

## **How to Add a Guest Account to a SSVR Record in OpenGov**

1. Navigate to the SSVR page on the City website located here: [Short-Stay and Vacation Rentals | Arcata, CA](#).
2. Click on “Click Here to Apply for a SSVR Permit.”  
the unit as a whole, then you will multiply 1 by the number of days in the quarter.
4. List the number of night stays you had for the quarter you are submitting

**[Click Here to Apply for a SSVR Permit.](#)**

If someone other than the property owner will be submitting the application, enter their information with the owner's signature and attach it to the application.

3. Click on “Login” in the upper right-hand corner.

[Login](#) [Sign Up](#)

4. Click on “Login using Secure Portal” in blue.

### **Login with your OpenGov ID**

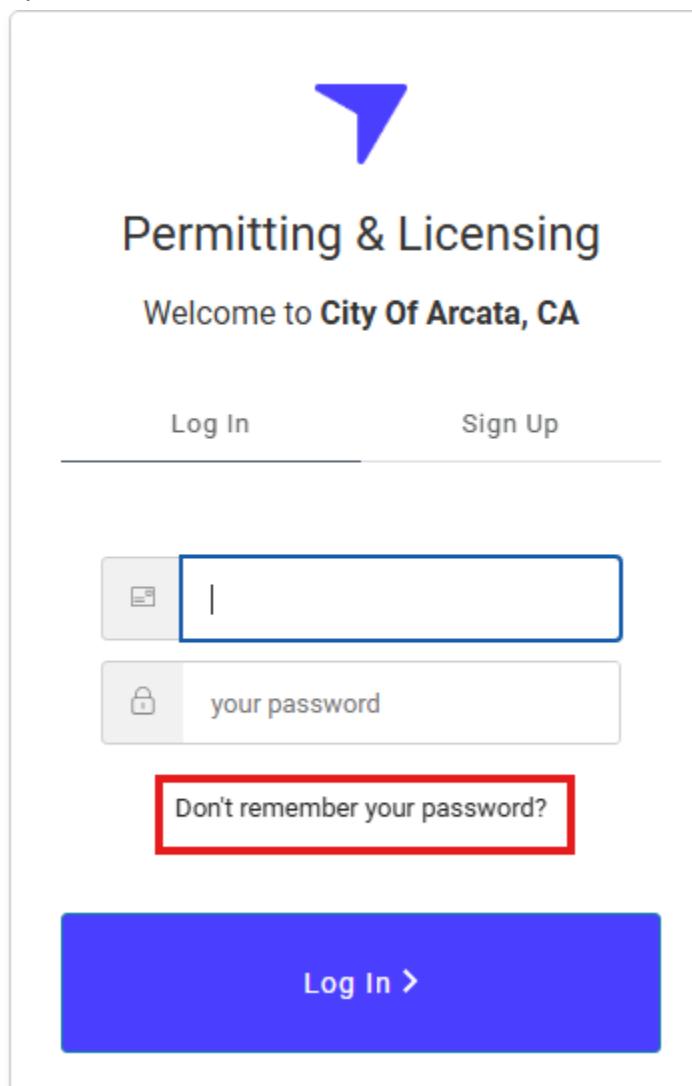
Use your **OpenGov** ID to login to City Of Arcata, CA

For your security, your sign up is performed on our Secure Portal

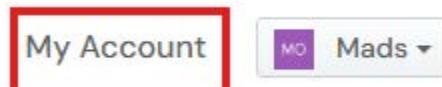
[Login using Secure Portal](#)

5. Enter your Login information (email and password). If you do not remember your password or did not create one after your account was established, then you can

click on “Don’t remember your password?” to receive a password reset email from OpenGov.



6. Click on “My Account” in the upper right-hand corner.



7. Click on “Applications” under the section labeled “Your Records.”

 **Dashboard**

 **Messages**

 **Profile**

**Your Records**

 **Applications**

 **Projects**

 **Permits & Docs**

 **Payments**

 **Inspections**

8. Click on the record you would like to add a guest account to.
9. Click on “Guests” on the left-hand side of the page.

Short-Stay Vacation Rental  
Permit  
**SSVR-240**

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**Your Submission**

Attachments

**Guests (0)**

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- Intake Review
- SSVR Permit Application Fee
- SSVR Permit

10. Enter the email you would like to add as a guest to the record in the box under “Guest’s Email.”

**Guests**

Other users that have the ability to add attachments, request inspections, and pay fees on this record.

Guest's Email

Enter guest's email here...

**Grant Access**

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No guests with access to this record yet

11. Click on “Grant Access.”

You have now successfully added a guest account to your OpenGov record! This guest will be able to view the submission, any attachments that were uploaded, make payments, and see the status of the submission. Please note that the guest account cannot submit renewals. Only the applicant on the record can submit renewals. If the owner would like to designate someone else as the applicant, then the Agent Authorization form located on the SSVR page will need to be completed and emailed to [comdev@cityofarcata.org](mailto:comdev@cityofarcata.org). The form can also be mailed to 736 F St., Arcata CA 95521 or brought in person to City Hall.