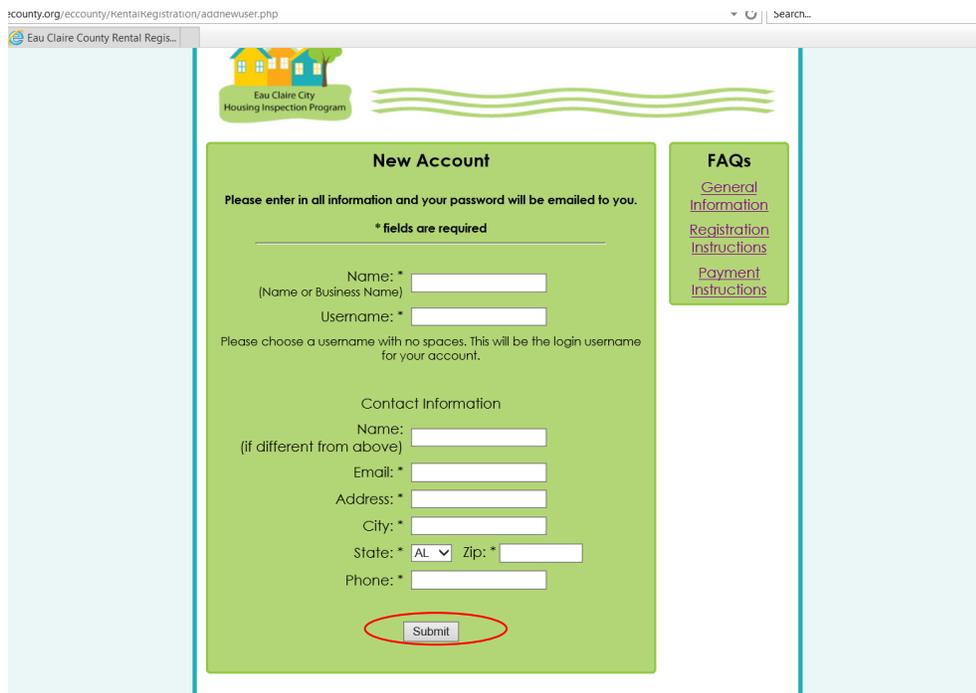
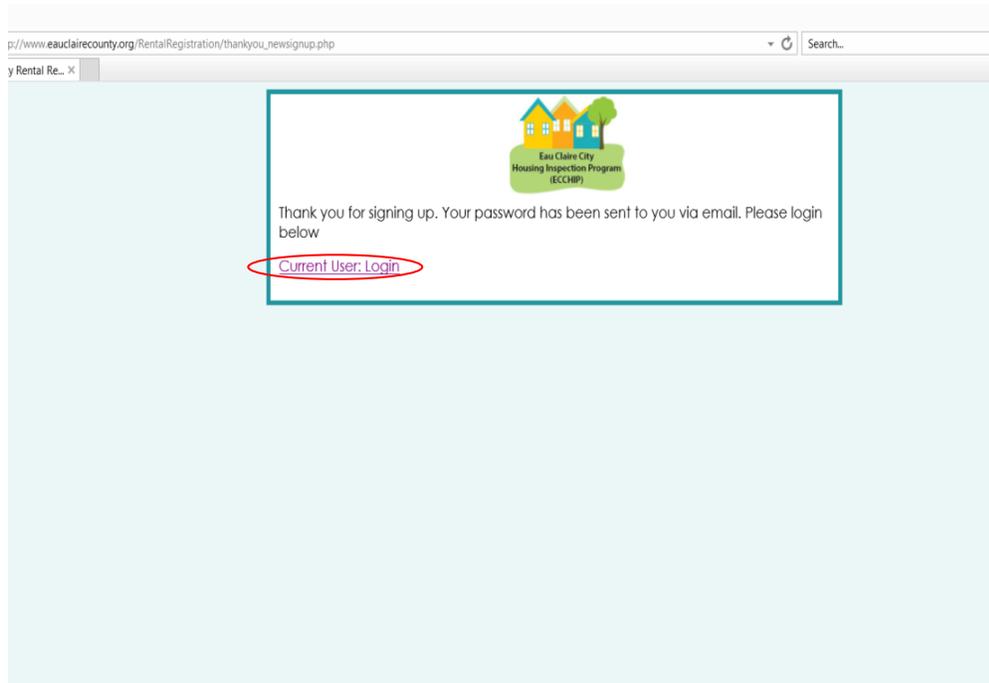


