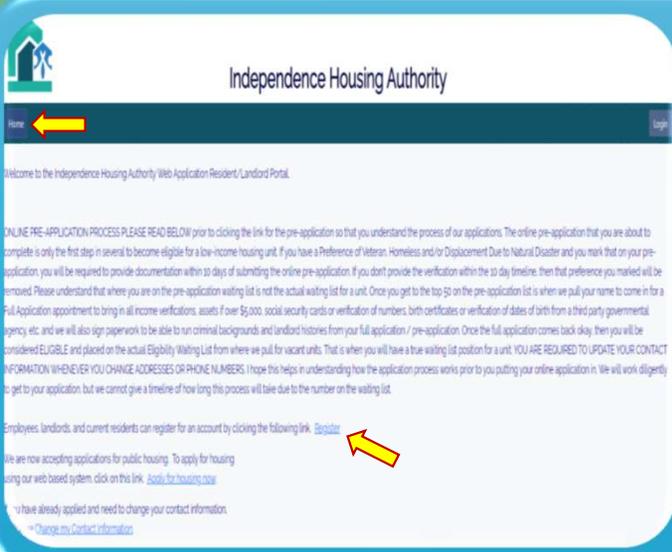


# LANDLORD PORTAL SETUP



## 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.



## 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.

## 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 [adminassistant@iha1.org](mailto:adminassistant@iha1.org) to have your account deleted and you will have to recreate it again.
- 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. 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 [adminassistant@iha1.org](mailto:adminassistant@iha1.org). Thank you for taking the time to create your account.

## 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.
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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-xxxxxx 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 [adminassistant@iha1.org](mailto:adminassistant@iha1.org) to have your account deleted and you will have to recreate it again.
- 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.
- 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. Scheduled Inspections and Failed Inspections are not being utilized but will be coming soon.

## ISSUES

- If you have issues, email [adminassistant@iha1.org](mailto:adminassistant@iha1.org).
- Thank you for taking the time to create your account.