



# Hearings Office

## City of Portland

1900 SW 4<sup>th</sup> Avenue, Room 3100, Portland, OR 97201 phone: 503.823.7307

www.portland.gov/omf/hearings

fax: 503.823.4347

email: HearingsOfficeClerks@portlandoregon.gov



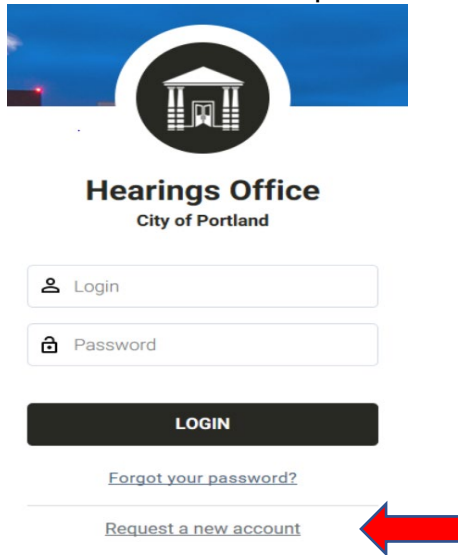
### Welcome to the City of Portland’s Hearings Office!

### All of our **Land Use Cases** are online!

1. You will need a computer with internet access. Open a web browser of your choice (Internet Explorer, Chrome, Microsoft Edge, etc.) and type in the following address:

<https://portlandhearingsoffice.synisys.com/cms/main/portfolio>

2. Click on the words “Request a new account”



3. A window will open – complete all of the white fields with your contact information. **Password requirements** include ALL of the following: at least one digit/numeral, at least one special character (example @#\$). Once you complete all the fields, click on the green “create account” button. See red arrow in image below.

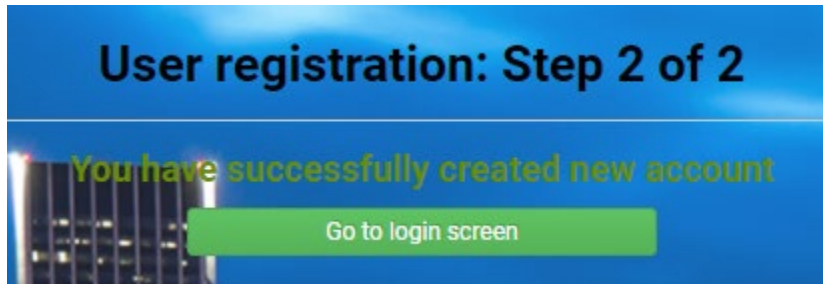
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### User Registration: Step 1 of 2

Please fill in the form below to create an account

<b>Name *</b>	<b>Last Name *</b>
<input type="text" value="Jane"/>	<input type="text" value="Smith"/>
<b>Username *</b>	<b>Password *</b>
<input type="text" value="js0831291@gmail.com"/>	<input type="password" value="....."/>
<b>Email *</b>	<b>Address</b>
<input type="text" value="js0831291@gmail.com"/>	<input type="text" value="1900 Building Portland OR 97220"/>
<b>Enter security code *</b>	
<input type="text" value="1jvm9m"/>	
<b>Type a security question *</b>	<b>Answer *</b>
<input type="text" value="What color is the sky?"/>	<input type="text" value="Blue"/>

You should receive a message similar to the one below: "You have successfully created a new account"



