

VACANT REGISTRATION WEBSITE INSTRUCTIONS

- 1) Go to the web address: <http://www.oshkoshwi.gov/EvolvePublic/>
- 2) On left hand side click on "VACANT 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.oshkoshwi.gov/EvolvePublic/>

- 1) On left hand side click on "VACANT BUILDING REGISTRATION"
- 2) Enter your email and password and click "Login"
- 3) Category box should be Vacant Building Registration
- 4) Type box should be Vacant Building 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 THIRD BOX DOWN, TYPE ADDRESS IN "ADDRESS" BOX (EX - 123 W ANY ST)

- 8) Click "Next"
- 10) Click the box "I agree to the conditions"
- 11) Click "Finish"
- 12) You should see "message from webpage...Your application has been submitted for review"
- 13) Click "OK"
- 14) You can view your property registrations under "MY PERMITS"