Step 1: Click on **Register a New Account**



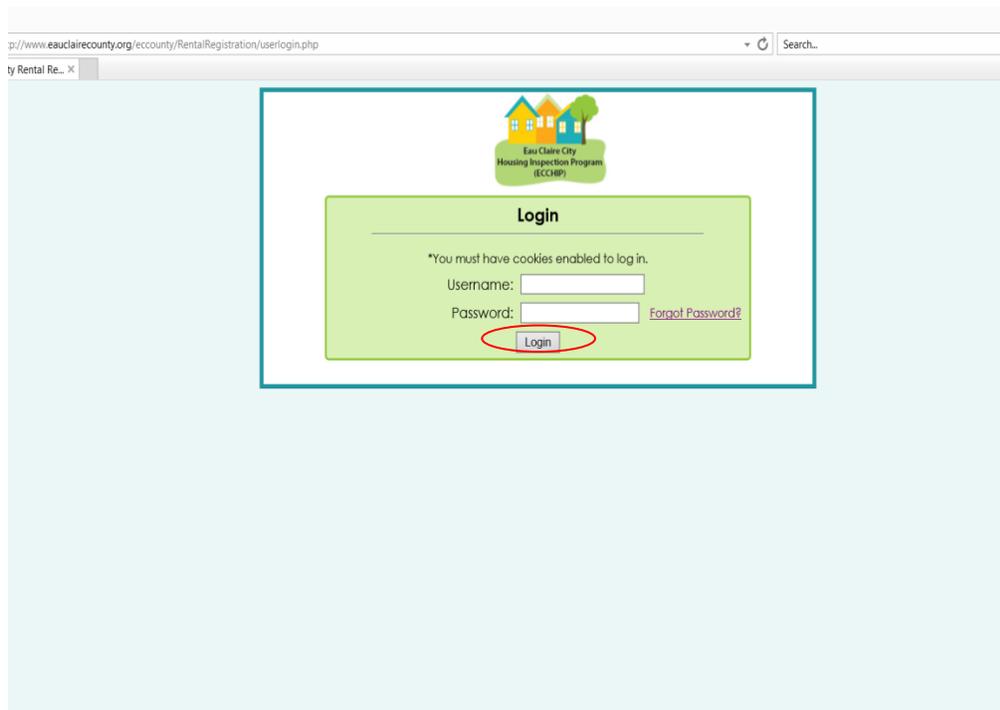
Step 2: Type in the owner's name or business name and create a username. This will be the login username for your account.

Next, provide authorized contact information. An e-mail must be provided to receive a customer ID and password. You will be able to use the email for multiple accounts if you are managing more than one property. See General Information FAQ's if you do not want to provide an e-mail. Click **Submit**.

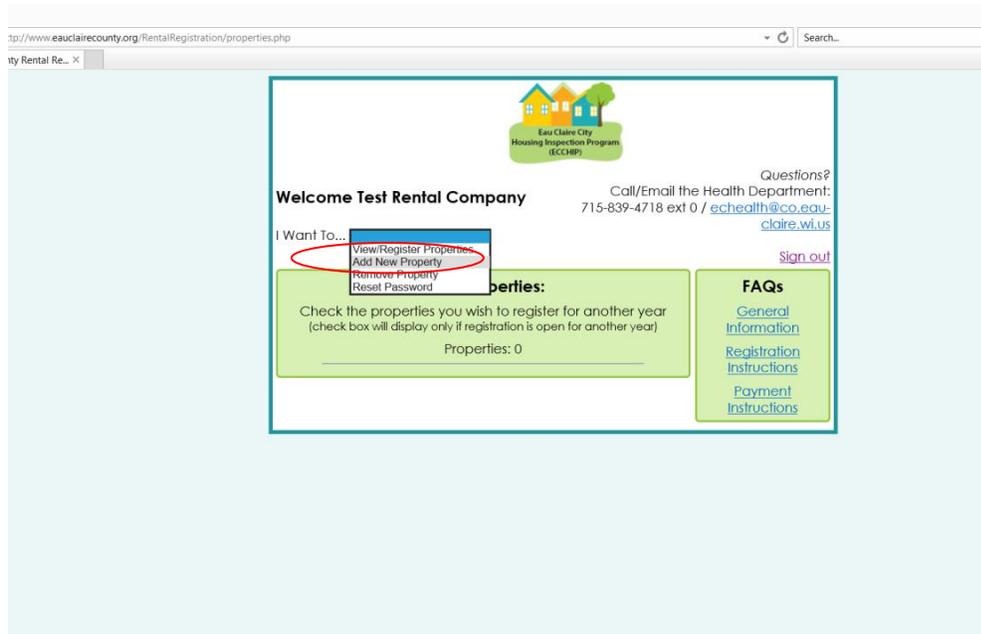


Step 3: Please wait a few seconds for the e-mail to be delivered with your password.