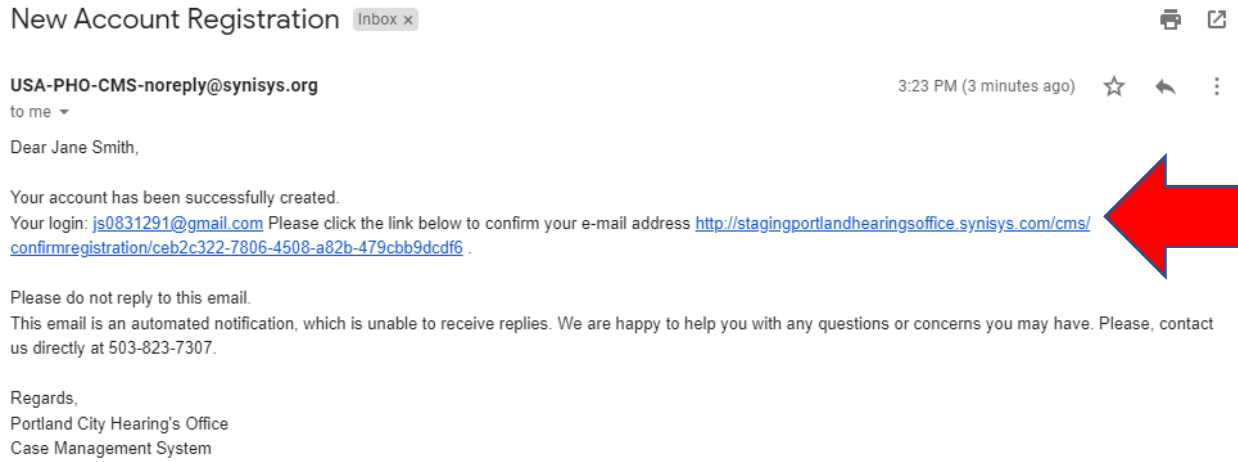
- In less than 5 minutes you will receive an email to the email address used to create your profile. It will be sent from: **USA-PHO-CMS-noreply@synisys.org** If you don't see the email after 5 minutes, check your spam/junk folder.

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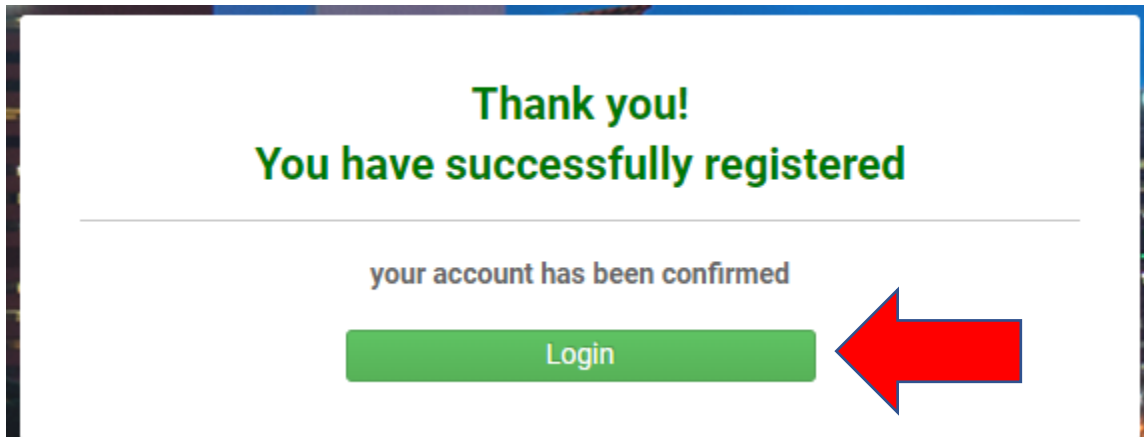
☆ USA-PHO-CMS-noreply      **New Account Registration** - Dear Jane Smith, Your account has been successfully created.

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5. Open the email and click on the link to activate your account.

