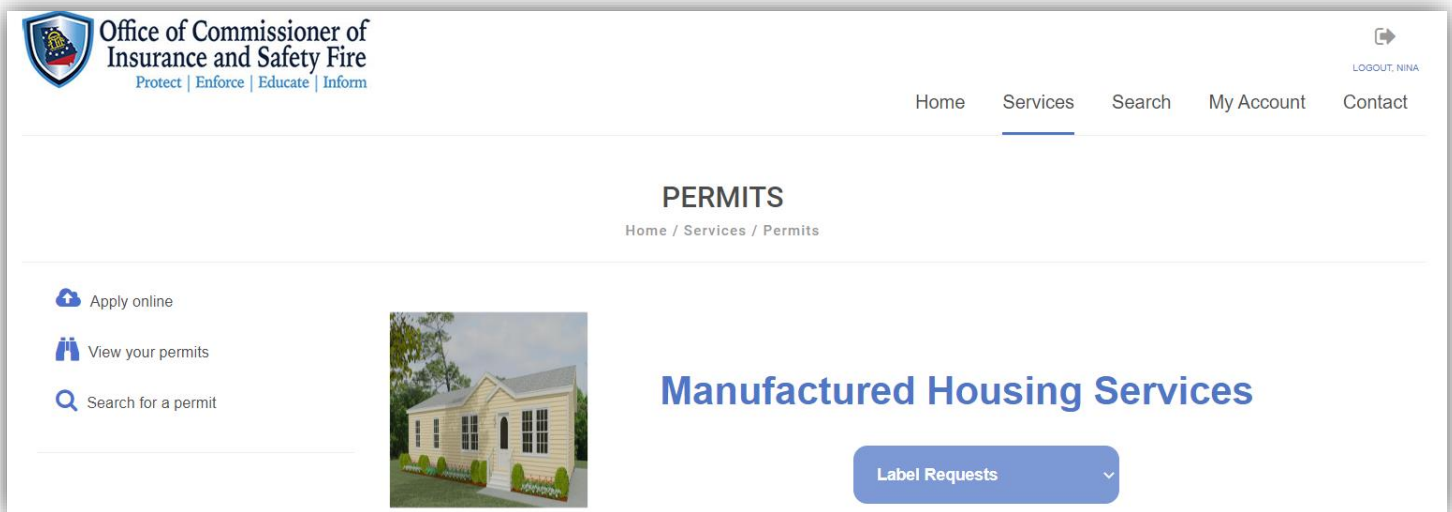


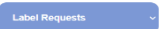


Instruction to order Manufactured Housing HUD Labels or Installation Label/Permits on the OCI Online Portal

Here are the instructions for Licensed Manufacturers to order HUD Labels and for Licensed Installers to order Installation Labels on the New [OCI Online Portal](#). Please follow the steps carefully to ensure your order is submitted properly. Please note you must be a licensed Manufacturer to purchase HUD Labels online through the portal. Installers must be licensed to purchase installation labels on the portal as well.



Instructions

Step 1	Open the following link by copying and pasting the link into your browser or by clicking on the link: https://www.citizenserve.com/Portal/PortalController?Action=showHomePage&ctzPagePrefix=Portal_&installationID=360
Step 2	Click on Login or My Account
Step 3	Login to your account with your USERNAME and PASSWORD
Step 4	Then click SERVICES
Step 5	Click Permits
Step 6	 In the drop-down box click on the label type you are trying to order
Step 7	Complete the required fields and the mailing address
Step 8	Click the SUBMIT button at the bottom of the webpage
Step 9	Follow the prompts to submit payment by e-check, credit or debit card
Step 10	Submit your payment
Step 11	You will receive a Confirmation email confirming your order has been received and is under review
Step 12	You will receive another confirmation email when your order has been processed and shipped