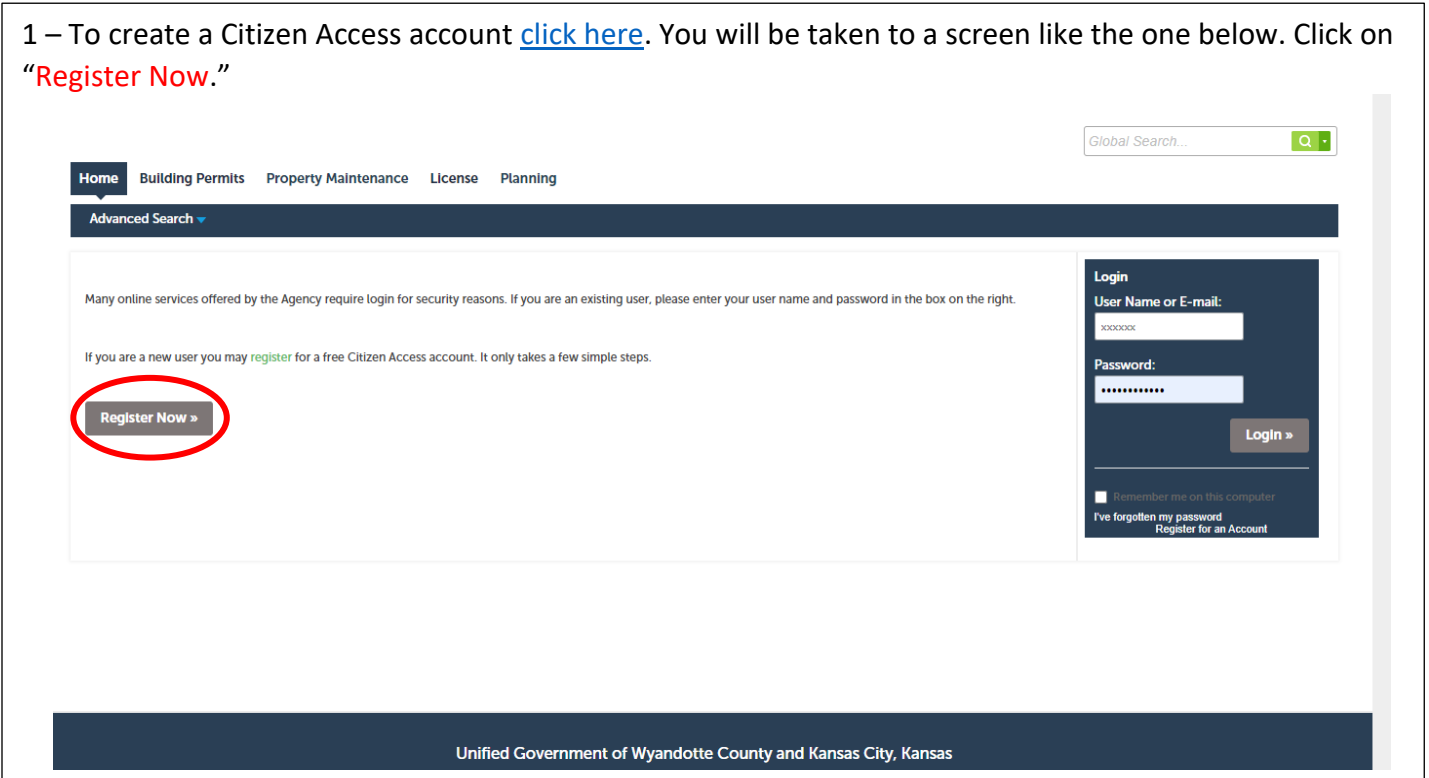
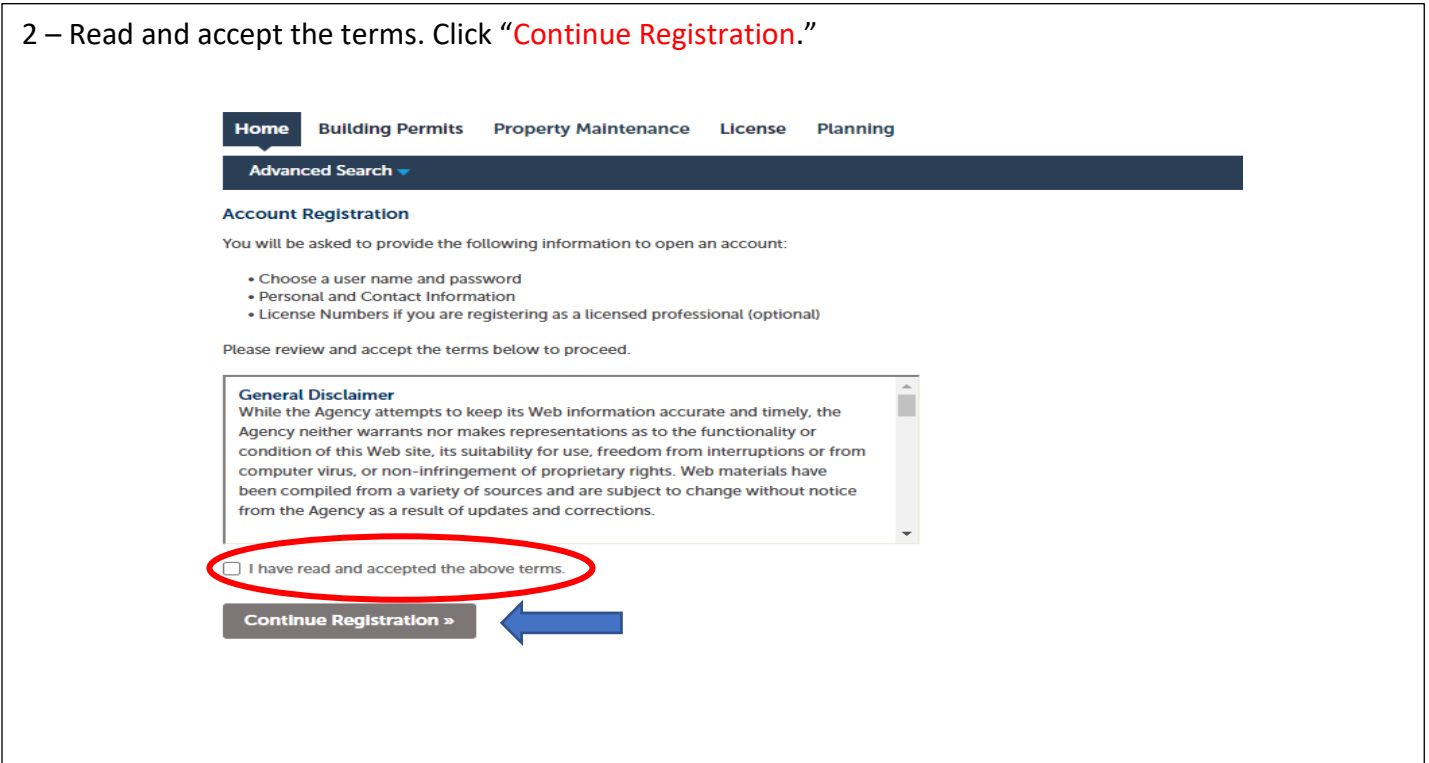


