

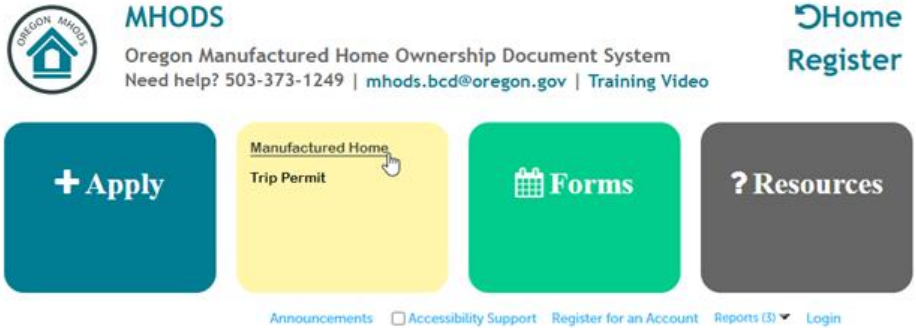
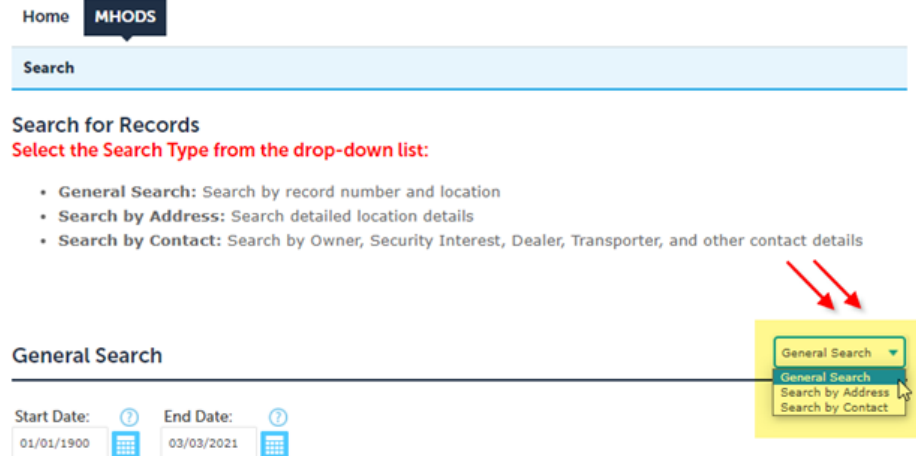
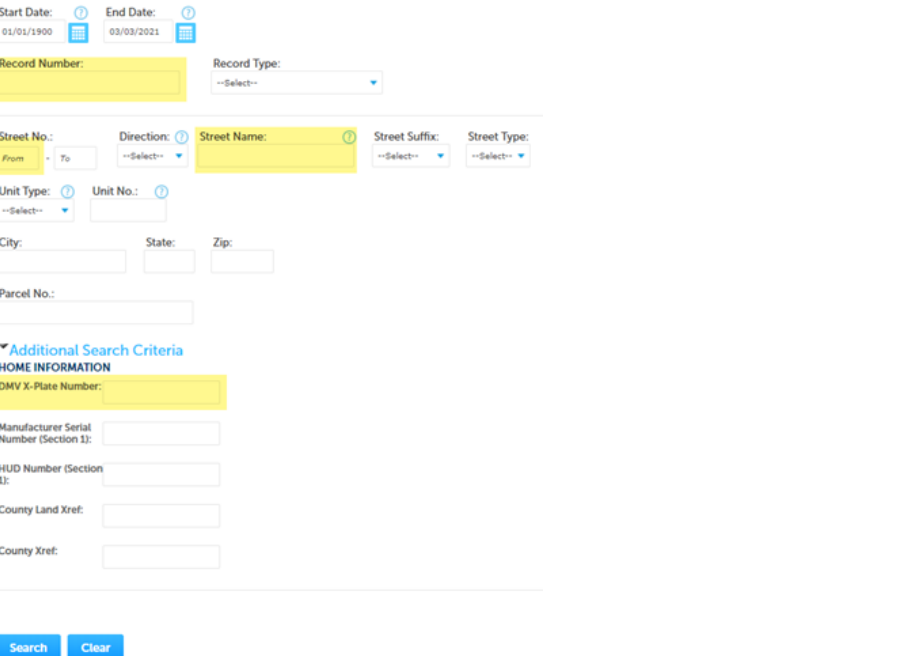


MHODS

How to upload documents to the Oregon Manufactured Home Ownership Document System

The instructions below explain how to upload documents to an existing record on the Oregon Manufactured Home Ownership Document System.

