my.WOODDALE.com
Self Service Portal

Annual Rental Registration

https://my.wooddale.com

CITY OF
WOOD DALE
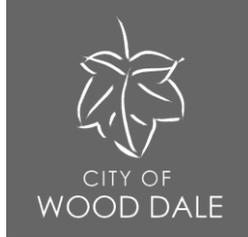
Why create an account?

- Creating an account will allow the system to save your information each time you apply for or renew your rental license.
- Most applications will require additional attachments that need to be scanned and uploaded into Citizen Self Service (CSS). You may begin an application, save, and resume at a later time, if needed.
- You may log into CSS to check the status of your rental.
- You may pay fees online via the CSS portal.

Steps for creating and managing an account are on the following pages.

Step 1. Select "Register" in the "Guest" drop-down box.

Step 2. Enter your email address into the "Email" field and click "Next".
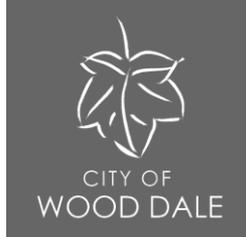
You are receiving this automated e-mail based on a user registration request that we received for the Citizen Self Service tool for our jurisdiction. The purpose of this confirmation is to validate the e-mail address that was provided in the initial user registration process is the correct e-mail address for your user account. Please click the link below to continue to the next step of the user registration process.

Confirm

Can't find your confirmation email?

- Check your Spam and Junk mail folders.
- Your email service may be inadvertently blocking the email. Ensure your account is set up to allow emails from noreply@wooddale.com.
- Sign up using a different email address (Gmail, Yahoo, etc.) and change to your preferred email once you have completed registration.

Step 3. A verification code will be sent to the email address provided. Click "Confirm" on the email message to confirm your registration.

Step 4. Complete your registration by providing the desired credentials and checking the CAPTCHA verification box. Click "Next" to continue.

Step 5. Provide registration information. Click "Next" to continue

Step 6. Provide your address. Click "Submit" to complete registration.

Step 7. Click "Apply" and search "Rental Property Registration". To the right of Rental Property Registration, click the blue "Apply" icon.
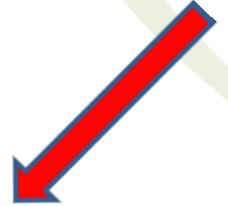
Step 8. Apply for License. Click "Add Location". Click "Next" to continue.

Step 9. Search Address of your rental property. From list, choose correct address.

Step 10. After choosing the correct address, click "Next".
If you have multiple rental properties, please choose one address per application.
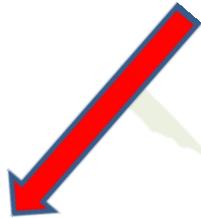
Step 11. License Details screen. Click "Next" to continue.

Step 12. Enter contacts. Please provide the property owner and management information. Property owner information is required. Do not enter tenant information at this time. Click "Next" to continue.

Step 13. Enter number of units. The number of units will calculate rental registration fees. Enter "1" for a single family home.

Step 14. Click "Add Row" and enter Tenant Details. Click on the (+) to add additional tenant information. Click "Next" to continue.

Step 15. Review information for correctness. Click "Submit" to apply for your rental license.

Your application was successfully submitted! You can "Continue to License" for available license information.

Rental license status will be available through the My Wood Dale portal, under My Work. You may pay for the invoice through the portal, by mailing a check or by visiting City Hall during normal business hours.
Please note, temporary rental certificates will not be issued.
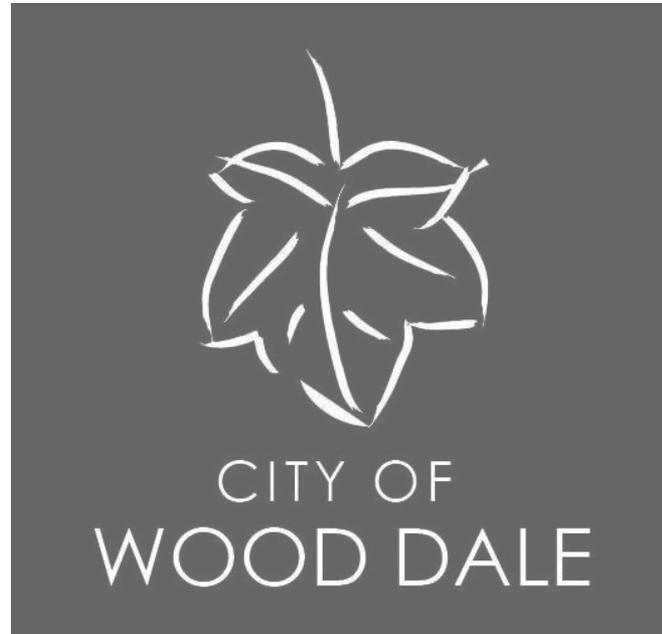
Questions or need additional assistance? Contact the Community Development Department at **(630) 766-5133**