# How to Create an Account with the Neighborhood Resource Center’s Citizen Access

1 – To create a Citizen Access account [click here](#). You will be taken to a screen like the one below. Click on “**Register Now.**”



2 – Read and accept the terms. Click “**Continue Registration.**”



3 - Create a Username. Your username needs to be 4 to 32 characters long. It may contain letters, numbers, and special characters.

Enter your email address.

Create a password. Your password needs to be 8 to 20 characters. It may contain letters and numbers.

Enter the same password again.

Create a security question. Enter an answer to your security questions (20 characters max).

The image shows a registration form with two main sections: "Login Information" and "Contact Information". The "Login Information" section includes fields for User Name, E-mail Address, Password, Type Password Again, Enter Security Question, and Answer. The "Contact Information" section is currently empty and has a red oval around its header. Below the "Contact Information" header, there is a button labeled "Add New" with a blue arrow pointing to it, and a "Continue Registration >" button. A red arrow points from a text box to the "Add New" button.

\* indicates a required field.

**Login Information**

\* User Name:

\* E-mail Address:

\* Password:

\* Type Password Again:

\* Enter Security Question:

\* Answer:

**Contact Information**

Choose how to fill in your contact information.

**Add New** ←

**Continue Registration >**

4 – Scroll down. Under Contact Information, click “Add New.”

A box will appear that says Select Contact Type.

The image shows a dialog box titled "Select Contact Type" with a close button (x) in the top right corner. Inside the dialog, there is a label "\* Type:" followed by a drop-down menu showing "--Select--". Below the drop-down menu are two buttons: "Continue" and "Discard Changes". A red arrow points from a text box to the drop-down menu, and another red arrow points from a text box to the "Continue" button.

**Select Contact Type** x

\* Type: --Select--

**Continue** Discard Changes

The drop-down menu shows a list of descriptors. Select one from the list that best describes you in relation to your property (for example: owner, property manager, other interested party etc.). You may need to provide more information on your property based on your response.

