

How to register for a portal user account, follow these instructions:

1. Go to <https://villageview.oak-park.us/CityViewPortal>.
2. Click on “Register” along the top in the middle of the page.
3. The “Welcome to Village of Oak Park Portal Registration” page will appear. Enter the requested information, then click “Next Step: Enter Contact Information” at the bottom of the page.
4. The “New Contact Information” page will appear. Enter the requested information, then click on “Next Step: Complete Registration” at the bottom of the page.
5. Go to your email account and use the link to validate your registration.

How to apply for the short-term rental business license; follow these instructions:

1. Go to <https://villageview.oak-park.us/CityViewPortal>
2. Click on “Sign in” along the top in the middle of the page.
3. The “Welcome to Village of Oak Park Web Portal” page will appear. Enter your e-mail address and password, then click “Login.”
4. The Portal Home page will appear. Under the Licensing icon, click on the link to the “Business, Rental, and Short Term Rental Applications.”
5. The Business Name/Basic Information page will appear. This is where basic information about the short-term rental property is provided. When the information is added, then click “Next Step: Classifications”.
6. The Classifications page will appear. This is where the applicant identifies the classification of the rental property according to the ordinance. Once the license classification has been selected click “Next Step: Classification Details.”
7. The Classification Details page will appear. This is where the type of rental property is entered. Enter the requested information then click “Next Step: Owner.”
8. The Business Owner page will appear. This is where business owner information is provided. Enter the requested information then click “Next Step: Contact Information.”
9. The Contact Information page will appear. This is where the mailing address and contact numbers are provided. Enter the requested information, then click “Next Step: Additional Contacts”.
10. The Additional Contacts page will appear. This is where the **REQUIRED 24-HOUR EMERGENCY CONTACT INFORMATION** is entered. Click on “Add New Contact” – A pop-up box will appear. Fill in the requested information then click “Add This Contact” at the bottom of the pop-up box, followed by clicking “Next Step: Location”.
11. The Location of Business page will appear. This is where the location of the short-term rental property is entered. Only enter one location per license. Enter the requested information, then click on “Next Step: Location Details.”
12. The Upload Files page will appear. This is where proof of homeowner’s insurance is uploaded. Once this is completed, click on the “Next Step: Review and Submit”.
13. The Review and Submit page will appear. This is where the applicant reviews the information submitted and acknowledges the Village Code. Review the application information, then click on the “Next Step: Submit and Pay Fee.”