

SDL Portal Instructions

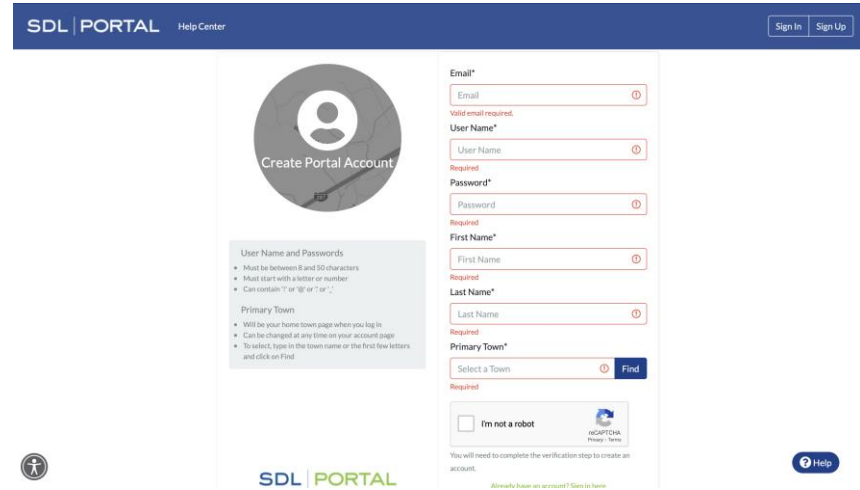
Create an Account

When you arrive to the SDL portal, click on the green “Sign Up” button.



Create Portal Account

Enter your email, username, password, name, and choose Hoboken under “Primary Town”. You will need to click on the verification link in your email.



The screenshot shows the 'Create Portal Account' page for SDL. The page has a dark blue header with 'SDL | PORTAL' and 'Help Center' on the left, and 'Sign In' and 'Sign Up' buttons on the right. The main content area is white and features a large circular graphic with a person icon and the text 'Create Portal Account'. Below this graphic are two sections: 'User Name and Passwords' and 'Primary Town'. The 'User Name and Passwords' section lists requirements: 'Must be between 8 and 50 characters', 'Must start with a letter or number', and 'Can contain " " or " | " or " . "'. The 'Primary Town' section lists requirements: 'Will be your home town page when you log in', 'Can be changed at any time on your account page', and 'To select, type in the town name or the first few letters and click on find'. To the right of these sections is a form with several input fields: 'Email*' (with a red error message 'Valid email required'), 'User Name*' (with a red error message 'Required'), 'Password*' (with a red error message 'Required'), 'First Name*' (with a red error message 'Required'), and 'Last Name*' (with a red error message 'Required'). Below these fields is a 'Primary Town*' section with a dropdown menu and a 'Find' button. At the bottom of the form is a CAPTCHA section with a checkbox for 'I'm not a robot' and a CAPTCHA image. A note at the bottom of the form states: 'You will need to complete the verification step to create an account. Always have an account? Sign in here.' The SDL | PORTAL logo is at the bottom left, and a 'Help' button is at the bottom right.

SDL | PORTAL Help Center Sign In Sign Up

Create Portal Account

User Name and Passwords

- Must be between 8 and 50 characters
- Must start with a letter or number
- Can contain " " or " | " or " . "

Primary Town

- Will be your home town page when you log in
- Can be changed at any time on your account page
- To select, type in the town name or the first few letters and click on find

Email*
Email
Valid email required.