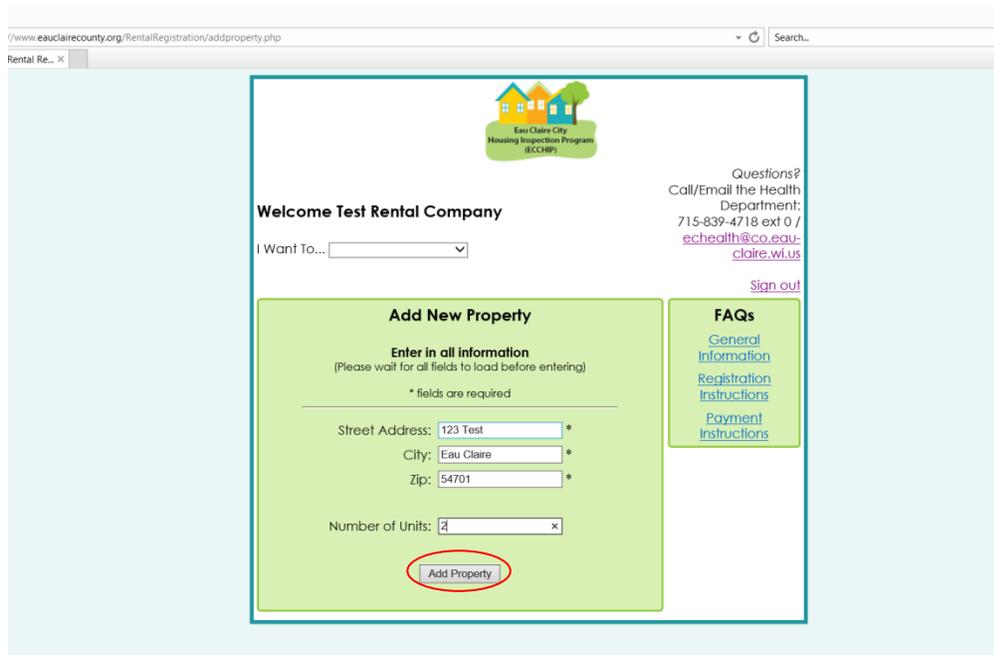
Click **Current User: Login** or the **Login** link from the e-mail.



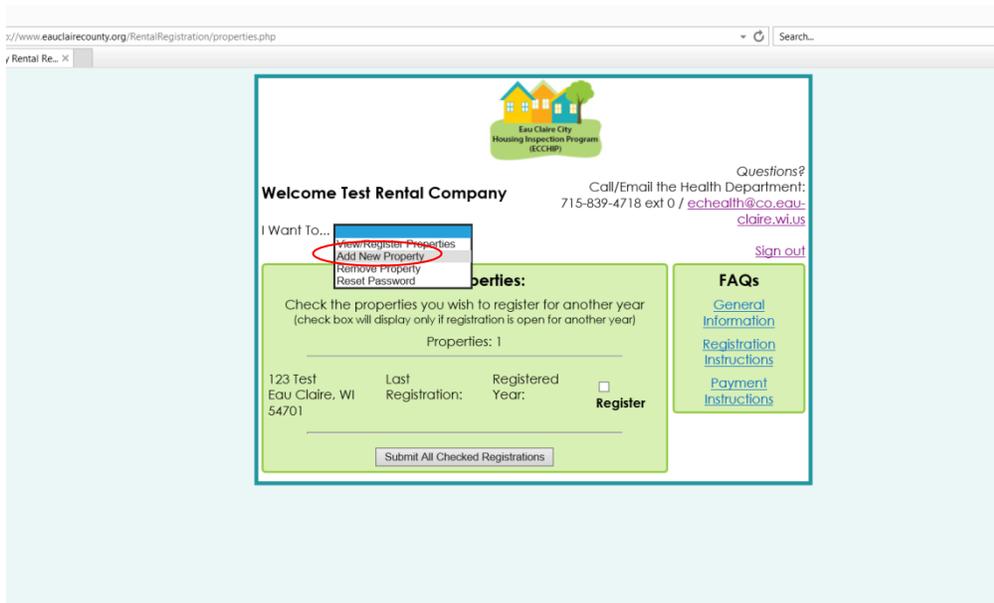
Step 4: In the username box type in your username that you provided on the previous page. Type in the password that was sent to you via e-mail. Then click **Login**.



