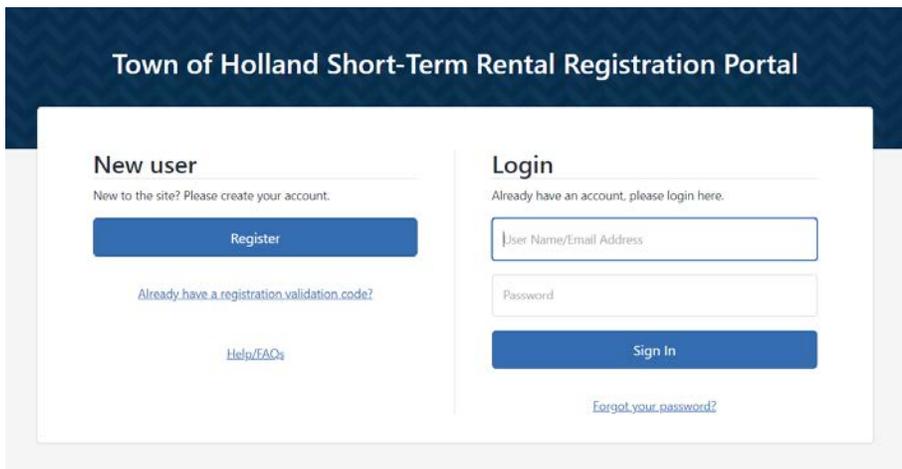


Town of Holland

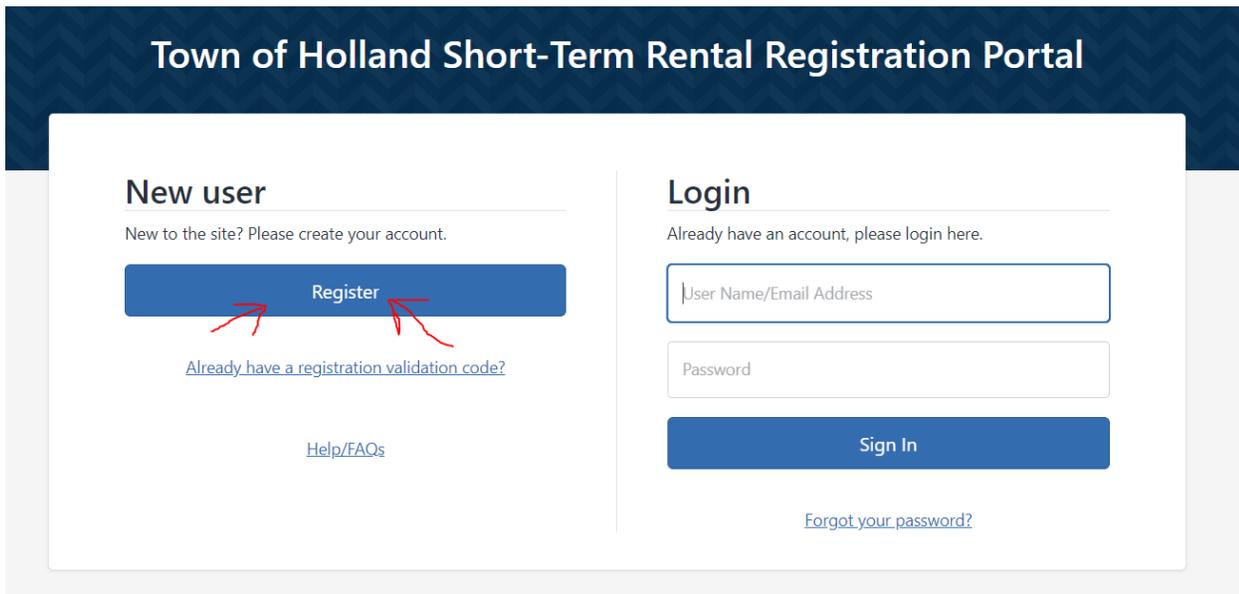
Sheboygan County, WI

Short Term Rental Application Portal Guide

1. Click the 'Short Term Rental Application Portal' link at [www.townofholland.com](http://www.townofholland.com) by first clicking on 'Resources' at the top of the website's home page and scrolling down to 'Short-Term Rentals Information.' The link to the portal is titled 'Short-Term Rental Application Portal.' The screen will look like this:



2. Create an account. This is the account you will use to log in to the online portal every time you attempt to access it. An account is required in order to apply for licenses and license renewals using the online portal. To create an account, click 'Register':



3. Enter the required information in all fields to create an account. Fields that have a red asterisk (\*) symbol next to them mean that data entry is required in that field. For example, your email address is a required field because it will be used to log in to your future account. It is also the email address we will use to contact you.