Select “Continue.”

5 – Another box will open. Enter your contact information including name, address, etc. All fields noted with a red asterisk \* are required fields. Please include your phone number in case we need to contact you. Click “Continue” once you’ve finished.

Permits Property Maintenance License Planning

Global Search

### Contact Information

\*First: Middle: \*Last:

Name of Business:

Country: United States

\*Address Line 1:

\*City:

\*State: --Select--

\*Zip:

Home Phone: Work Phone: Mobile Phone:

Fax:

6 – You will be taken back to the screen with your Login and Contact information where everything will now be filled in. Click “Continue Registration.”

### Login Information

\*User Name: ?

\*E-mail Address:

\*Password: ?

\*Type Password Again:

\*Enter Security Question: ?

\*Answer: ?

### Contact Information

Choose how to fill in your contact information.

✔ Contact added successfully.

Home phone:

Mobile Phone:

Work Phone:

Fax:

Edit Remove

7 – You will now have successfully created an account! Write down your username and password information for future use.

Continue Registration >

# How to Register a Vacant Private Property

1 – If you have just created an account, click “Login” or “Home” to be taken to the screen below. You must RE-LOGIN to access the correct information.

The screenshot shows the Neighborhood Resource Center (NRC) website. At the top right, there are links for "Register for an Account" and "Login", with "Login" circled in red. Below this is a "Global Search" bar. A navigation menu includes "Home" (circled in red), "Building Permits", "Property Maintenance", "License", and "Planning". The main content area is titled "Neighborhood Resource Center" and includes a "Welcome to the NRC E-Link" message. On the right side, there is a "Login" form with fields for "User Name or E-mail:" and "Password:", and a "Login »" button. A red arrow points from a callout box to the "Login »" button. The callout box contains the text: "Enter your Username and Password. Login." Below the login form are links for "Remember me on this computer", "I forgot my password", and "Register for an Account".

2 – Once you have logged in, click on the tab “Property Maintenance.”

The screenshot shows the user dashboard after logging in. At the top right, it says "Logged in as: A Person" with links for "Collections (0)", "Account Management", and "Logout". Below this is a "Global Search" bar. A navigation menu includes "Home", "Building Permits", "Property Maintenance" (circled in red), "License", and "Planning". Below the navigation menu are tabs for "Dashboard", "My Records", "My Account", and "Advanced Search". The main content area starts with "Hello, A Person". There are two main sections: "My Collection (0)" and "Work In progress". The "My Collection (0)" section has a "View Collections" button and a message: "You do not have any collections right now." The "Work In progress" section has a "View All Records" button and a table with columns: "Record Name", "Record ID", "Module", "Creation Date", and "Action". The table currently shows "No records found".

2 – Click on “**Create an Application.**” Read and accept the terms and conditions. Then click “**Continue.**”

The screenshot shows a navigation menu with 'Home', 'Building Permits', 'Property Maintenance', and 'License'. Below the menu is a dark blue bar with 'Search for a Code Case' and 'Create an Application' (circled in red). A 'Cases.' section shows 'Showing 0-0 of 0' and a table with columns 'Date', 'Case Number', and 'Case Type', containing the text 'No records found.'. A modal window is open with the heading 'Please review and accept the terms below to proceed.' and a 'General Disclaimer' text box. Below the disclaimer is a checkbox labeled 'I have read and accepted the above terms' (circled in red) and a 'Continue' button (pointed to by a blue arrow).

3 – Click on “**Property Maintenance Compliance.**” It will open a drop down.

The screenshot shows a navigation menu with 'Home', 'Building Permits', 'Property Maintenance', 'License', and 'Planning'. Below the menu is a dark blue bar with 'Search for a Code Case' and 'Create an Application'. The 'Select a Record Type' section includes the instruction 'Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.' and a search input field with a 'Search' button. The 'Property Maintenance Compliance' option is selected and circled in red. A 'Continue Application »' button is at the bottom.

The screenshot shows the same navigation and search area as the previous image. The 'Property Maintenance Compliance' dropdown is expanded, showing 'Boarding Permit' and 'Vacant Property Registration' (selected and pointed to by a blue arrow). A text box on the right contains the instruction: 'Select “**Vacant Property Registration.**” Then click “**Continue Application.**”'. A 'Continue Application »' button is at the bottom.

4 – Location. Enter the Address of the vacant property and the Owner’s contact information. You can save at any point and resume this process later. When you are finished, click “Continue Application.”

