

## How to Add Attachments to a SSVR Record in OpenGov After Submission

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.”
3. Enter the number of units you have for the quarter you are submitting. If you have more than one unit, 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, you must submit the application 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

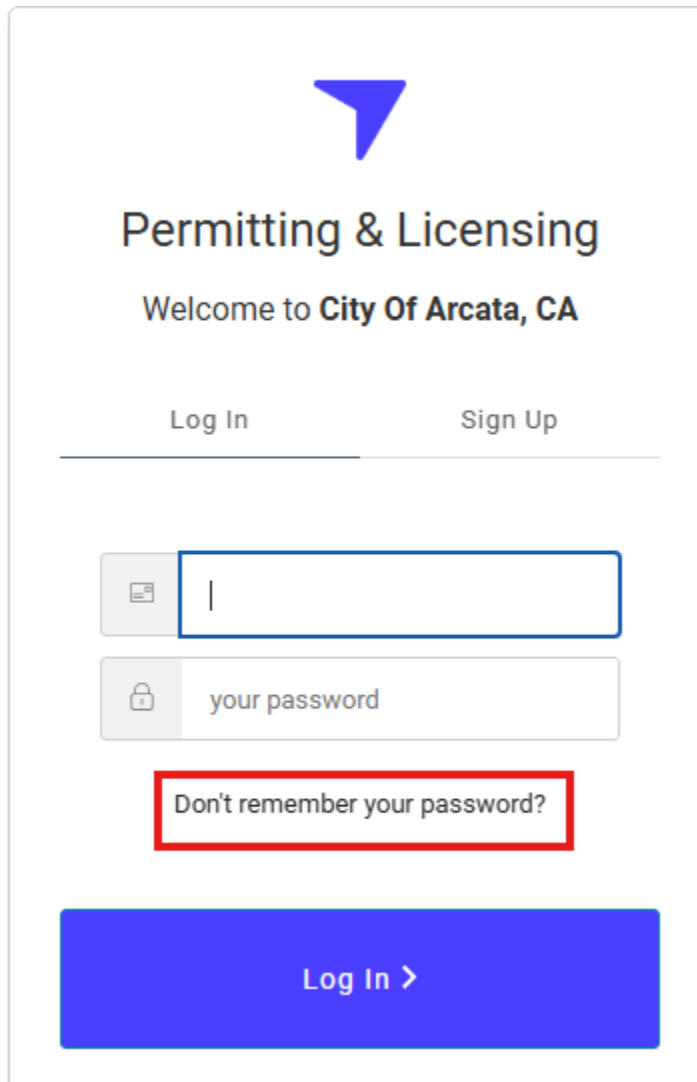
Use your **OpenGov** ID to login to City Of Arcata, CA

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.



Permitting & Licensing

Welcome to **City Of Arcata, CA**

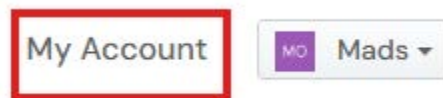
Log In Sign Up

your password

Don't remember your password?

Log In >

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




My Account

MO Mads ▼

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 attachments to.
9. Click on “Attachments” on the left-hand side of the page.

Short-Stay Vacation Rental  
Permit

**SSVR-240**

(Renewal)

**Your Submission**

**Attachments**

Guests (0)

**Administrative Review**

Renewal Registration Fee

SSVR Permit Issuance

Update Renewal Notice Date

10. Click on “Upload” in blue next to the attachment you would like to add.

Attachment	File	
Business License – REQUIRED	No file uploaded	<a href="#">Upload</a>
Proof of TOT Payment – REQUIRED		
TOT return for at least 1 quarter OR receipts OR cancelled checks	No file uploaded	<a href="#">Upload</a>
Proof of rental history with 30-night stays – REQUIRED		
TOT return showing 30 night stays line item B "Total Number of Rooms Occupied" OR ledger showing bookings OR other evidence of bed nights	No file uploaded	<a href="#">Upload</a>
<a href="#">Add attachment</a>		

11. If you would like to upload additional documents, you can click on “Add attachment” under the listed attachments.

You have now successfully added an attachment to your OpenGov record!

If you have questions or run into any technical problems, you can email [comdev@cityofarcata.org](mailto:comdev@cityofarcata.org) or call (707) 822-5955. You're also welcome to mail your requirements to 736 F St., Arcata CA 95521 or bring them in person to City Hall Monday – Thursday 9 am – 5 pm and Friday 9 am – 1 pm.