

Submit an RSS Application Online

How to Guidance



How do I create an RSS application?

1. Go to <https://aca-prod.accela.com/TPCHD/Default.aspx>
2. [Create an account](#) if you don't have one.
3. Log into your [Accela account](#).
4. Click on **Create**, then **Create an Application**.

Logged in as: Laurel L. Jellison Collections (0) Cart (0) Account Management Logout

Welcome Laurel L. Jellison
You are now logged in.

What would you like to do today?
To get started, select one of the services listed below:

General Information
[Search for a Restaurant Inspection](#)

Environmental Health
[Create an Application](#)
[Search Applications](#)

Cart (0)
Your cart is empty.

5. Select the application from the list:
 - a. Click on the pointer next to each group to expand the list.
 - b. Or, search by an application name.

Select a Record Type

Choose one of the following available record types.
contact us.

Search

▶ Drinking Water
▼ Onsite Sewage
 ☐ OnSite Sewage Application
 ☐ OnSite Sewage Verification
 ☐ OSS Decommissioning
 ☐ Platting
 ☒ Report of System Status Application
 ☐ Variance/Waiver
▶ PIN
▶ Food Schools Pools
▶ Permit
▶ Change of Ownership
▶ Other Applications
▶ Complaint

Continue Application »

6. Click **Continue Application**.

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7. Property Location:

- a. Enter either an address house number and street **or** parcel number to search by, then click **Search**.

Report of System Status Application

1 Contact Information | 2 Application Information | 3 Review | 4 Pay Fees | 5 Record Issuance

Step 1: Contact Information > Address Information

Enter the Street No and Street Name or the primary Parcel number, then click Search. * indicates a required field.

Address

* Street No.: 15502 Direction: --Select-- * Street Name: 62ND Street Type: --Select--

Suffix Dir: --Select-- City: Zip:

Search **Clear**

Parcel

* Parcel Number:

Search **Clear**

- b. The property address, parcel number, and owner information will populate.
- If there are multiple addresses that meet your search, just click on the bubble next to the address you want to select then click **Select**.

Address Search Result List

Addresses

Showing 1-10 of 32

	Address	City	State	Zip
☒	15502 100TH AVE E South Hill WA 98375	South Hill	WA	98375
☐	15502 106TH ST E South Hill WA 98374	South Hill	WA	98374
☐	15502 110TH AVE E South Hill WA 98374	South Hill	WA	98374

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- c. The Associated parcel information will display. Choose **Select**.

Associated Parcels

Showing 1-1 of 1

Parcel Number	Lot	Block	Subdivision
☒ 3870200100			

Associated Owners

Showing 1-1 of 1

Name	Address
☒ RASMUSSEN RICKY & MARY BETH TTEE	15502 100TH AVE E 15502 100TH AVE E 15502 100TH AVE E PUYALLUP, WA 98375-6609

- d. Click **Continue Application**.

Report of System Status Application

1 Contact Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 1: Contact Information > Address Information

Enter the Street No and Street Name or the primary Parcel number; then click Search.

* indicates a required field.

Address

* Street No.: Direction: * Street Name: Street Type:

Suffix Dir: City: Zip:

Parcel

* Parcel Number:

Owner

Owner Name:

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8. Contacts – An Applicant is required.

- a. If the applicant is the person submitting the application or the property owner, follow these steps.

If not, go to the next section.

- Click on the **Select from Account** button.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
 Applicant	1

Select from Account **Add New**

- Click in the bubble next to the appropriate person and click on Continue.

Select Contact from Account

Select a contact to attach to this application.

If the contact has multiple addresses, you can select which to use in the next step.

Showing 1-3 of 3

Category	Type	Name
☐ Associated Contact	Individual	Brad Costello
☐ Associated License	Designer	BRAD'S DESIGN Brad Costello Designer 123456789
☒ Associated Owner		ENGLUND MARGARET & BRIGGS ANNETTE

Continue Discard Changes

- Select Applicant from the drop-down list and click on **Continue**.

Select Contact from Account

ENGLUND MARGARET & BRIGGS ANNETTE

***Type:** Applicant

Select contact addresses for this contact to attach to the record.

Showing 0-0 of 0

Address Type	Recipient	Address
No records found.		

Continue Discard Changes

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- Fill in the required Contact Information fields on the next screen, click **Continue**.

Contact Information

* First: * Last:

Name of Business: * E-mail:

Address Line 1:

City: State:

Zip: Country:

Home Phone: Work Phone: Mobile Phone:

- b. If the Applicant is not the Property Owner or the person submitting the application, follow these instructions.

- Click on the **Add New** button.

Contact List

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Required Contact Type	Minimum
Applicant	1

- Select Applicant from the drop-down list and click **Continue**.

Select Contact Type ×

* Type:

[Discard Changes](#)

- Fill in the required Contact Information fields and click **Continue**.

Contact Information

* First: * Last:

Name of Business: * E-mail:

Address Line 1:

City: State:

Zip: Country:

Home Phone: Work Phone: Mobile Phone:

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9. Notification Contacts - Choose an existing contact or add a new contact for anyone you want to get a copy of the issued RSS report.

