



## STEP 1

- Place your mouse over the HCV Section 8 tab for the dropdown.
- Click on Landlord Portal Link.



## STEP 2

- Go to the HOME button at the top left of the screen and click it.
- About halfway down the page, you will see “Employees, landlords, and current residents can register for an account by clicking the following link.”
- Click on Register.



Independence Housing Authority

Home

Login

## Register

Registrant Type

Owner

First Name

Sample Property

Last Name

of Independence

Address

123 S Main St

City

Independence

State

Missouri

Zip Code

64055

SSN or Tax ID

11-1234567

Show tax identifier

Tax id format 99-9999999 or SSN 999-99-9999

Next

## STEP 3

- Under the Registrant Type, use the drop down arrow and click on the Owner. Click Next.
- If you are the management company that is going to be receiving the HAP monies on behalf of the owner, then you will need to complete this part and either put your name or the management company's name in the First and Last Name.
- Example: If the management company is named Sample Property of Independence, then you may want to put "Sample Property" as the First Name and "of Independence" as the Last Name or just use your own name here.
- If the owner is receiving the HAP monies but the management company needs to apply the monies for the tenants, then use the owner's EIN number under the Tax Identifier.
- If the management company is receiving the HAP monies and will be receiving the 1099, then you would put the management company's EIN number under the Tax Identifier.
- Make sure to use hyphens when inputting the EIN or SSN in the format of either xx-xxxxxxx or xxx-xx-xxxx.

Independence Housing Authority

## Login Information

E-mail

hfigley@iha1.org

Username

SamplePropertyOfIndependence

Password

\*\*\*\*\*

Confirm Password

\*\*\*\*\*

Show Password

Show Password

Security Question

What are the last 4 of the Tax ID?

Security Answer

4567

Previous

Create Account

## STEP 4

- Enter email address and create a User Name and Password.
- If you forget your password, you can go to the login screen to put your login information and under the Password there is a Forgot Password button. If this does not work, you will need to email hfigley@iha1.org to have your account deleted and you will have to recreate it again.
- If you are a management company that is responsible for different owner properties, under different EIN numbers, you can use one email for all of them.
- If you marked your Registrant Type as "Owner" and put the EIN for the owner or management company that will be receiving the HAP monies and 1099, your account should automatically log in and able to see list of User, Owners, and Home on the top left of the screen.
- Owners will open dropdown and you will see Owner Home, List Owner Tenants, List Owner Units, Scheduled Inspections, Failed Inspections, List Payments, 1099's and Documents. Currently the Scheduled Inspections and Failed Inspections are not being utilized but will be coming soon.
- Setup your own security question and answer.
- Click Create Account.

## ISSUES

If you have issues, email hfigley@iha1.org.  
Thank you for taking the time to create your account.



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  - Example: If the management company is named Sample Property of Independence, then you may want to put “Sample Property” as the First Name and “of Independence” as the Last Name or just use your own name here.
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- If the management company is receiving the HAP monies and will be receiving the 1099, then you would put the management company’s EIN number under the Tax Identifier.
- Make sure to use hyphens when inputting the EIN or SSN in the format of either xx-xxxxxxx or xxx-xx-xxxx.
- Under the Registrant Type, use the drop down arrow and click on the Owner. Click Next.

## STEP 4

- Create a User Name and Password.
  - If you forget your password, you can go to the login screen to put your login information and under the Password there is a Forgot Password button. If this does not work, you will need to email [hfigley@iha1.org](mailto:hfigley@iha1.org) to have your account deleted and you will have to recreate it again.
- If you are a management company that is responsible for different owner properties, under different EIN numbers, you can use one email for all of them.
- Setup your own security question and answer. Click Create Account.

## STEP 5

- If you marked your Registrant Type as “Owner” and put the EIN for the owner or management company that will be receiving the HAP monies and 1099, your account should automatically log in and able to see list of User, Owners, and Home on the top left of the screen.
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