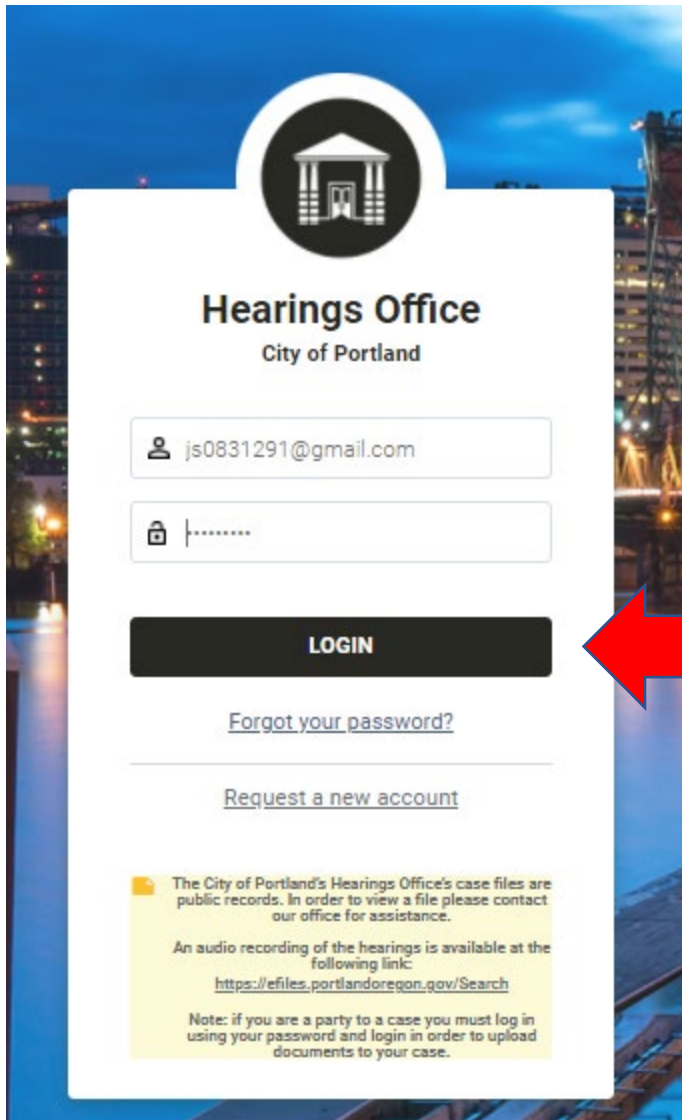


6. You should be taken to a page with the following message inviting you to “Login”



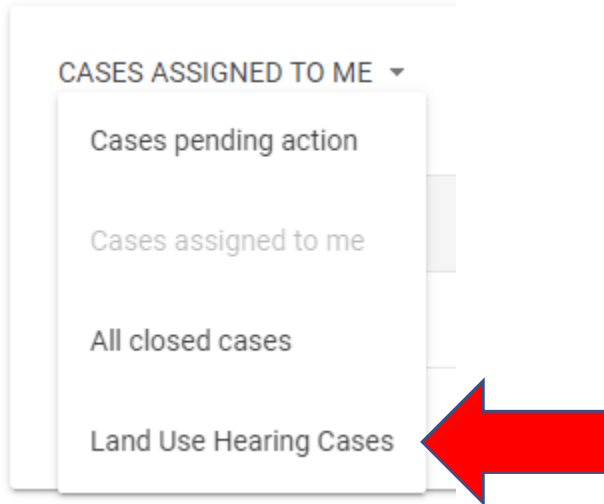
7. Enter your username and password and then click “LOGIN”  
See image below.

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8. Locate the dropdown menu and select land use hearing cases.



9. You should now be seeing all of the land use cases that may have a pending hearing or pending order/decision. Locate the land use case that is of interest to you. If you don't already know it, the Hearings Office case number is on the Zoom instructions which are linked to the Notice of Hearing. All Hearings Office land use case numbers start with the number "4". Click on the blue case number to open the case file.

<a href="#">4220001</a>	City Use only – Request a Land Use hearing	BDS Land Use Clerk, Erik Otto
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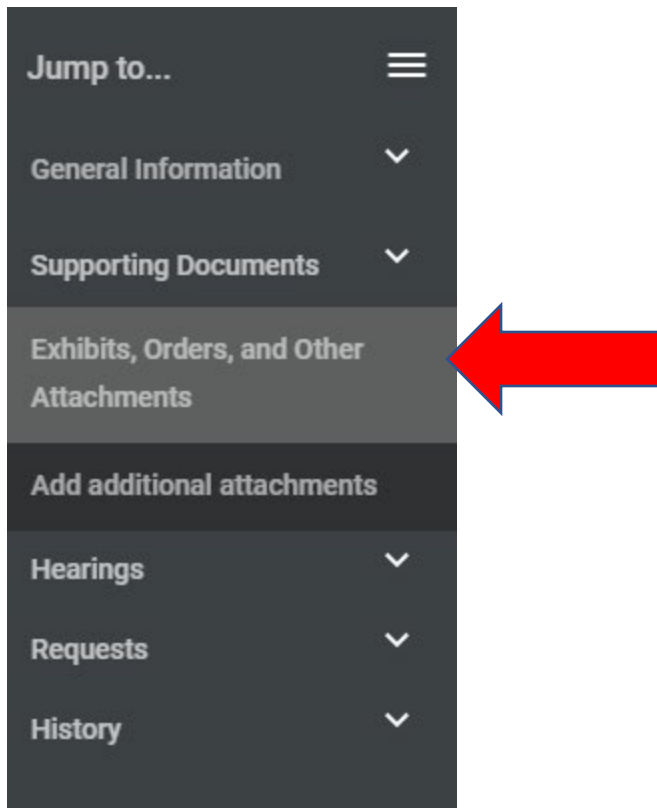
**What do you want to do next? You can view the exhibits, upload evidence, and add yourself to the mailing list.**

