



# INDEPENDENCE HOUSING AUTHORITY

## INSTRUCTIONS ON HOW TO SETUP YOUR LANDLORD PORTAL ACCOUNT

**STEP 1:** Place your mouse over the HCV Section 8 Tab and open up the dropdown box and click on Landlord Portal Link

**STEP 2:** You will be taken to another screen where it will have your Username and Password Login. Since you don't have a login yet, please go up to the HOME button at the top left of the screen and click it.

**STEP 3:** About halfway down the page, you will see "Employees, landlords, and current residents can register for an account by clicking the following link. [Register](#)". Click on the Register Button. It will take you to the next page to create your account.

**STEP 4:** If you are the Management Company that is going to be receiving the HAP monies on behalf of the Owner of the property, then you will need to complete this part and either put your name or the management companies name in the First and Last Name. Example: If the Management Company is named Fake Property of KC, then you may want to put "Fake Property" as the First Name and "of KC" as the Last Name or just use your own name here. Does not matter. What matters is the EIN number of the Management Company or Owner that is receiving the HAP monies.

If the Owner is receiving the HAP monies but the Management Company needs to see how to apply the monies for the tenants they are managing, then use the Owner's EIN number under the Tax Identifier.

If the Management Company is receiving the HAP monies and will be getting the 1099 from the Housing Authority, then you would put the Management Companies EIN number under the Tax Identifier.

Make sure to use the format of either xx-xxxxxx or xxx-xx-xxxx. You have to have the hyphens in between the numbers whether it will be the EIN or SSN.

Under the Registrant's Type, no matter if this is the Management Company or Owner, use the drop down arrow and click on the Owner.

**STEP 5:** Click NEXT to take you to the next screen of the Account Signup

**STEP 6:** Create a User Name and Password. Write it down and keep it somewhere. 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 have to contact our office at 816-836-9200

x307 and will have to delete your account and you will have to recreate it again. Write Down Your Username and Password and keep it somewhere safe.

We used to have problems with using the same email account of a management company for multiple properties that you are managing and tracking payments on. It would not allow multiple emails until now. That programming problem has been resolved. So, if you are a management company that is responsible for different owner properties, under different EIN numbers, you can now use one email for all of them.

Setup your own security question and answer here. For example: What is the total number of apartments at this property? 136

**STEP 7:** Click on CREATE ACCOUNT

**STEP 8:** If you marked your Registrant Type as "Owner" on Step 4 and put the EIN number for the Owner or Management Company that will be receiving the HAP monies and in turn, receiving the 1099 from IHA, your account should automatically login and you should be able to look at the top left of the screen and see list of User, Owners and Home.

Highlight over Owners and it will open up a dropdown and you will see Owner Home, List Owner Tenants, List Owner Units, Scheduled Inspections, Failed Inspections, List Payments, 1099's and Documents. Click on whichever you want to view. Currently the Scheduled Inspections and Failed Inspections are not being utilized but will be coming soon.

If something was not completed correctly, then you will get a screen saying something like your account will be reviewed in the next 24 hours. Don't wait 24 hours. Contact me at either 816-836-9200 x307 or my email of [mbishop@iha1.org](mailto:mbishop@iha1.org) and we will get your account setup correctly so that you can view it immediately.

Thank you for taking the time to create your account and view your payment history.

Sincerely,

Michael S. Bishop  
Executive Director