RENTAL REGISTRATION WEBSITE INSTRUCTIONS

1) Go to the web address: http://www.ci.oshkosh.wi.us/EvolvePublic/
2) On left hand side click on "RENTAL REGISTRATION"
3) On the Header click on "New Account"
4) Enter your contact information (the yellow boxes are required, but complete all the boxes if possible).
5) Click "save" at the bottom

The system should automatically take you to the rental dwelling registration page; if not, go back to http://www.ci.oshkosh.wi.us/EvolvePublic/

1) On left hand side click on "RENTAL REGISTRATION"
2) Enter your email and password and click "Login"
3) Category box should be Rental Registration
4) Type box should be Rental Registration
5) Click "Next"
6) Enter the house number with no direction and no suffix (N S E W; St, Dr, Ave, etc)
7) Click "Next"

IF ADDRESS IS NOT FOUND…
IN THE NEXT BOX DOWN, TYPE ADDRESS IN "ADDRESS" BOX (EX - 123 W ANY ST)

8) Click "Next"
9) In "Contact Method" box, use drop down arrow and choose either email, mail, or phone
10) Click "Next"
11) Click the box "I agree to the conditions"
12) Click "Finish"
13) You should see "message from webpage…Your application has been submitted for review
14) Click "OK"
15) You can view your property registrations under "MY PERMITS"