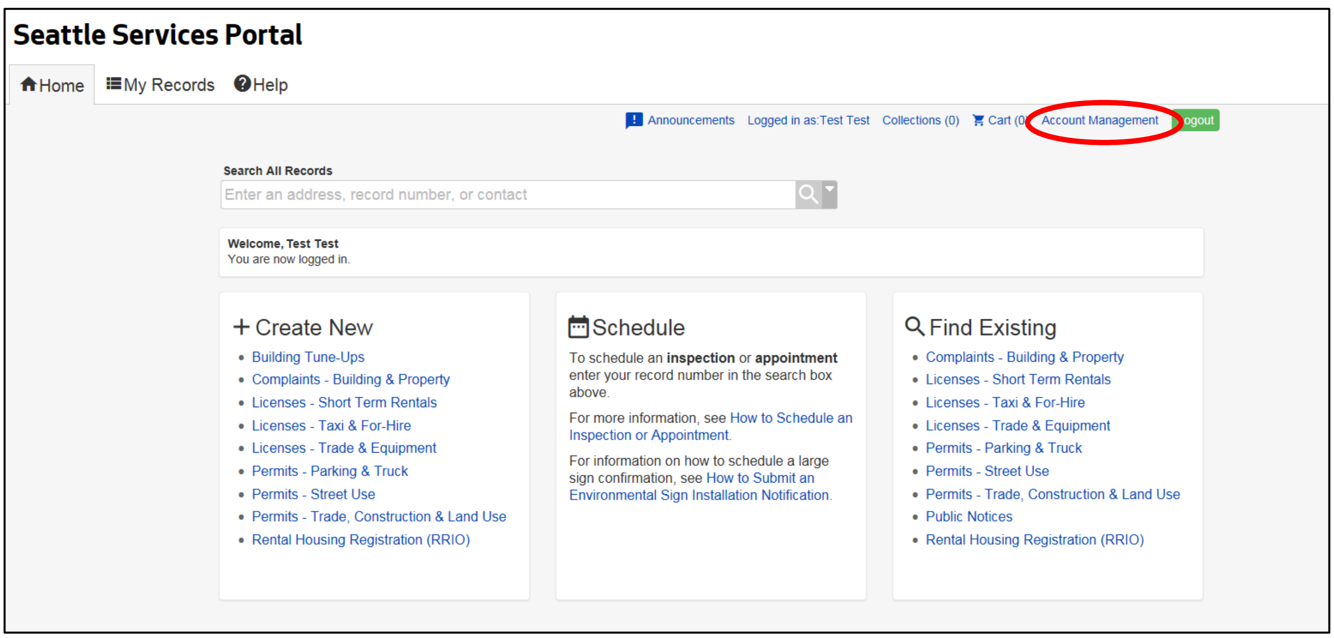
ACA Account Management

Purpose

This instruction sheet provides you with step-by-step instructions for managing your ACA Account in the RRIO online system. 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.**

Steps to Manage you ACA Account

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 **Account Management** link at the top.



City of Seattle
Code Compliance Division, Department of Planning & Development
700 5th Avenue, 20th Floor
P.O. Box 34019, Seattle, WA 98124-4019
(206) 684-4110 TTY: 7-1-1 or (206) 233-7156

Rental Registration and Inspection Ordinance (RRIO)