Home Building Permits **Property Maintenance** License Planning

Search for a Code Case Create an Application

Vacant Property Registration

1 Location 2 Details 3 People 4 Review 5 Pay Fees 6

Step 1: Location > Address Parcel Owner

\* Indicates a required field.

Address

\* Street No.:  \* Street Name:  Street Type:  Direction:   
City:  State:  Zip:

Owner

Owner Name:  ⓘ  
Address Line 1:   
Address Line 2:   
City:  State:  Zip:

Parcel

\* Parcel Number:

Continue Application >

Save and resume later

5 – Details.

Home Building Permits **Property Maintenance** License Planning

Search for a Code Case Create an Application

Vacant Property Registration

1 Location 2 Details

Step 2: Details > Details

Application Details

VACANT PROPERTY DETAILS

\* Future Use: Sell

\* Estimated Date of Completion: 01/01/2020

\* Description of Required Work: Renovation

\* Is there a property manager or contact:  Yes  No

Continue Application >

Click "Continue Application."

Select from the "Future Use" drop down whether you plan to Sell, Rent, or Keep Vacant.

Give an "Estimated Date of Completion." Enter the future date of your listing on MLS, when you will apply for a Rental License, or when your renovation will be done.

Briefly "Describe the Work Required" on the property before you sell, rent, or plan to renovate. If no work is required, you may write Not Applicable.

Select Yes or No on whether "there is a property manager or contact."

6 – People. If you are the owner and the applicant, click "Select from Account" and add yourself. If you are not the owner of the property, click on "Add New" for the Applicant and enter their information. If there is a property manager, add their information now. Click "Continue Application."

Home Building Permits **Property Maintenance** License Planning

Search for a Code Case Create an Application

Vacant Property Registration

1 Location 2 Details 3 People 4 Re...

Step 3: People > People

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Property Manager

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account Add New

Continue Application >

7 – Review. Review your information and make sure it is correct. When you are finished, click “Continue Application.”

Vacant Property Registration

1	2 Details	3 People	4 Review	5 Pay Fees	6 Record Issuance
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**Step 4: Review**

[Continue Application >](#) [Save and resume later](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

**Record Type**  
Vacant Property Registration

**Address** [Edit](#)  
0 State AVE  
Kansas City KS 66102

**Owner** [Edit](#)  
A Person  
0000 State Ave  
Kansas City KS 66102

**Parcel** [Edit](#)

**Application Details** [Edit](#)

VACANT PROPERTY DETAILS

Future Use: Sell  
Estimated Date of 01/01/2020

8 – Pay Fees. The registration fee is \$200.00 annually plus any applicable fees. Click “Continue Application.” Choose a payment option and click “Submit Payment.”

Home Building Permits **Property Maintenance** License Planning

Search for a Code Case Create an Application

Vacant Property Registration

1	2 Details	3 People	4 Review	5 Pay Fees	6 Record
---	-----------	----------	----------	------------	----------

**Step 5: Pay Fees**

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work or repaired. Enter quantities where applicable. The following screen will display your total fees.

**Application Fees**

Fees	Qty.
Vacant Property Registration	1

TOTAL FEES: \$200.00  
Note: This does not include additional inspection fees which may be assessed later.

