

Instructions for Registering Your Rental Property

1. Log onto the following website to access the Rental Registration Portal
<https://ci-anna-tx.smartgovcommunity.com/Public/Home>
*****If you already have an account, login with your credentials, select the “My Portal” button and skip to Step 21*****
2. Select the blue box that says **My Portal**
3. Select the purple box that says **Apply Online**
4. The next page will be a log in page. Go to the bottom of the box and select **Sign Up!**
5. Now fill in the **Email Address, Password, and Confirm Password** boxes. **DO NOT** fill out the Access Code area and select **NEXT** when done
6. The next screen will have you fill out **YOUR** information. Fill in all the boxes then select **NEXT**
7. The next screen will have you check the box to “I agree to the Terms and Conditions” and then select **CREATE MY ACCOUNT**
8. A verification has been sent to your personal email address. **YOU MUST** log into your personal email account and verify your email before moving forward. It may take a few minutes for the email to appear. Be sure to check your junk mail. If you do not receive it, you can always go back to the top of the page and request the link be resent
9. You will then be re-routed back to the home page, and you will select the blue box that says **My Portal**
10. Select the purple box that says **Apply Online**
11. The next screen will have you select a category, and you will select **Code Compliance**
12. Now Select **Rental Registration**
13. Select **NEXT** at the bottom of the screen
14. If you are **NOT** a business and you own the property yourself, type in NA (Not Applicable). If this is a business, then put in the name of the business
15. Type in the address of your rental property
16. Select **NEXT**
17. On license details page, please answer each question that pertains. If it does not pertain to your situation, just type in NA or 0
18. Review your license application to make sure all info is correct
19. Select **Save and Continue**
20. Select **Go to my new license**
21. Select **Pay Online** (under the \$300.00 Due Now)
22. Select **+Add** to put the item in your cart
23. Select **Proceed to checkout**

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24. Enter credit card info and then select [Pay Now](#)