## Account Information

\* - Required

User Name / Email Address \*

clerk-treasurer@townofholland.com

Password ⓘ \*

.....

Confirm Password \*

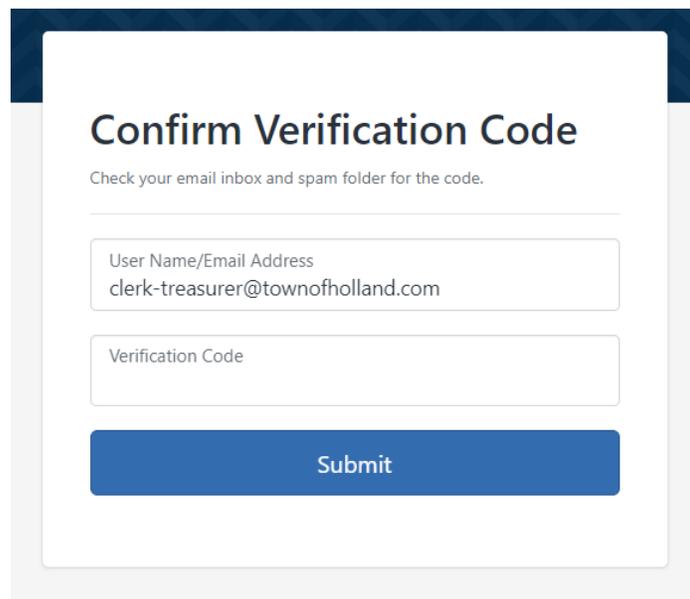
.....

You will need to create a unique password for your account. The requirements for password creation can be found by hovering your mouse over the blue circle with an exclamation point in the middle.

When all required fields are filled in on this page (this includes Account Information, Address Information, and Contact Information), click 'Sign Up' at the bottom of the page.

Sign Up

- Once you click sign up, you will be directed to a page that looks like this:



**Confirm Verification Code**

Check your email inbox and spam folder for the code.

User Name/Email Address  
clerk-treasurer@townofholland.com

Verification Code

Submit

This step is for identity verification purposes. You will now need to log into the email account that you used in Step 3 above. You should find a message that looks like this in your inbox:

Welcome to the Town of Holland, WI Short-Term Rental Portal.  Inbox x

**no-reply@verificationemail.com**

to me ▾

Thank you for signing up for the Town of Holland, WI Short-Term Rental Portal

Your verification code is: 650142

[Complete Your Registration](#)

5. Complete the verification process by either writing down the six digit code provided in the email, as pictured above, or using the copy and paste function. You may also either click the 'Complete Your Registration' link in the email, or you may return to the tab you were working in and insert the code here:

**Confirm Verification Code**  
Check your email inbox and spam folder for the code.

User Name/Email Address  
clerk-treasurer@townofholland.com

Verification Code  
650142

Submit

6. Click 'Submit' to confirm your account.
7. Your account is now set up. You will be returned to this page once you have completed Step 6 above:

**Town of Holland Short-Term Rental Registration Portal**

**New user**  
New to the site? Please create your account.

Register

[Already have a registration validation code?](#)

[Help/FAQs](#)

**Login**  
Thank you for registering. Now please login.

User Name/Email Address  
clerk-treasurer@townofholland.com

Password

Sign In

[Forgot your password?](#)

8. To proceed, log in to your account by typing in your email address and password as provided in Step 3 above and click 'Sign In.'
9. You will be directed to the 'Home' page of the application portal. The purpose of this page is to show you how many new license applications have been submitted, how many have been approved, and if there are any expiring licenses under your account. Please note that this dashboard is unique to your account only; you will not see any other applicant information here.

## Licenses

New ★ 0	Approved ✔ 0	Expiring ▲ 0
------------	-----------------	-----------------

 It looks like you have no license created. Click on [Apply for New License](#) to create a license for your property.