Improving and preserving safe and healthy housing for all Seattle renters

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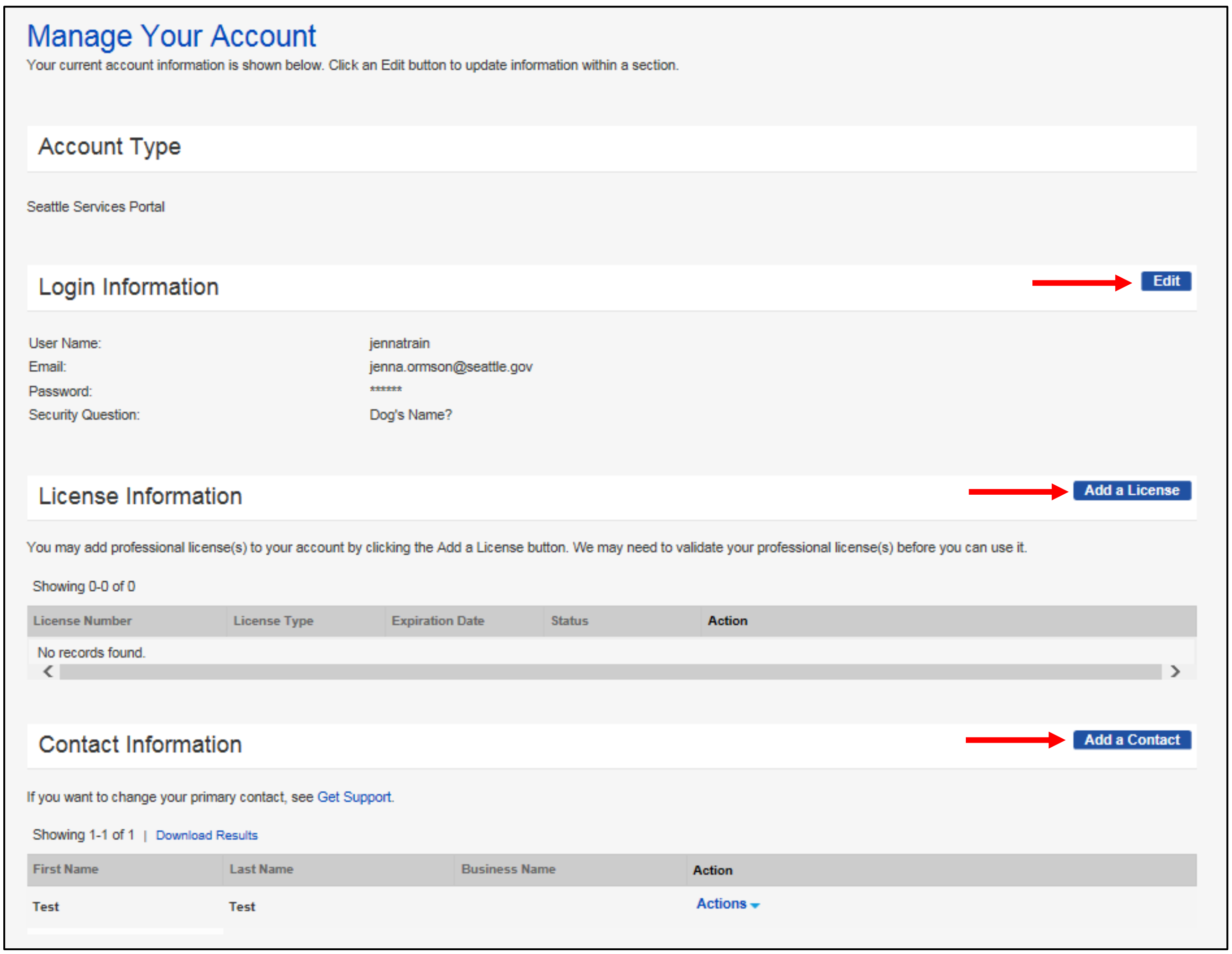
3. This page can't be modified. It shows you the type of account you have. There are 4 sections in account management:
   - Account Type – this shows the type of user account you have. It can't be modified.
   - Login Information – this is the login information on your account. Click on the **Edit** button to modify the information.
   - License Information – this section is to edit or enter professional license information on your account. Click on the **Add a License** button to modify the information.
   - Contact Information – this section is to edit or enter multiple contacts used in multiple registrations. Click on the **Add a Contact** button to modify the information.



Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Account Type

Seattle Services Portal

Login Information

Edit

User Name: jennatrain
Email: jenna.ormson@seattle.gov
Password: ******
Security Question: Dog's Name?

License Information

Add a License

You may add professional license(s) to your account by clicking the Add a License button. We may need to validate your professional license(s) before you can use it.

Showing 0-0 of 0

License Number	License Type	Expiration Date	Status	Action
No records found.				

Contact Information

Add a Contact

If you want to change your primary contact, see Get Support.

