



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 :

THE COMERY COULD	UNAUTHORIZED ACCESS IS PROHIBITED AND PUNISHABLE BY LAW! Sign in to AccessMCG Extranet Username: Password: LOGIN
ACCESSMCG extranet application portal	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.

Extranet Portal			Home Access	MCG Self-Service Hello, Gaël Le Guellec 📃 🍳
	AccessMCG Extranet Port	al		
	For Secured County Applications			
	Home Activity Calendar County Link	s » Logout		
	ABS Apps All Apps Featured HR Apps MCG	Apps		
	Welcome to County Extranet App Por	rtal!	Find an App	
		10.13.01 01 01	Search	
	water half and a particular		Most Visited Apps	
	Employment	ING FEE	Employment	166393
	Employment	Learning Services	Employment	91960
	Once you complete your account activation, you	Training for County Employees, Contractors and	Learning Services	44447
	will be able to apply for jobs and check the status of your application online. You MUST	Community Partners Enroll in Courses, Attend Classes, Track Progress Get access to the	Activity Calendar	



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

Extranet Portal		Home AccessMCG Self-Service Hello, Gaël Le Guellec 📃 🔍
	AccessMCG Extranet Portal For Secured County Applications	
	Home Activity Calendar County Links » Logout	
	ABS Apps All Apps Featured HR Apps MCG Apps	
	DHCA Licensing and Registration	Find an App
	Single family, condominium and accessory apartment property owners in Montgomery County are required to obtain a rental housing license prior to offering the property for rent. In addition, Homeowner Associations, Condominium Associations and Co- op Communities, also known as Common Ownership Communities (COC) are required to register with Montgomery County. The DHCA Licensing and Registration internet application allows you to:	Search Most Visited Apps Employment 185399 Employment 191000 Learning Services 44447 Activity Calendar
	Apply for new Rental Housing License Pay Fees for Rental Housing License or Common Ownership Community (COC) Registration Update license status when property is no longer rented or sold Update contact information for owner, Legal Agent, Management Company or Board Member Submit supporting application documents Note: For help or more information, please call MC311 at 240-777-0311 or request castance by creating a MC311 Service Request Go to DHCA Licensing and Registration	Saturday, 11th January 6:00 am: ERP / Oracle EBS Set Apps by Keywords abs ach bank beer DUS driver career

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.

Montgomery County C	yCountyMD.GOV	County Executive - County		Calendar	Search Cour	ity Executive arc Elrich
DHCA Licensing and Registration	to Apply for another Rental Licens	e CLICK HERE to pay mult	tiple Licenses/C	OCs together		Logout
			Enter text	to search		
Drag a column header here to group by that column						
License/Registration # Continuery Name	Address	City		Zip Code	License Type	License Status
87928						
87931						
115766						
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For	assistance with questions, please conta	ct the Licensing and Registration	office at 240-777-0	0311		
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Email Address Subscribe Sign up for a newsletter or update your subscription preferences.	Awards County Cable Montgomery County Calendar Social Media Directory Social Media Hub	Privacy Policy User Rights Accessibility Language Translations Social Media		Select Language	a v Translate	

4. Navigate to the Documents tab.

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DHCA Licensin	g and Registration	CLICK HERE to Apply fr	or another Rental License	2	Logout
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Short Description	n		Upload (IPE browse Se	G/JPG/PNG images and Pdf/Word/Excel documents ONLY lect a Document Type	(with a maximum size of 5 MB)
	Name		Document Type	Description	Unload Date
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Download Delete Page 1 of 1 (2 it	License_ 87928 rems)	Page size: 10 💌	Rent Rate Survey		4/5/2019
		For assistance with questions, please contact th	e Licensing and Registration (office at 240-777-0311	
е	Subscription	Stay Informed	Policies	Translation	
https://ex11.montgomery	/countymd.gov/ojn3/ijn17/DHC/	Awards -LicensingAndRegistration/License/Edit?licenseNumber=87928#Docum	Privacy Policy	Select Language	-

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 - Services - Residents	- Business - Government - Cour	nty Executive 🕤 Co	unty Council 🕤 🛗 Calendar	County Executive Marc Elrich
DHCA Licensin	g and Registration				Logout
General Informat	tion Contacts Bills Payments	CLICK HERE to Apply for Licensing Amount Due: \$ 940.0 Documents Survey, Facility Survey	r another Rental Lic 0 Click here to Pay Lice 7, Units Survey, Affo	ense nsing Bill ordability Programs	ment
	1. Click on browse to se the file to upload	lect		ad (JPEG/JPG/PNG images and Pdf/Word/Excel documents	Upload ONLY with a maximum size of 5 MB)
ActionPlan2020).pdf			Corrective Action Plan	⊗ .
Short Descripti	on			Attidavit	î
				Corrective Action Plan	
				COC Delinquent Fees	
	Name		Document Type	COC Rental List	
Download Delete	Rental Survey Units for License- 87928		Rent Rate Survey	Correspondence	
Download Delete	License_ 87928		Rent Rate Survey	Citation	· · · ·
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	For	assistance with questions, please contact the	Licensing and Registra	tion office at 240-777-0311	file description
e	Subscription	Stay Informed	Policies	Translation	
	Email Address Subscribe	Awards	Privacy Policy	Select Language	r

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

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Download Delete	vnload Delete Rental Survey Units for License- 87928									4/9/2019
Download Delete	License_ 87928				Rent Rate Survey					4/5/2019
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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.