User Name*
User Name
Required

Password*
Password
Required

First Name*
First Name
Required

Last Name*
Last Name
Required

Primary Town*
Select a Town Find
Required

I'm not a robot

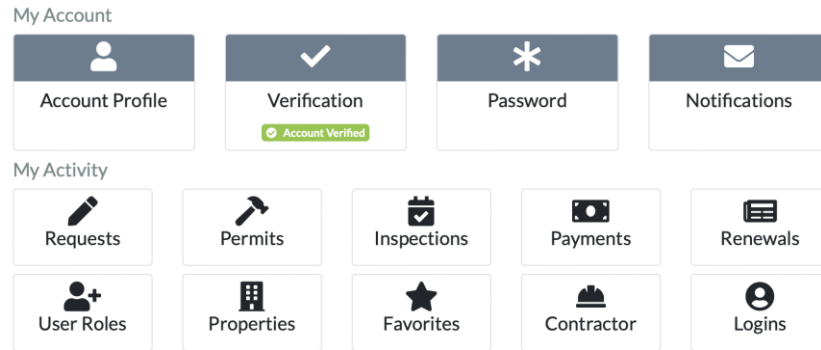
NCAPCHA
Please verify

You will need to complete the verification step to create an account.
Always have an account? Sign in here.

SDL | PORTAL Help

Account Verification

After logging in and clicking on “My Account” from the drop-down in the top right corner, you will need to click “Verification” and verify your phone number as well. When done, it should say “Account Verified” in green.



Starting a New Property Claim Request

From that same screen, you can click on “Requests” to bring you to this screen. From there click on “Start a New Request” in orange. Then select “Claim a Property” on the right.

The image shows two screenshots of the Hoboken City Online Requests portal. The top screenshot displays the 'My Requests' page, which includes a navigation bar with 'Search', 'Requests', 'Map', and 'Alerts'. Below the navigation, there are sections for 'Submitted' and 'Drafts' requests, and a 'Start a New Request' button highlighted in orange. The bottom screenshot shows the 'Start a New Request' page, which features a navigation bar and a grid of request categories under the heading 'Hoboken City | Online Requests'. The categories include 'Property Registration', 'Responsible Agent Registration', 'Property Claim', and 'Road Opening'. The 'Property Claim' category is highlighted in orange, indicating it is the selected option.

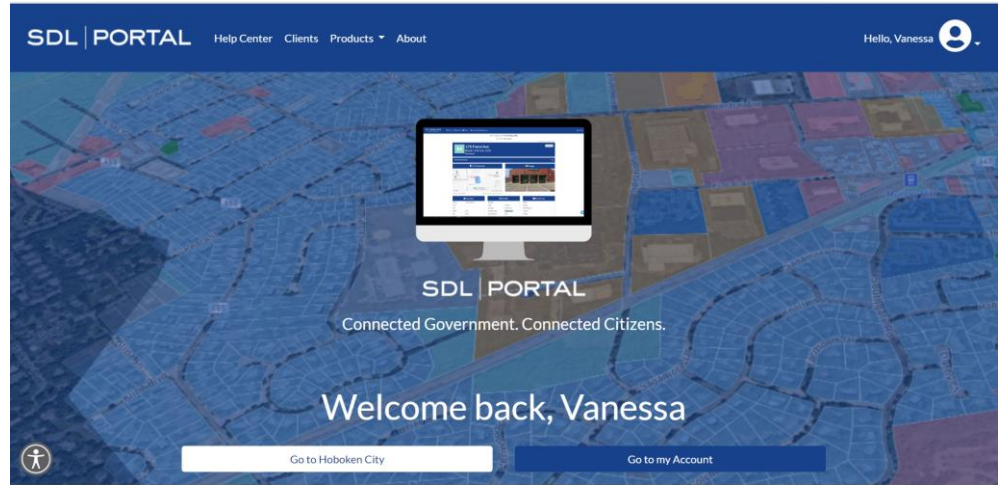
Claiming a Property

Next you will need to enter your role, the property's address and location information, as well as upload a copy of your property taxes. Please reference the chart to the right when determining your role as different roles have varying permissions. If you **own** the property, please select **Landlord**.

Role Label	Permission Type	Can View Main	Can View Details	Can Edit	Can Add
Landlord	Buildings	*	*	*	*
	Units	*	*	*	*
Owner	Buildings	*	*		
	Units	*	*		
Agent	Buildings	*			
	Units	*			

Welcome Back Page

After you have made an account and claimed your property, return to “My Account”. If you already had an account, when you arrive to the SDL Portal after logging in, click on “Go to my account”.



