

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.”
the unit as a whole, then you will multiply 1 by the number of days in the quarter you are submitting
 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, please do so 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

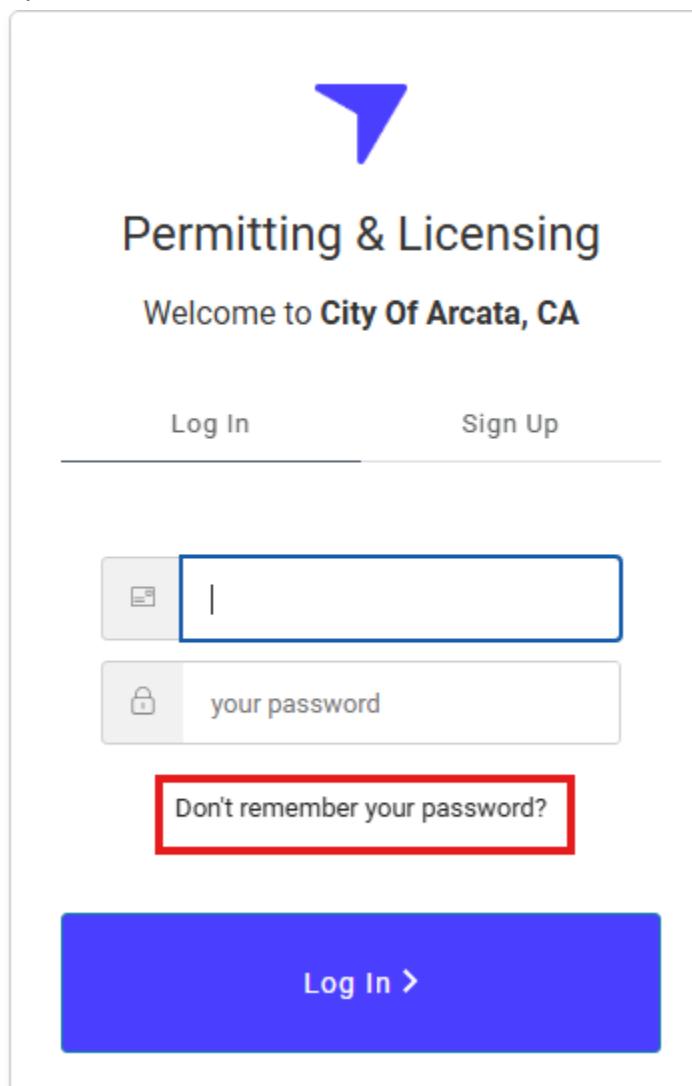
Use your **OpenGov** ID to login to City Of Arcata, CA

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

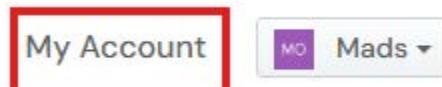
[Login using Secure Portal](#)

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 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	Upload
Proof of TOT Payment – REQUIRED	No file uploaded	Upload
TOT return for at least 1 quarter OR receipts OR cancelled checks	No file uploaded	Upload
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		Upload
Add attachment		

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 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.