You can access the system at https://aca-oregon.accela.com/OR_MHODS/.

Instructions	Example
<p>1. You must first login. Browse to the record to which you wish to upload documents to. Mouse over the yellow SEARCH block at the top of the Oregon Manufactured Home Ownership Document System website.</p>	 <p>MHODS Oregon Manufactured Home Ownership Document System Need help? 503-373-1249 mhods.bcd@oregon.gov Training Video</p> <p>Home Register</p> <p>Apply Manufactured Home Trip Permit Forms Resources</p> <p>Announcements Accessibility Support Register for an Account Reports (3) Login</p>
<p>2. Select the Search Type from the drop-down list: General Search, Search by Address, or Search by Contact.</p>	 <p>Home MHODS</p> <p>Search</p> <p>Search for Records Select the Search Type from the drop-down list:</p> <ul style="list-style-type: none"> General Search: Search by record number and location Search by Address: Search detailed location details Search by Contact: Search by Owner, Security Interest, Dealer, Transporter, and other contact details <p>General Search</p> <p>Start Date: 01/01/1900 End Date: 03/03/2021</p> <p>General Search General Search Search by Address Search by Contact</p>
<p>3. Search by entering the record number or by partial address.</p> <p>Note: the best way to find information is to put less information into your search, so only enter the Permit/Application number with the dashes and leaving out any extensions like -USED, -NEW, and -TRIP and when using the address search, use just the Street number and the first three characters of the Street Name. You can also search by the DMV X-Plate Number.</p>	 <p>Start Date: 01/01/1900 End Date: 03/03/2021</p> <p>Record Number: Street Type: --Select--</p> <p>Street No.: Direction: Street Name: Street Suffix: Street Type:</p> <p>Unit Type: Unit No.:</p> <p>City: State: Zip:</p> <p>Parcel No.:</p> <p>Additional Search Criteria HOME INFORMATION DMV X-Plate Number:</p> <p>Manufacturer Serial Number (Section 1): HUD Number (Section 1): County Land Xref: County Xref:</p> <p>Search Clear</p>

4. Select by clicking your record open from the list of resulting records.

Note: if only one record matches your search, it will automatically open to that record – if more than one record matches your search, you will have to click the blue record number hyperlink to open the record.

4 Record results matching your search results

Click any of the results below to view more details.

Showing 1-4 of 4

<input type="checkbox"/>	Action	Date	Record Number	Address	Status	Record Type	Agency
<input type="checkbox"/>		03/02/2021	21-02168-TRIP	103 N Yodel LN, Otis OR 97368 United States	Issued	Trip Permit	OR_MH
<input type="checkbox"/>		01/28/2021	399544	103 N Yodel LN, Otis OR 97368 United States	Active	Manufactured Home	OR_MH
<input type="checkbox"/>		01/21/2021	21-00744-TRIP	103 N Yodel LN, Otis OR 97368 United States	Expired	Trip Permit	OR_MH
<input type="checkbox"/>		04/28/2005	202915	103 N YODEL LN, OTIS OR 97368	Active	Manufactured Home	OR_MH


5. Once your record is loaded, go to Record Info > select Documents Upload/View.

Home **MHODS**

Search

Record 21-02168-TRIP:
Trip Permit
Record Status: Issued
Expiration Date: 04/01/2021

Record Info ▾ Payments ▾

Details 

Processing Status

Related Records

Documents Upload/View

6. **IMPORTANT:** Please note the limitations that are indicated for document upload in order to successfully upload your documents – maximum size and file types. Select the ADD button to start an upload.

Documents Upload/View

PDF files are preferred.

The maximum file size allowed is 80 MB.
 html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
std_Trip_Permit_pr_20210304_142017.pdf	Trip Permit	51.66 KB	03/04/2021	Actions ▾

Add

7. A pop-up will appear, select the ADD button in this pop-up to locate your document.

Note: you can only load one single document file at a time – you will have to repeat this process to add each separate document.

File Upload ×

The maximum file size allowed is 80 MB.
 html;htm;mht;mhtml are disallowed file types to upload.

Continue **Add** **Remove All** **Cancel**