10. Click 'Apply for New License' either underneath the horizontal blue bar running through the middle of the screen or in the menu on the left of the screen:

-  Home
-  Apply for New License
-  Help >
-  FAQ
-  Contact Us

11. The first step of applying for a new license is locating your property. Type in the first few numbers of your street address and wait. No need to hit enter or click anything until you see your property pop up underneath the property search field:

## Apply for License

[Property Selection](#) | [License Details](#) | [Document Upload](#) | [Review](#)

*Please Note: If you plan to register more than 50 units, please pay for them in groups of 50 units or less.*

Search and select the property you would like to apply/renew the license for.

Owner	Address	Parcel No.
<input type="radio"/> TOWN OF HOLLAND	W3005 County Road G CEDAR GROVE, WI 53013	59006065950

12. Click the clear circle next to the owner name to select the correct property (the property for which the Short Term Rental License Application is relevant):

Owner	Address	Parcel No.
TOWN OF HOLLAND	W3005 County Road G CEDAR GROVE, WI 53013	59006065950

1

[Continue >](#)

13. You will now be directed to a page that looks like this at the top:

### Apply for License

Property Selection
License Details
Document Upload
Review

Fill out the license details in its entirety.

W3005 County Road G  
CEDAR GROVE, WI 53013



14. Scroll down and fill in all required sections of the application page. Once all required fields are fill in, click continue:

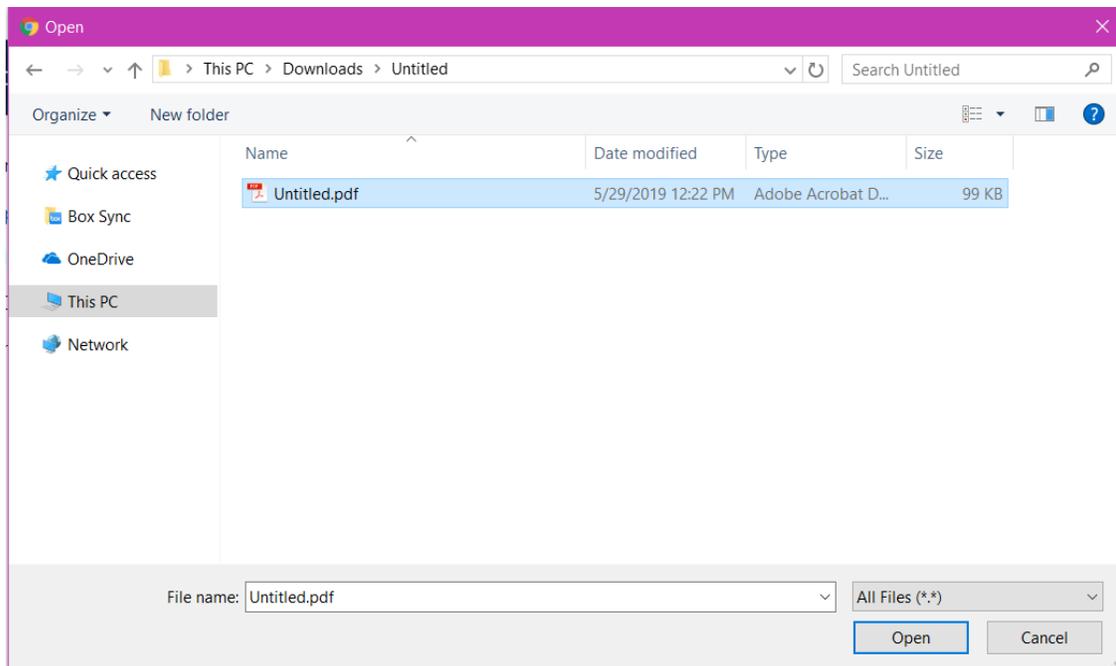
← Back
Continue >

15. After clicking continue, the portal will direct you to a page where required documents will be uploaded. To upload the required documents, you will need to have them saved to your computer where you can access them from your files. Begin by clicking 'Browse' next to the first upload requirement:

