



# MONTGOMERY COUNTY GOVERNMENT MULTIFAMILY HOUSING INSPECTION PROGRAM



## CORRECTIVE ACTION PLAN – DOCUMENT UPLOAD INSTRUCTIONS

All requested documents should be uploaded to DHCA's Licensing and Registration extranet site accessible at <https://ex01.montgomerycountymd.gov/extranetportal> :

UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW!

**Sign in to AccessMCG Extranet**

Username:

Password:

**LOGIN**

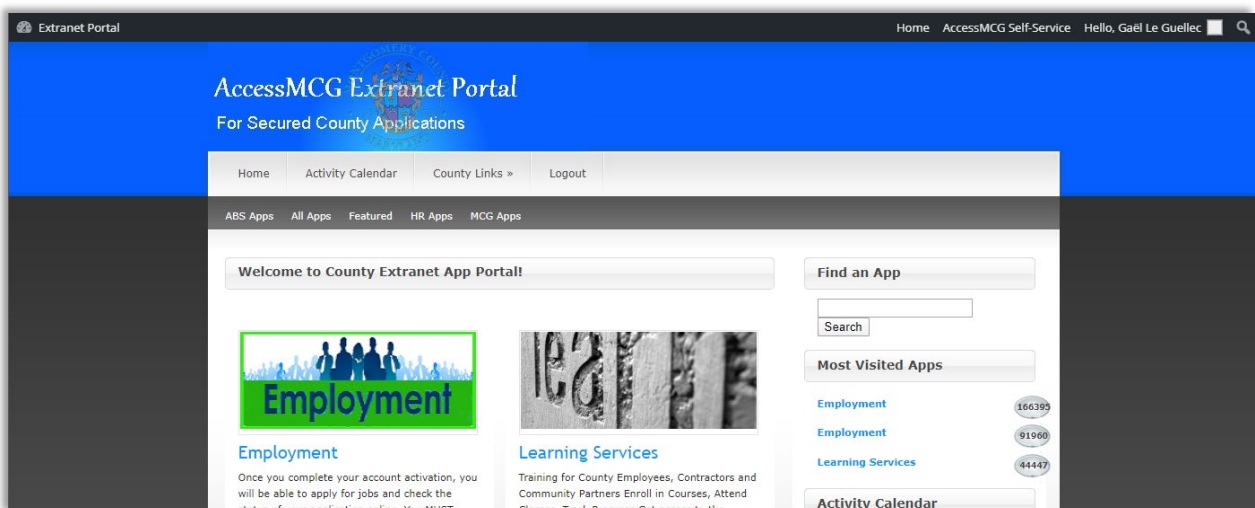
**Forgot Password?** **County Has Setup My Account**

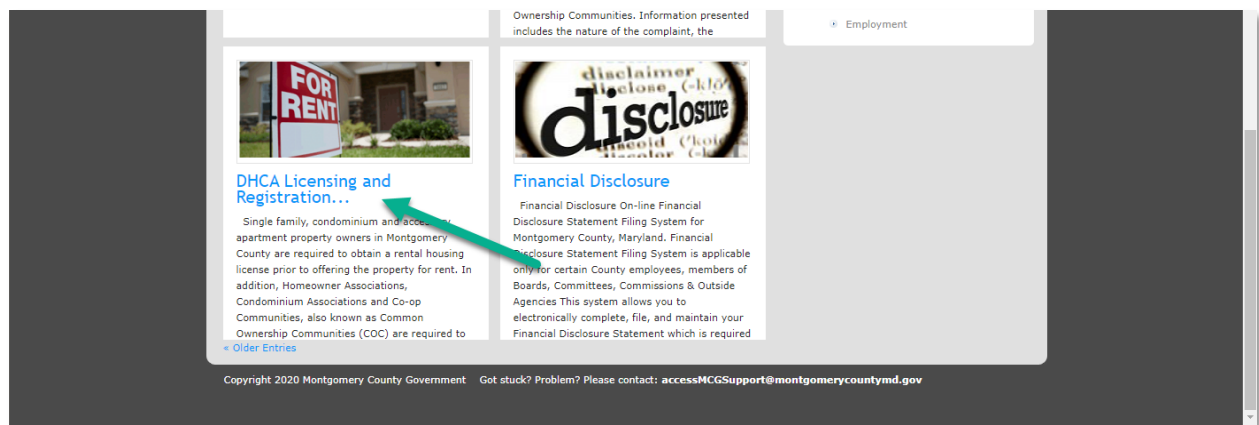
**Register New User** **My Account**

The credentials are the same as those used to access the Licensing site to pay fees and submit the Annual Rent Rate survey.