Showing 1-1 of 1 | Download Results

First Name	Last Name	Business Name	Action
Test	Test		Actions

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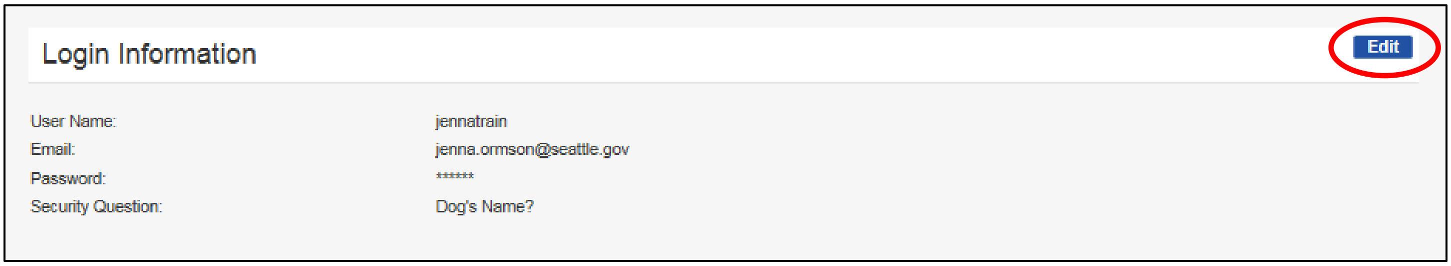
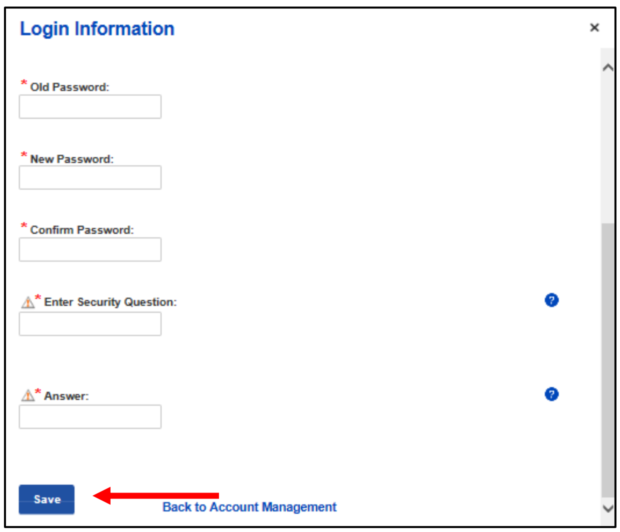
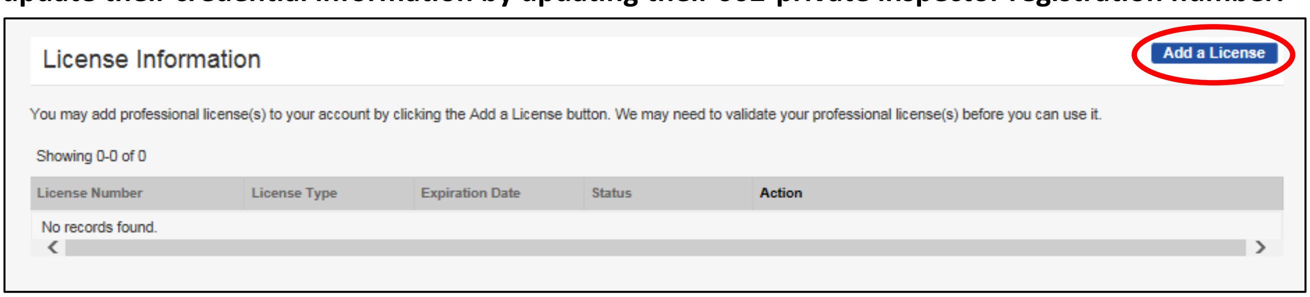
4. To edit your login information, click **Edit**.



5. Update your information and click **Save**.



6. The license section allows users to add professional licenses that are required for certain types of permit applications. You can add a new professional license by clicking on the **Add a License** button and following the process. The City may need to validate your professional license(s) before you can use it.
   This license section generally does <u>not</u> apply to the RRIO program and Private Inspectors must submit or update their credential information by updating their 002-private inspector registration number.