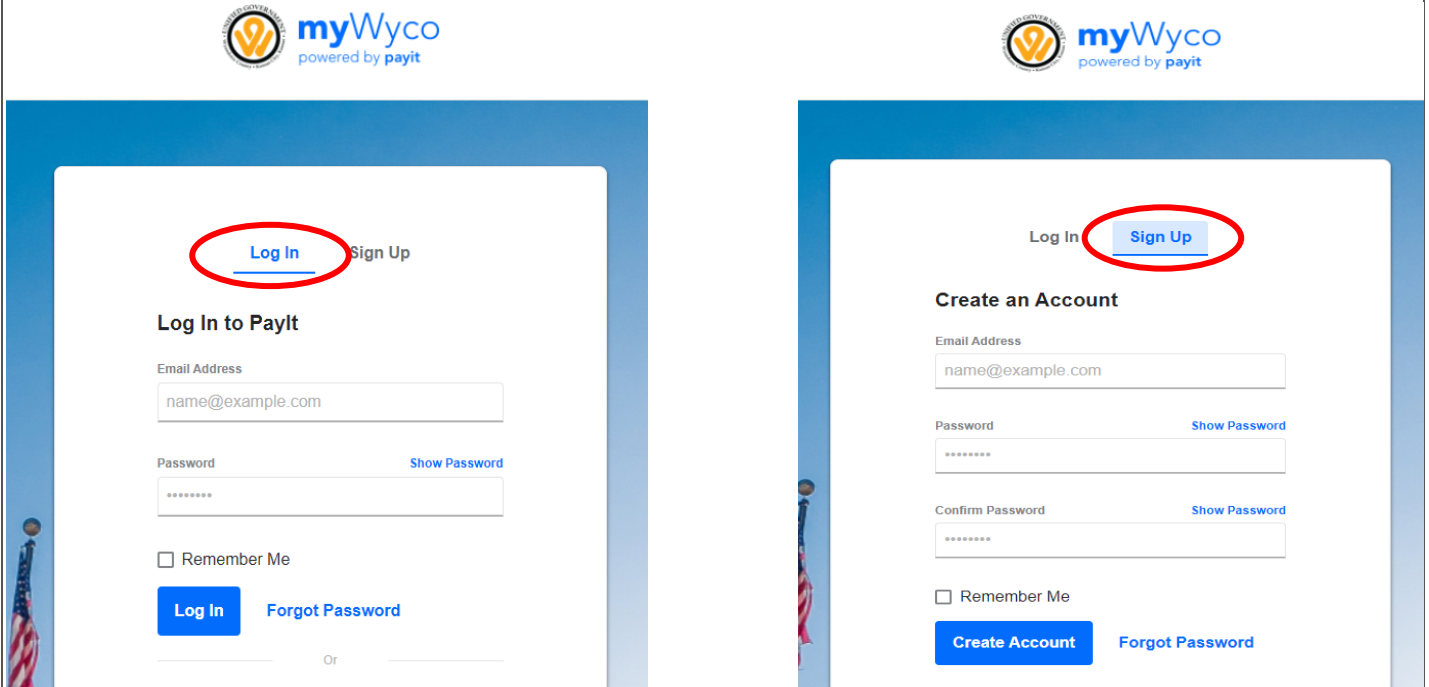
[Continue Application >](#)

You will be taken to PayIt, the UG payment collection system. If you do not have an account with PayIt, you will need to follow the prompts and create one. Keep in mind, your registration WILL NOT BE COMPLETE until you pay the registration fee.

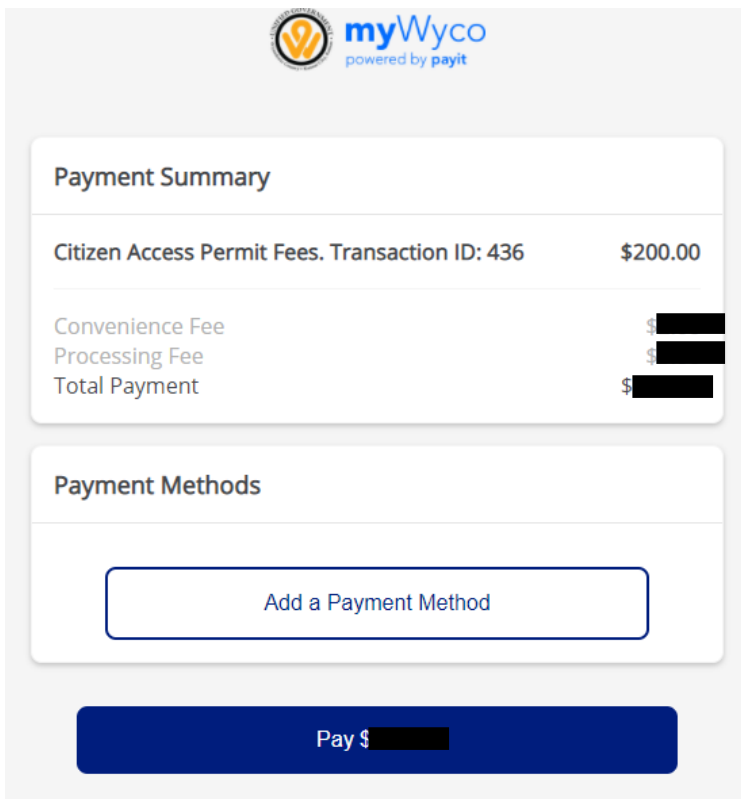




9 – Log In to PayIt or Sign Up to create an account.



10 – Once logged in, you will be given your “**Payment Summary.**” Add your payment method and click “Pay” to complete the transaction. Credit/debit cards and payments through a bank account are acceptable. If you choose to pay with a credit or debit card, a processing fee of 2.5% of the amount being paid will be added to the amount charged to your credit or debit card.



11 – Once you have paid, a “Registration Issuance” (a system generated registration number and receipt/certificate) will be available to you to save and/or print for your records. If you have any questions or need assistance, please email [VPRegistration@wycokck.org](mailto:VPRegistration@wycokck.org) or call (913) 573-5877.