**A copy of the WI Tourist Rooming House License Number, License issued under Wis Stat 254.64 [Town Code 280-5 B. (2)]**

✕
Browse

16. A window that looks like this will pop up after your click 'Browse:'

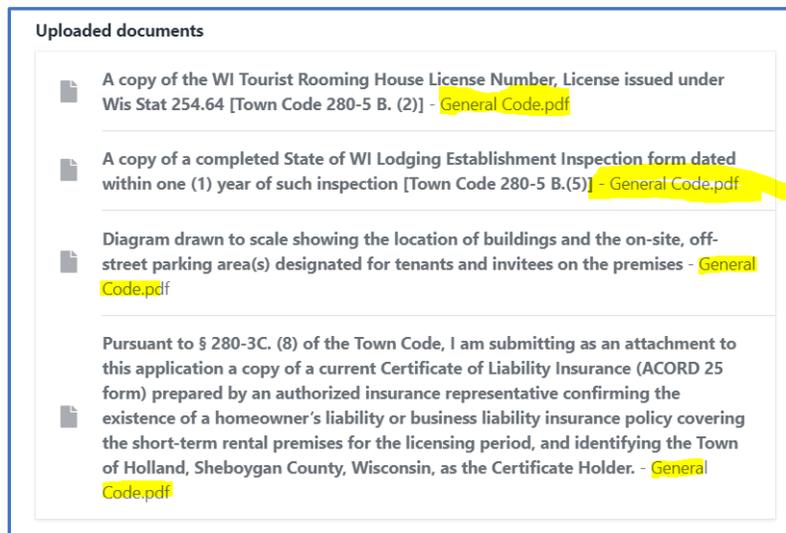


17. Click on the file you wish to upload to fulfill the upload requirement. For example, a copy of your Tourist & Rooming House License from the State of Wisconsin should be uploaded to the first field by selecting the file of your choosing and clicking 'Open' as pictured in Step 16 above.

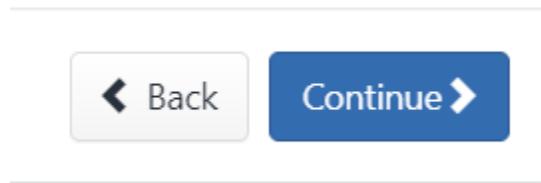
18. Repeat Steps 15-17 to complete all 4 upload requirements. When all 4 documents are uploaded, scroll to the bottom of the page and click 'Upload Required Documents.' You must do this before clicking 'Continue'.



19. If all documents have been uploaded correctly, you will see this on the right side of your screen (aside from the yellow highlighting). The words highlighted in yellow show that a document has been uploaded to satisfy the requirement. You will see the name of your file here.



20. If all documents have been uploaded correctly, click 'Continue' at the bottom of the page.



21. You will now be directed to a page that asks you to review the license information you provided and also explains how to pay the application fee. After you have carefully reviewed the information on this page, click Submit. You will be asked if you would like to create another license. Select the appropriate response:

### Submit License



Would you like to create another license?



22. You will now be directed to a page titled 'Shopping Cart.' All that's left to do is mail your payment and the application is complete.

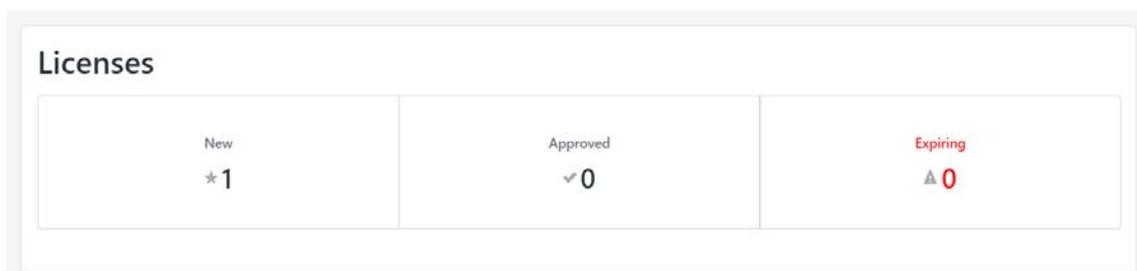
## Shopping Cart

Please Note: If you plan to register more than 50 units, please pay for them in groups of 50 units or less.

Bill	Description	Amount
BCB-5934	License Fee for the Property at W3005 County Road G ,CEDAR GROVE, WI 53013	\$350.00
<b>Grand Total</b>		<b>\$350.00</b>

Method of payment

23. You may now click 'Home.' There should be a '1' under the New License section of your dashboard.



24. To log out, click your name in the upper righthand corner of the screen. Then click logout.