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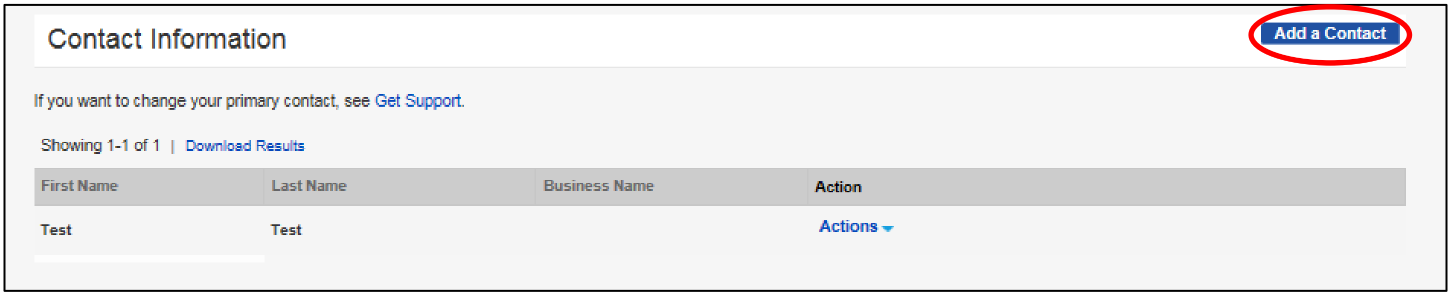
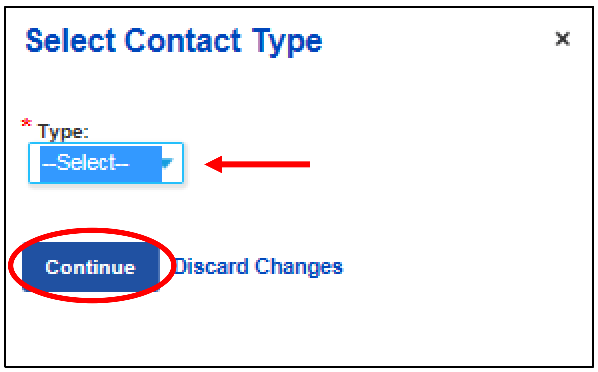
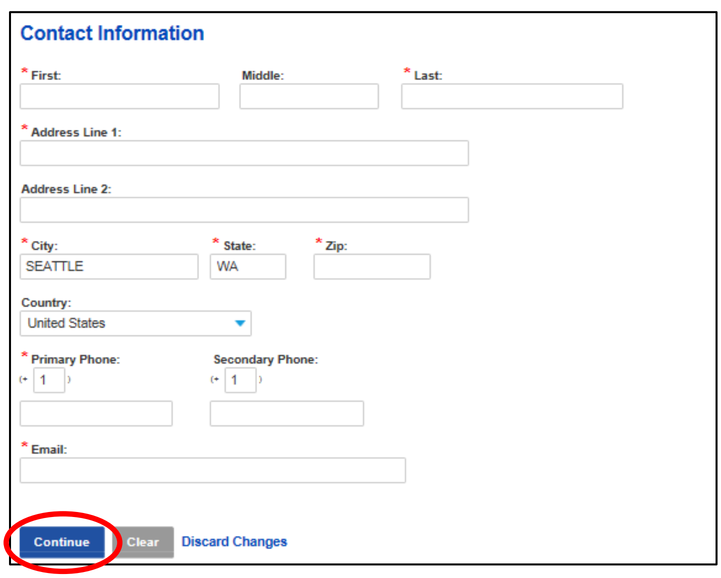
7. Add a new contact by clicking the **Add a Contact** button.



8. Select the Contact type – either Individual or Organization. Then click **Continue** to proceed.



9. Enter all the required contact information then click **Continue** to proceed.



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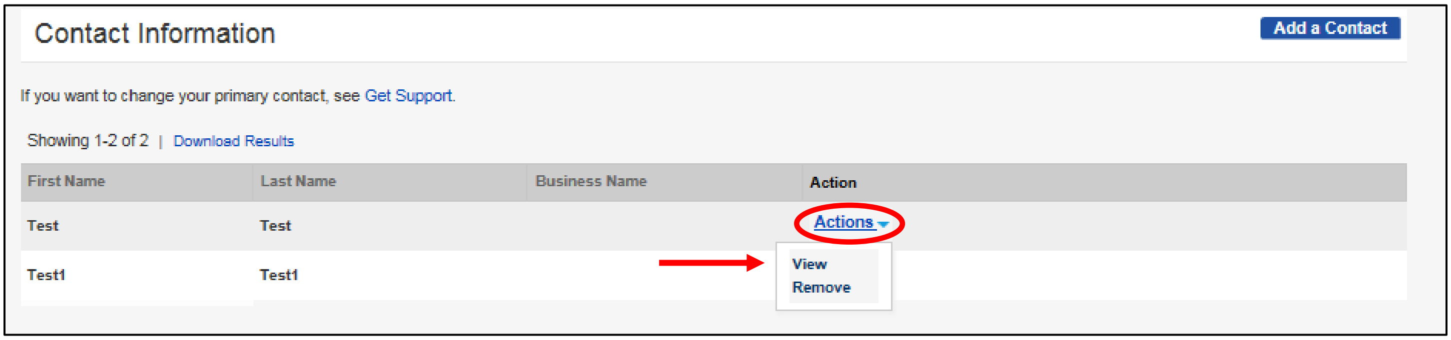
10. The new contact is now added to your user account. If you need to edit the new or existing contact information, click the blue **Action** drop-down in the contact row and select **View** to make edits.



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