My Account

Under your account page, you will have access to many different activities. Click on “Properties” to continue registering your property.

SDI, Geologic Account Verified

User Name
nj_hudson_hoboken_vfalco

Email
vfalco@hobokennj.gov

My Primary Town [Go to my town](#)
Hoboken, Hudson County, NJ Update

My Account

- Account Profile
- Verification Account Verified
- Password
- Notifications

My Activity

- Requests
- Permits
- Inspections
- Payments
- Renewals
- User Roles
- Properties
- Favorites
- Contractor
- Logins

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Help

My Properties

[Main Menu](#)

My Properties

Property claims may require you to first register your account as a responsible agent with the town. Once a property is claimed, you may have access any advanced features a town allows online.

Is Active	Claim Type	Town	Address	Extended Access
✓	Landlord	Hoboken City	94 WASHINGTON ST	Update Claim

This section will list your claimed properties. Here, you can update your claims (which allows you to change your claim type or remove the property from your list) or edit a claimed property by clicking on the highlighted address. Click on the address of the property you want to view.

Property Management

Clicking on the address will take you to the property information page. This page provides detailed information about the property. To edit the property details, scroll down to the section titled “Property Management” and click on the highlighted “Go to property management” link.

Owner	
Name	Mayor & Council
Address	City Of Hoboken
City, State	Hoboken , NJ
Zip Code	07030

Assessed Valuation	
Land	\$7830000
Improvements	\$5751000
Total	\$13581000

Property Data

Tax Maps 0

Attachments 14

Property Management

Property Claims 1				
Active	User Name	User Email	Role Type	Extended Access
✓	Vanessa Falco	vfalco@hobokennj.gov	Landlord	

[Go to property management](#)

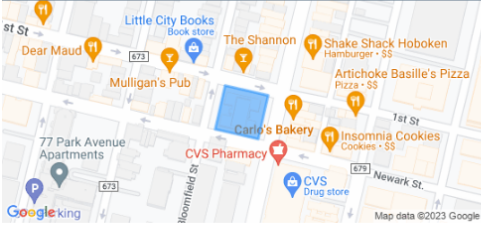
Update Claim Access

Under “Property Claims”, you will have the option to grant edit rights to another person. To do so, click “Update Access” and enter their email address.

94 Washington St

Block: 199 Lot: 1

94 Washington St



Block: 199 Lot: 1

Location

Street	94 Washington St
City	
Zip	
Block	199
Lot	1
Qualifier	

Property Claims 1

Active	User Name	User Email	Role Type	Extended Access
✓	Vanessa Falco	vfalco@hobokennj.gov	Landlord	Update Access

Property Buildings 2

[+ Add a Building](#)

Add a Building

If your property has multiple buildings within one address, you can add and edit building details here. Scroll down to “Property Buildings”, click on the green “Add a Building” link, and fill out the required information.

Property Buildings 2 ? [+ Add a Building](#)

Building 1 ? ↑

Location Address	Block	Lot	Qualifier	Street #	Street Name	Story Count
94 WASHINGTON S	199	1		94	WASHINGTON ST	0

Is Owner Occupied Notes: Includes a Basement Basement is Rented

Maintenance Employee Name	Email	Maintenance Employee Address	City	State	Zip Code

Telephone

Property Owners 0 ▼

Owner First Name	Owner Last Name	Email	Owner Address	Address 2	City	State	Zip Code	Day Phone	Mobile
There are no property owners available for this building.									

Building Units 0 ▼ ? [+ Add a Unit](#) [Bulk Upload](#)

Unit #	Owner	Single Family Residential	Floor	Occupancy	Bedroom Count	Is a Rental	Commercial Rental	Rent Controlled	Rent Base	Surcharges	Rent Total	Unit Rooms	Unit Leases	Unit Rent Updates
There are no available units for this building.														

