

## Registered User - Add Facilities to your Profile

If you are the owner or manager of multiple businesses or properties, you will add these businesses or properties to your RIMS User Profile.

In My Workspace, under My Facilities/Program Interests—

- Click Add Facilities.

### Facility Search

You need to **find** the registered business or property that you want to add to your User Profile by searching the DCA RIMS System.

### Pick the search you want to perform

- Retrieve only those facilities that match the search criteria
- *will produce a list of businesses or properties that fit the search criteria you enter*
- Retrieve the sites and all of the site's facilities that match the search criteria
- *will produce a list of SITES that contain the business or property that fit the search criteria you enter PLUS all other businesses/properties at that site*
- Retrieve the facilities that are associated with an alternate ID
- *will produce results based on a previous ID# (Registration #) or name that you enter in the search fields*

When searching, enter the **minimum** amount of information that will give you results. This will avoid excluding the desired facility because of something like punctuation (for example a comma or apostrophe), etc. If you don't get the results you expected, try different search criteria or spellings.

- Enter search criteria in the fields.
- Click Search.

The System will return a list of facilities that fit the search criteria you entered.

- Select the desired facility (or facilities).
- Click Add Selected Facilities.

The facility or facilities will be added to the My Facilities/Program Interests section of your My Workspace page.

### Facility Not Found

If the desired facility is **not** on the list, go back by selecting **1-Specify Search Criteria** in the box on the top left side of the screen and enter different search criteria. If you **still** can't find it, the facility may not be registered in DCA RIMS. Register the facility in DCA RIMS and then add it to your User Profile. If you're still having trouble, contact the appropriate DCA Agency – Division of Codes and Standards/Bureau of Housing Inspections (609) 633-6216 or Division of Fire Safety, Bureau of Fire Code Enforcement at (609) 633-6106.





Registration Inspections Management System

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Contact the DCA RIMS Help Desk.