### Uploading Exhibits

If you want to upload any evidence or exhibits (photographs, written testimony, reports), first click the white "EDIT" button which is in the upper right-hand corner of the screen.



Then you will use the navigation menu bar to the right of the screen to navigate to the exhibits/documents section of the case. See below.



It will take you to:



Below this you should see a green “ADD” button next to a section. Note: there may be many exhibits already filed, scroll to the bottom of the list if necessary.

## Exhibits, Orders, and Other Attachments

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Number

Title

There is no data

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ADD

---

## Attachments

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\* Type

--Select Type--



--Select Type--

CSV

Excel

HTML

Images

Other

PDF

PPT

TXT

Word

\* Title

Written Public Testimony

Skip details and disposition fields

Click attachment to upload your document from where it is currently saved and accessible to you.

\* Attachment

Choose File No file chosen

In lower right-hand corner of popup window click save

SAVE

You are almost done – just scroll to the very bottom of the case file and check the box indicating that the information you are submitting is true to the best of your knowledge. Please disregard that it refers to Title 16 (applicable to tow cases – this is a mistake that is being corrected by the developer.)

\* All information is true to the best of my knowledge. I acknowledge that I am responsible for knowing when the hearing is scheduled and inquiring, if necessary, I understand that hearings are scheduled promptly per Portland City Code Title 16.

Last step is to click the “save” and “exit editing” button in the upper right hand corner.

SAVE & EXIT EDITING

If you want to make sure your document is now included, navigate back to the exhibits section and locate your document. See below.

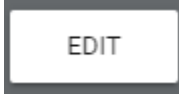
Exhibits, Orders, and Other Attachments

Number	Title	Details	Status	Added By / Added On
<a href="#">Exhibit 1</a>	Written Public Testimony		Accepted	Bob Builder(1) / October 27, 2021 14:31

## Order/Decision Mailing List

Do you want to receive electronic delivery (email) of Order/Decision the same day it is issued? Add yourself to the electronic mailing (email) list.

First, click the white "EDIT" button which is in the upper right-hand corner of the screen.



Scroll down until you arrive at the "Other Notice" section. Click the "ADD" button.

### Other Notice Information

Capacity	Address	Phone	Submitted On	Submitted By
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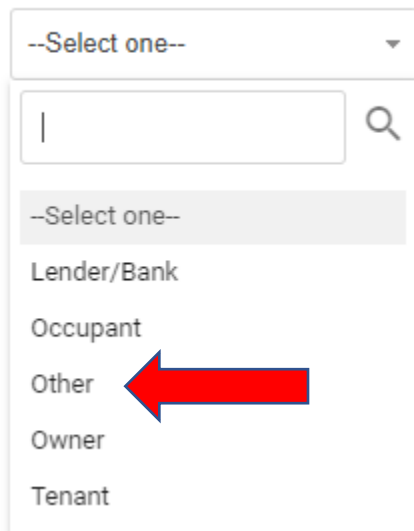
No Data



A window will open with fields to complete. Please add ALL of the following contact information so we have multiple ways to keep you informed about the case: Name, Email, Mailing Address, Phone Number. Note: When the window opens you need to scroll down to complete all the necessary fields.

First, from the "Capacity" drop-down menu select "Other" since you are a land use participant. See below.

### \* Capacity



--Select one--

|

--Select one--

Lender/Bank

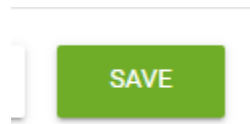
Occupant

Other

Owner

Tenant

Once you have completed all of the necessary fields, click the green save button in the lower right-hand corner of the pop-up window.



Now click save and exit in the upper right-hand corner of the screen to complete the process.