[Edit Building Details](#)

Edit Building Details

Within your building's section, at the bottom, you can click on the green "Edit Building Details" link to update its information. After entering details, click "Save changes" in the bottom, right corner of the pop-up window. This button must be pressed to submit changes. You can click "Cancel" or the "X" in the top, right corner to leave the menu without making changes.

Building/Rental Registration ×

Building Information

Property Owners

Maintenance Employee*

Building Information

Block* Lot*

Location Address*

Street #* Street Name*

Story Count*

Notes

Is Owner Occupied Includes a Basement
 Basement is Rented

Required* Information must be added before you are able to save changes. Cancel Save changes Delete Building

Add a Unit

Within your building's section, to the right of "Building Units", you will find the green "Add a Unit" link. Here you can provide information about a specific unit. Enter base rent and surcharges in the Rental Information tab. Continue to add units until all the properties units are entered. Some of the information (such as location information) may be auto filled. After entering information, click "Save changes" in the bottom, right corner of the pop-up window. This button must be pressed to submit changes. You can click "Cancel" or the "X" in the top, right corner to leave the menu without making changes.

The screenshot shows a "Unit Information" pop-up window with a close button (X) in the top right corner. On the left is a sidebar with three tabs: "Unit Details*" (selected), "Rental Information*", and "Rooms". Below the sidebar is a "Tenant Leases" section. The main content area is titled "Unit Details" and contains several input fields and checkboxes. At the top, there are three checkboxes: "Vacant", "Owner Occupied", and "Single Family Residential". Below these are three input fields: "Unit #*", "Floor*", and "Occupancy*". Each of these three fields has a red border and a red error message below it: "Required", "Must be greater than 0.", and "Must be greater than 0." respectively. Below these are two more input fields: "Bedroom Count*" and "Bathroom Count*". "Bedroom Count*" has a red border and a red error message "Must be greater than 0.". "Bathroom Count*" has a red border and a red error message "Please enter a valid amount.". At the bottom of the window, there is a red error message: "Required* information must be added before you are able to save changes." followed by three buttons: "Cancel", "Save changes", and "Delete Unit".

Bulk Upload

Still in your building's section, you will find "Bulk Upload" next to "Add a Unit". Clicking on the green link will provide you with instructions to upload units. This option is for buildings with 10 or more units. You will need to download a csv template and upload it again with your changes. After entering information, click "Save changes" in the bottom, right corner of the pop-up window. This button must be pressed to submit the information.

Bulk Upload

1. Bulk uploads should only be used to add NEW items. For changes to existing items, click edit on the item directly to make changes
2. Download a template csv file
3. The first row contains the header/field names and should not be removed
4. The second row contains field title/explanation, the type of data and whether it is a required field and should be removed before uploading. NOTE - make sure your row height is expanded so you can see all three lines of help
5. Uploads are restricted to 100 lines at a time.
6. Uploads with incorrect data types or missing required information will be rejected.
7. After a successful upload, please confirm your data and click on Save to complete the process
8. Data Types
 - o Text - any alphanumeric value ('Main', 101A, '123-4567')
 - o Number - any whole integer (1, 74, 1000)
 - o Date - MM/DD/YYYY format (01/01/2019)
 - o Boolean - Indicate Yes/True by entering a "1", "Yes", "Y". All other values including blank will be marked as No/False
 - o Value Options - Value must be selected from list provided

Vacant	Owner Occupied	Single Family Residential	Unit #	Floor	Bedroom Count	Bathroom Count	Is a Rental	Commercial Rental	Rent Controlled	Rent Base	Surcharges	Rent Total
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Reset Download Template **Upload Template** Save changes Cancel

Thank You for Registering Your Property!

For questions regarding SDL, please email SDLRC@hobokennj.gov

For questions related to Rent Control, please email rentcontrol@hobokennj.gov