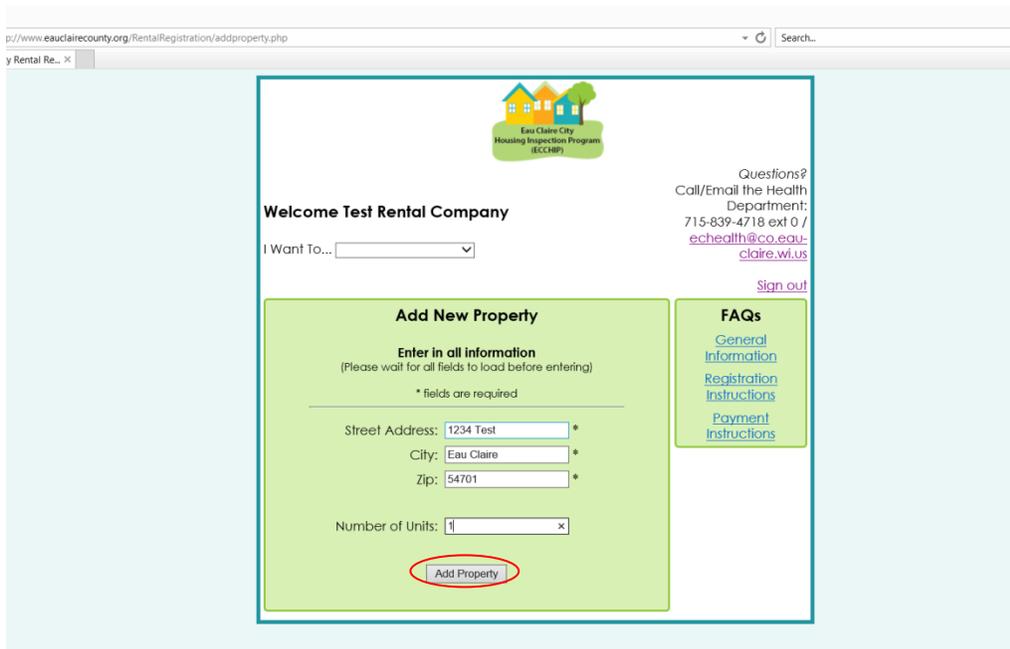
Step 5: When registering a new property click the **I Want To** drop down menu and click on **Add New Property**.



Step 6: Type in the street address, zip code, and number of units in the rental property. Then click **Add Property**.



Step 7: You will see your first property listed under the Your Properties box. If you have more than one property to register you will have to go back up to the **I Want To** drop down menu and click **Add New Property**.



Step 8: Enter the second property's address. Click **Add Property**.

\*Continue this process until all rental properties are entered.

http://www.eauclaircounty.org/RentalRegistration/properties.php

Eau Claire City Housing Inspection Program (ECCHP)

**Welcome Test Rental Company**

Questions? Call/Email the Health Department: 715-839-4718 ext 0 / [echealth@co.eau-claire.wi.us](mailto:echealth@co.eau-claire.wi.us)

I Want To...

[Sign out](#)

**Your Properties:**

Check the properties you wish to register for another year (check box will display only if registration is open for another year)

Properties: 2

123 Test Eau Claire, WI 54701	Last Registration:	Registered Year:	<input checked="" type="checkbox"/> Register
1234 Test Eau Claire, WI 54701	Last Registration:	Registered Year:	<input checked="" type="checkbox"/> Register

[Submit All Checked Registrations](#)

**FAQs**

[General Information](#)

[Registration Instructions](#)

[Payment Instructions](#)

Step 9: After all of the rental properties are entered and listed under the **Your Properties** box, **click each register box** next to the property to ensure all properties are selected. Click **Submit All Checked Registrations**.

Eau Claire County Rental Re... x Eau Claire County Rental Regis...

**Thank you for registering your rental properties!**

You will receive an email with the payment information listed here. You can also print this page for your records.

You have updated 1 properties for 2018

Total amount due is \$5.00

Customer ID Number: RR1710005

**Payment Options**

**ONLINE**

- <https://eauclairwi.muniselfservice.com/citizens/OtherServices/Default.aspx>
- You will need your customer ID number (see number above)
- You will need to enter the amount you owe listed above in the amount category on the payment site
- ~~When paying a bill online, a credit card fee of 2.5% of the total paid or \$1.57 per electronic check payment will be charged and appear as a separate transaction on your statement.~~
- FAQs and instructions for online payments: <http://www.eauclaircounty.org/RentalRegistration>

**PHONE**

- Call 715-839-4718
- Be prepared with your customer ID number and total amount you owe (see numbers above)
- When paying a bill over the phone, a credit card fee of 2.5% of the total paid will be charged and appear as a separate transaction on your statement

**MAIL**

- Please mail a check to the Eau Claire City-County Health Department at 720 2nd Avenue, Eau Claire, WI 54703
- Include your customer ID number and total amount you owe on the check (see numbers above)

**No fee is charged any longer**

**FAQs**

[General Information](#)

[Registration Instructions](#)

[Payment Instructions](#)

Step 10: You will see a screen with payment information. If you would like to pay online, click the link and you will be transferred to the city payment site. You will also receive an e-mail regarding an overview of your registration and your payment options.