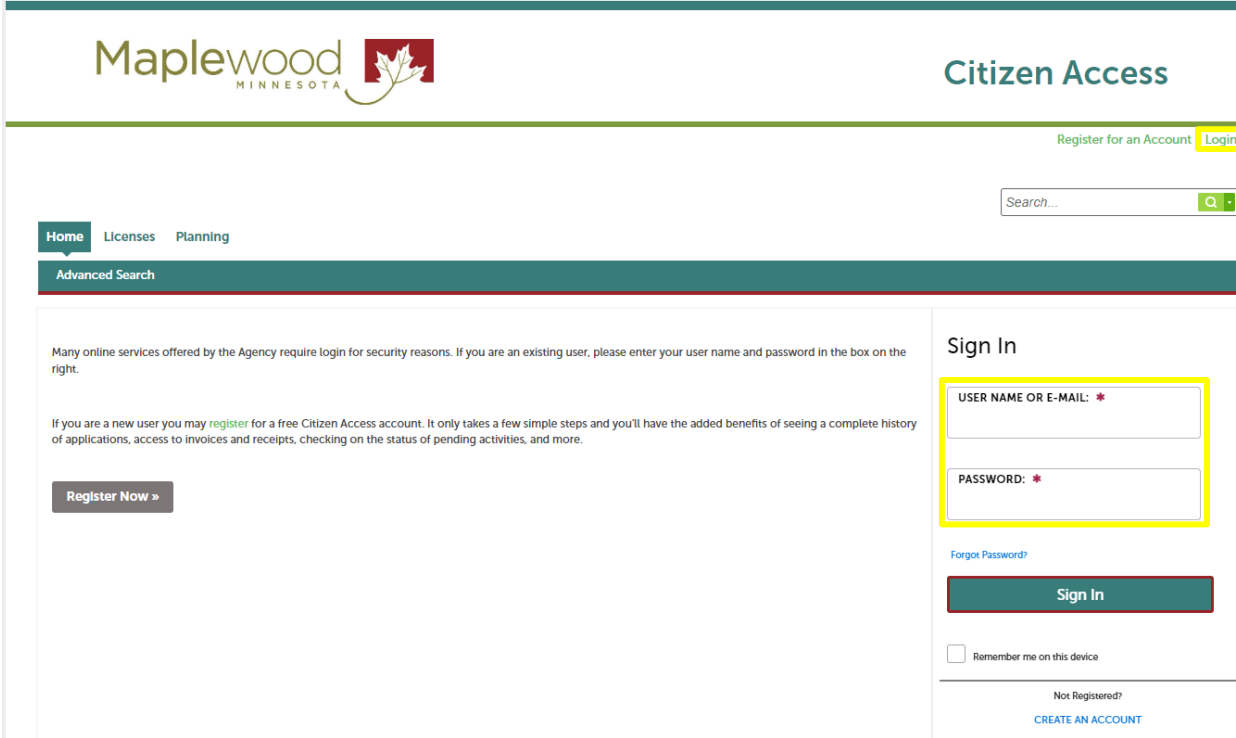


# Applying for a Rental Property License

Login to the Online Portal through Accela Citizen Access (ACA)

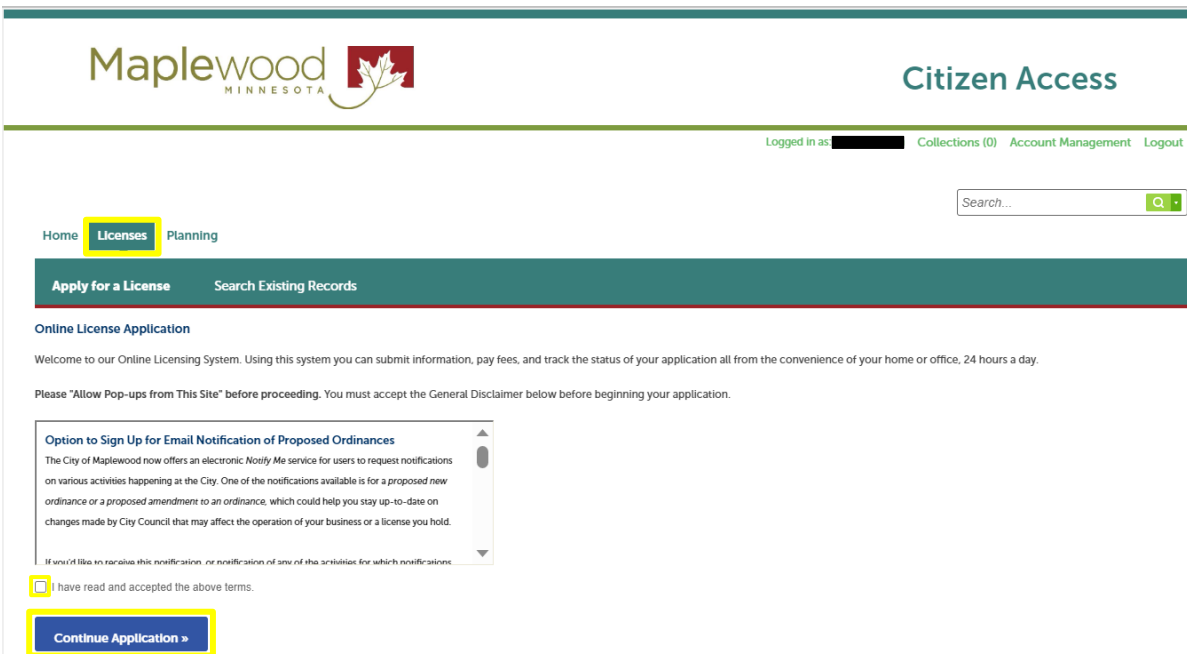
Visit: <https://aca-prod.accela.com/maplewood>

Please contact us with any questions at 651-249-2312



After you log in you will see your user **Dashboard**. Select the Licenses tab and, Apply for a License.

Read the disclaimer and Accept to continue. Select *Continue Application*.



Select *Rental Property Application* from the drop-down options provided. Select *Continue Application*.

The screenshot shows the Maplewood Minnesota Citizen Access portal. At the top left is the Maplewood Minnesota logo. At the top right is the text 'Citizen Access'. Below the logo, there is a navigation bar with 'Home', 'Licenses', and 'Planning'. To the right of the navigation bar is a search bar with the text 'Search...' and a magnifying glass icon. Below the navigation bar is a dark green bar with the text 'Apply for a License' and 'Search Existing Records'. Below this bar is the section 'Select a License Record Type'. Under this section, there is a text box and a 'Search' button. Below the search box is a list of license types: 'Animal License', 'Business License', 'Business Registration', 'Business License Supplements', 'Rental Property License', 'Rental Property Application', and 'Temporary'. The 'Rental Property Application' option is selected and highlighted with a yellow box. Below the list is a blue button with the text 'Continue Application »' and a right-pointing arrow, also highlighted with a yellow box. At the top right of the page, there is a user status bar that says 'Logged in as [redacted] Collections (0) Account Management Logout'.

Complete the application providing the information requested. At any time you may select *Save and Resume Later*. Once submitted, you may visit <https://aca-prod.accela.com/maplewood> to check the status of your application at any time.