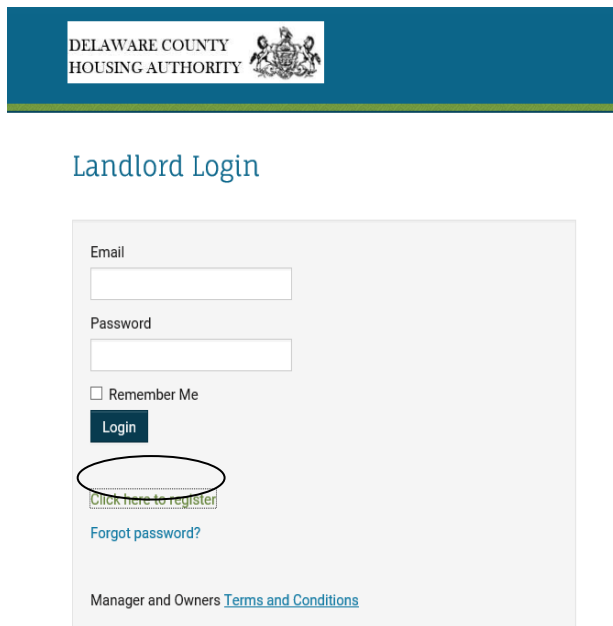


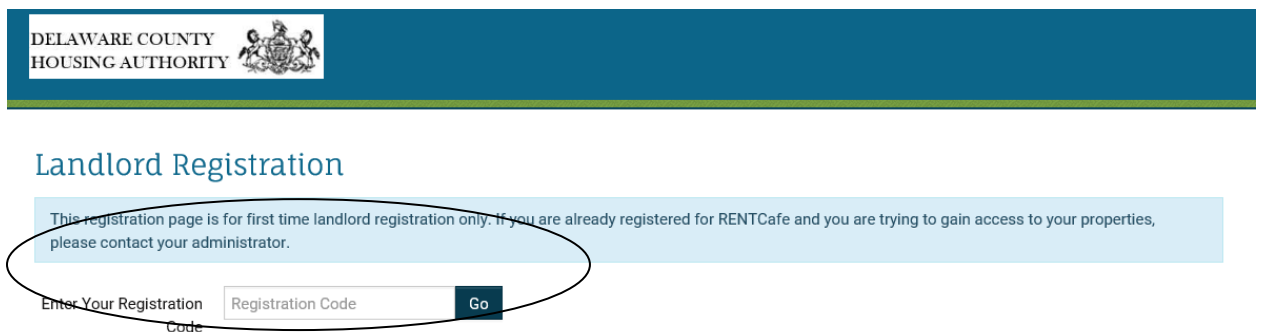
# DELAWARE COUNTY HOUSING AUTHORITY VENDOR/LANDLORD PORTAL REGISTRATION GUIDE

1. Go to Delaware County Housing Authority (DCHA) Website located at: [www.dchal.org](http://www.dchal.org) and click on the Landlord Rent-Cafe link.
2. You will be brought to this page:




The screenshot shows the 'Landlord Login' page. At the top is a blue header with the Delaware County Housing Authority logo and name. Below the header, the title 'Landlord Login' is displayed in blue. The main content area is a light gray box containing a login form. The form has two input fields: 'Email' and 'Password'. Below these fields is a checkbox labeled 'Remember Me' and a dark blue 'Login' button. A link 'Click here to register' is circled in red. Below this link are two other links: 'Forgot password?' and 'Manager and Owners Terms and Conditions'.

Select the link “Click here to register” This will take you to the Landlord/Vendor Registration Page.



The screenshot shows the 'Landlord Registration' page. At the top is a blue header with the Delaware County Housing Authority logo and name. Below the header, the title 'Landlord Registration' is displayed in blue. A light blue banner contains the text: 'This registration page is for first time landlord registration only. If you are already registered for RENTCafe and you are trying to gain access to your properties, please contact your administrator.' Below the banner is a registration form with two input fields: 'Enter Your Registration Code' and 'Registration Code'. A dark blue 'Go' button is to the right of the second field. The entire registration form area is circled in red.

3. Your Registration Code is your Landlord/Vendor number. This number should begin with either a lowercase “L” or “T”; it can be found on your check stub under the date in the top left hand corner.. Enter this number in the Registration Code box and click submit.
4. The screen below will appear, complete each field with information to set up your account.



### Landlord Registration

This registration page is for first time landlord registration only. If you are already registered for RENTCafe and you are trying to gain access to your properties, please contact your administrator.

Enter Your Registration Code

Account Nickname

#### Email and Password

Email Address

Password  Weak Medium Strong

Confirm Password

#### Security Questions

Security Question

Security Answer

#### Personal Information

First Name

Last Name

Tax ID/SSN\*\*

Phone (Office)

Address

City - State - Zip

#### Company Information (Optional)


Company Name

Address

City - State - Zip

I have read and accept the [Terms and Conditions](#)

\*\* Data in these fields will be validated against information available with **Delaware County Housing Authority (PA)**

I'm not a robot 

5. After you fill in the above information and click register you will be brought to the screen below, to register your banking information please click EFT SETUP.