- a. Choose **Notices Contact** as the Type. Choose **Continue**.

- b. Continue the same process as before to enter each contact's information,
- c. When all contacts are entered, Choose **Continue Application**.

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10. Application Information

- Fill in the application information. The Program Element is the type of application you are submitting.

Report of System Status Application



Step 2: Application Information > Application Information

* indicates a required field.

Custom Fields

Program Information

* Program Element:

Project Description:

spell check

The only time you should change this is if you forgot to choose a second application when submitting your initial application. This must be submitted on the same day.

Application Details

Application Details

Lot Size:

Lot Number:

Closing Date:

Subdivision:

* Number of Existing Bedrooms:

* Number of Current Occupants:

* Vacant?:

How long vacant?:

- If you need to submit a second application on the same property. Choose **Yes**.
- Click **Continue Application**.

Second System

Second System

Second System:

☐ Yes ☐ No

Save and resume later

Continue Application »

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11. Review

- a. Review your application. Click on **Edit** next to any section that needs to be updated.

Report of System Status Application

1 Contact Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 3: Review

Save and resume later

Continue Application »

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Report of System Status Application

Address

Edit

15502 62ND AVE E, South Hill, 98375

Parcel

Edit

Parcel Number: 4015421510

Owner

Edit

ENGLUND MARGARET & BRIGGS ANNETTE

Contact List

Edit

✓ Required Contact Type Minimum
Applicant 1
Showing 1-2 of 2

Full Name	Business Name	Contact Type	Work Phone	Fax	E-mail	Action
ENGLUND MARGARET & BRIGGS ANNETTE	ENGLUND MARGARET & BRIGGS ANNETTE	Applicant			bcostello@tpchd.org	Edit
Jamie Titus		Notices Contact			jtitus@tpchd.org	Edit

- b. Scroll down to the bottom of the page. Read the certification. **Check the box** next to 'By checking this box, I agree to the above certification.' Then click **Continue Application**.

I certify the information on this application is true and correct to the best of my knowledge. I understand I can be held liable for making false statements. I am authorized by the legal property owner to request inspection for this location. I grant consent to employees of the Tacoma-Pierce County Health Department to allow access to this property for inspection related to this application.

☐ By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

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12. Pay Fees

- a. If you added a second application, you should see two fees. Click **Check Out**.

Report of System Status Application

1 Contact Information	2 Application Information	3 Review	4 Pay Fees	5 Record Issuance
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Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Report of System Status (For Real Estate)	1	\$460.00

TOTAL FEES: \$460.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

- b. Checking out – You can do one of the following options.
- Checkout – This will take you through payment processing.
 - Edit Cart – This will allow you to remove applications from your shopping cart, if there is more than one.
 - Continue Shopping – This will take you back to the Home screen.

Cart

1 Select item to pay	2 Payment information	3 Receipt/Record issuance
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Step 1: Select item to pay

Click on the arrow in front of a row to display additional information. Items can be saved for a future checkout by clicking on the Save for later link.

PAY NOW

15502 62ND AVE E South Hill 98375

1 Application(s) | \$460.00

► Report of System Status Application
25TMP-000038

Total due: \$460.00

Total amount to be paid: \$460.00

Note: This does not include additional inspection fees which may be assessed later.

Checkout »

Edit Cart »

Continue Shopping »

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- c. Choose your **method of payment**, Choose **Submit Payment**.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Bank Account
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$460.00

☒ Pay with Credit Card
☐ Pay with Bank Account

Submit Payment »

- d. Complete payment information. Click **Submit Payment**.

Order Summary

PO Number	7371	Total	\$ 230.00
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☒ Credit Card ☐ Bank Account (USA Only)

Card Number * Exp. Date * Card Code

Billing Address

First Name Jamie	Last Name Titus
Billing Country USA	Zip
Street Address 	City
State 	Phone Number

Email

☐ Shipping Address different than Billing Address

Submit Payment

- e. Below shows your payment has been processed. Select **Click to Complete** to submit your application.

TACOMA-PIERCE COUNTY
HEALTH DEPARTMENT
Tue Jul 29 2025 4:47:47 PM

Click to Complete

Thank you for your payment.

\$ 230.00

[Hide Details](#)

Total	\$ 230.00
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Shipping Information

Billing Information

100 main st san ramon ca 94583	100 main st san ramon ca 94583 5591112222
Paid By Visa XXXX1111 Authorization Code: M3W51X Transaction ID: 80042994480	PO Number: 7341

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- f. Once your application has been paid and submitted you will see the Receipt/Record issuance page. This will also have your application ID.

1 Select item to pay

2 Payment information

3 Receipt/Record issuance

Step 3 : Receipt/Record issuance

Receipt

Your application(s) has been successfully submitted.
Please print your record(s) and retain a copy for your records.

15502 62ND South Hill 98375

OSS2025-00014

Copy Record