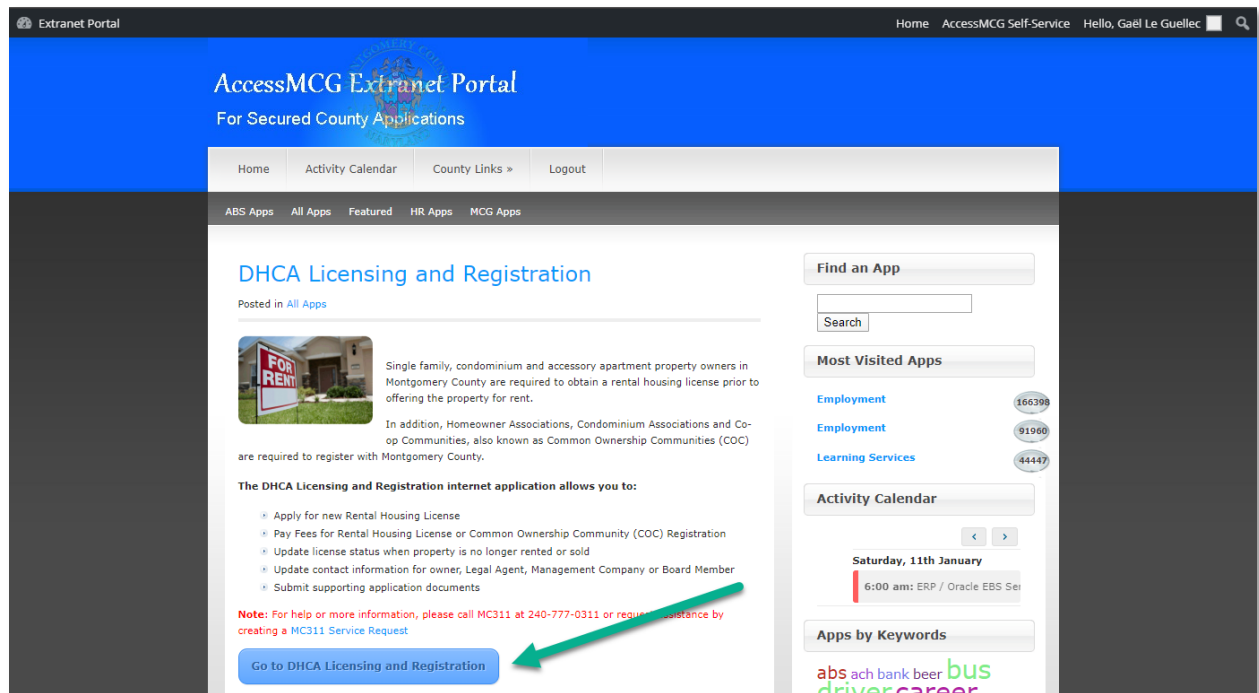
Once successfully logged in the Extranet portal:

1. Select 'DHCA Licensing and Registration...' from the available applications.





2. Select 'Go to DHCA Licensing and Registration'.



3. Once in the Licensing and Registration application, if your credentials are associated with more than one property, select the relevant license from the Licensing and Registration grid.

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Montgomery County Government

DHCA Services Residents Business Government County Executive County Council Calendar

DHCA Licensing and Registration [Logout](#)

[CLICK HERE to Apply for another Rental License](#) | [CLICK HERE to pay multiple Licenses/COCs together](#)

Enter text to search...

Drag a column header here to group by that column

License/Registration #	Company Name	Address	City	Zip Code	License Type	License Status
81314						
87928						
87931						
115766						

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For assistance with questions, please contact the Licensing and Registration office at 240-777-0311

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Select Language Powered by Google Translate

#### 4. Navigate to the Documents tab.

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DHCA Licensing and Registration [Logout](#)

[CLICK HERE to Apply for another Rental License](#)  
Licensing Amount Due: \$ 940.00 [Click here to Pay Licensing Bill](#)

General Information Contacts Bills Payments **Documents** Survey, Facility Survey, Units Survey, Affordability Programs

Upload

Upload (JPEG/JPG/PNG images and Pdf/Word/Excel documents ONLY with a maximum size of 5 MB)

browse Select a Document Type

Short Description

	Name	Document Type	Description	Upload Date
<a href="#">Download</a> <a href="#">Delete</a>	Rental Survey Units for License- 87928	Rent Rate Survey		4/9/2019
<a href="#">Download</a> <a href="#">Delete</a>	License_ 87928	Rent Rate Survey		4/5/2019

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For assistance with questions, please contact the Licensing and Registration office at 240-777-0311

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<https://ex11.montgomerycountymd.gov/qjn3/jjn17/DHCA-LicensingAndRegistration/License/Edit?licenseNumber=87928#Document>

#### 5. Identify the file to upload using the 'Browse' button, select 'Corrective Action Plan' from the file type drop-down, and upload the file.

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DHCA Licensing and Registration Logout

[CLICK HERE to Apply for another Rental License](#)  
Licensing Amount Due: \$ 940.00 [Click here to Pay Licensing Bill](#)

General Information Contacts Bills Payments Documents Survey, Facility Survey, Units Survey, Affordability Programs

1. Click on browse to select the file to upload

3. Upload the document

2. Select the appropriate file description

Upload (JPEG/JPG/PNG images and Pdf/Word/Excel documents ONLY with a maximum size of 5 MB)

Corrective Action Plan  
Affidavit  
Application  
Corrective Action Plan  
COC Delinquent Fees  
COC Rental List  
Correspondence  
Citation

Download Delete ActionPlan2020.pdf  
Short Description

	Name	Document Type
Download Delete	Rental Survey Units for License- 87928	Rent Rate Survey
Download Delete	License_ 87928	Rent Rate Survey

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6. Upon successful upload, the file will appear in the document grid.

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DHCA Licensing and Registration Logout

Success: Uploaded the document

[CLICK HERE to Apply for another Rental License](#)  
Licensing Amount Due: \$ 940.00 [Click here to Pay Licensing Bill](#)

General Information Contacts Bills Payments Documents Survey, Facility Survey, Units Survey, Affordability Programs

Upload

Upload (JPEG/JPG/PNG images and Pdf/Word/Excel documents ONLY with a maximum size of 5 MB)

browse Select a Document Type

Short Description

	Name	Document Type	Description	Upload Date
Download Delete	ActionPlan2020	Corrective Action Plan		1/8/2020
Download Delete	Rental Survey Units for License- 87928	Rent Rate Survey		4/9/2019
Download Delete	License_ 87928	Rent Rate Survey		4/5/2019

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For assistance with questions, please contact the Licensing and Registration office at 240-777-0311

7. Repeat step 5 for any additional document requested such as the quarterly service request logs, smoke detector/CO alarm logs and current elevator inspection, boiler inspection and fire alarm certificates.