DELAWARE COUNTY HOUSING AUTHORITY

Home Company Agency Management Settings Logout

My Account Delaware County Housing Authority (PA)

Agency Details Register With Another Agency My Profile Unit Info  
Caseworker Info Attachments Unit Inspections My Ledger  
Unit Holds and Abatements **EFT Setup**

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Authorization Agreement for Direct Deposit

The fillable Authorization Document can be accessed from the link at the end of these instructions. You have entered your specific banking information into the required fields and submitted the information in the previous section. Proper filing and e-mailing of the Authorization Agreement is the final step for you to receive your payments electronically.

The form will require 3 pieces of information, the legal name that you receive your payments, your RentCafe registration code # ( This is the code you used to initially sign up for the Vendor Portal) and today's date. Once this information is entered into the document, you will need to click the e-mail button, this will send the information in the form to DCHA, this action will complete your Registration for Electronic Payments. Incomplete or forms that are not e-mailed will delay your electronic payments.

[Please click here for Authorization Agreement.](#)

6. In the middle of the EFT Setup Screen you will see Payment Authorization information, at the bottom of the paragraph there is a "Please click here" link. (shown above) Click this link to be brought to the next screen:

Authorization Agreement for Direct Deposit

I/We hereby authorize the Delaware County Housing Authority (hereinafter called the Agency) to initiate payment credit entries and to initiate, if necessary, debit entries and adjustments for any credit made in error to my bank account indicated in the information I have entered above and to authorize my bank to credit and /or debit the same to such account.

This Direct deposit Authorization is to remain in full effect until the Agency has received written notice from me of its termination at least one month prior to revocation, allowing sufficient time for the Agency to act upon my request. In like matter, the Agency will provide me with written notification or revocation of this direct deposit authorization at least one month prior to termination.

The financial information entered above designates that the receiving financial institution will receive and deposit sums from the above mentioned payee in accordance with the NACHA (National Automated Clearinghouse Association) Rules and Guidelines. The financial institution reserves the right to cancel this agreement by notice to the payee and the Agency.

Entering the information below acknowledges agreement to the Terms and Conditions listed above:

Name:

Vendor Identification Number:

Date:

[Email](#)

[Print](#)

7. This form needs to be filled out, emailed to us and printed for your record. This form is allowing us to make a Direct Deposit to your bank account.

**You are now all set up for Direct Deposit. Below you will see some of the benefits of using our Landlord Portal:**

**From the home screen pictured above you can access the following features**

**“My Profile”**- Here you will find all of your own information in our system. Your Tax ID number, the address we have for you, and phone numbers. This information can be updated, and will be sent to our systems for our records. We will be able to keep your current information on file this way.

### My Profile

**Name**   
**Tax ID#**   
**Account Nickname**   
**Contact**   
**Mailing Address**   
**City - State - Zip**     
**E-mail**   
**Office**   
**Home**   
**Fax**   
**Receives 1099**   
**Payable Method**

**“My Ledger”** - This is where you can view any payments we have made to your bank account for your tenants.

### My Ledger

**Period**    
**EFT/Check #/Adj #**   
**Sort By**

Search:

Posted Date	Invoice Number	Unit Address/ Description	Tenant Name	Pmt For	EFT/ Check#/ Adj#	Check Date	Amount
			<b>Total Amount</b>				<b>\$0.00</b>

Showing 1 to 1 of 1 entries

**“CaseWorker Data”**- Here you can find contact information for you current or past tenants.

### Caseworker Info

Tenant Status   
Current  
Past  
Future

Search:

Caseworker Name	Caseworker Phone	Caseworker Email	Tenant Name	Tenant Status	Re-exam Date	Unit Address
No data available in table						

Showing 0 to 0 of 0 entries

**“Unit Abatements”**- Here you will find any information on unit abatements.

### Unit Holds and Abatements

Scheduled Between

Search:

Unit Address	Start Date	End Date	Type	Hold/Abate Reason	Payment Affected	Description	Tenant Name
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**“Unit Inspections”**- Here you will find all current and previous inspection reports for your unit(s).

### Unit Inspections

Scheduled Between

Result Type

10 records per page

Search:

Insp ID	Unit Address	Tenant Name	Insp Type	Reinspect ID	Due Date	Scheduled Date	Inspected Date	Abatement Date	Result	
6608			Annual			08/27/2008	08/27/2008		Pass	<input type="button" value="Details"/>

**“Unit Information”**- Here you can keep a detailed and organized list of unit(s) size, and status with us.

## Unit Info

# of Bedrooms

Unit Status

Go Excel

Search:

Unit Address	# of Bedrooms	Contract Rent	Legal Owner	HAP Payee	Tenant Name	Unit Status
	1					Occupied

**“Attachments”**- Any information that Delaware County housing Authority needs to address with our landlords (as in a delay in payment, ect) will be added to the “Attachment: section of the portal.

## Attachments

You currently do not have any documents.