



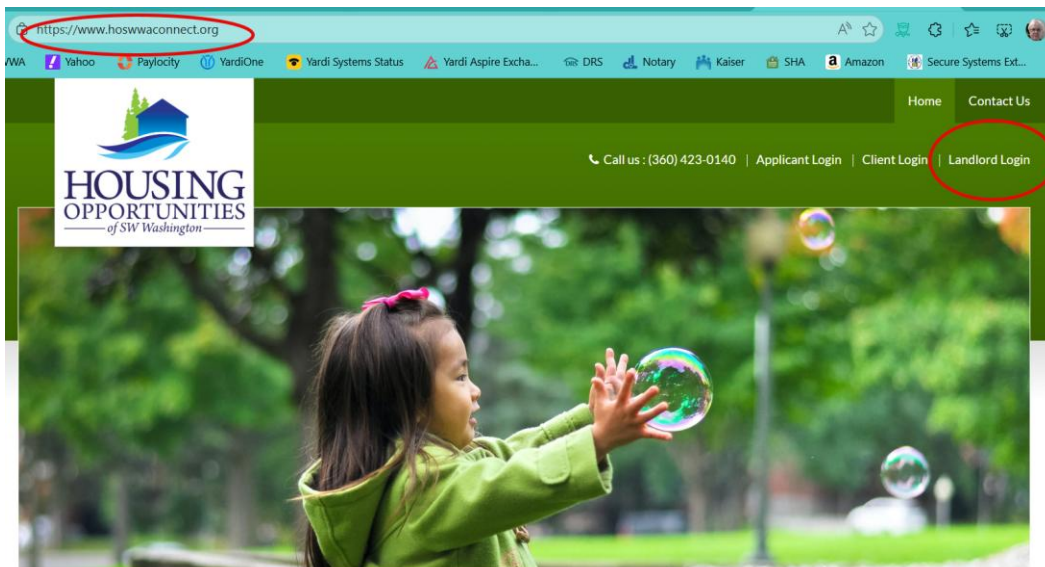
Connecting people to homes, hope and opportunity. *Jennifer Westerman, CEO*

How To Register for the Landlord Portal

1. Before registering for the portal, please have the following available:
 - a. An Active Email Address. This email address must match the one given to HOSWWA (Housing Opportunities of SW WA).
 - b. Unique registration code provided by HOSWWA.
 - c. Your Tax Id or Social Security Number (SSN). This number must match the one given to HOSWWA.

To verify your email address, get your registration code or to confirm your Tax Id #/SSN #, please reach out to linda.hanna@hoswwa.org or call 360-423-0140 Ext. 1020.

To access the Landlord Portal, please go to www.hoswwaconnect.org. Then select Landlord Login from the upper right corner.








Landlord Login

HUD Housing Choice Voucher Landlord Newsletter

Fall Issue 2024

 Continue with Email

 Continue with Google

 Continue with Apple

Do not have an account? [Click here to register](#)

1

Click on "Click here to Register." (#1 in example above)



Landlord Registration

To participate as a landlord with our agency, please register an account. If we have issued you a registration code, please enter it here.

Enter Your Registration Code

Registration Code

Go

Enter the Registration code provided by HOSWWA. See example above.

Once you click on Go, the screen will expand and show the following:

The screenshot shows a registration form with the following fields and callouts:

- 1. First Name* (required field)
- 2. Last Name* (required field)
- 3. Tax ID or SSN** (optional field)
- 4. Phone (Office)* (required field, with placeholder (555) 555-5555)
- 5. Account Nickname (optional field)
- 6. Email Address* (required field, with placeholder YourEmail@Example.com)
- 7. Confirm Email Address* (required field, with placeholder YourEmail@Example.com)
- 8. I have read and accept the [Terms and Conditions](#) (checkbox)
- 9. Register button

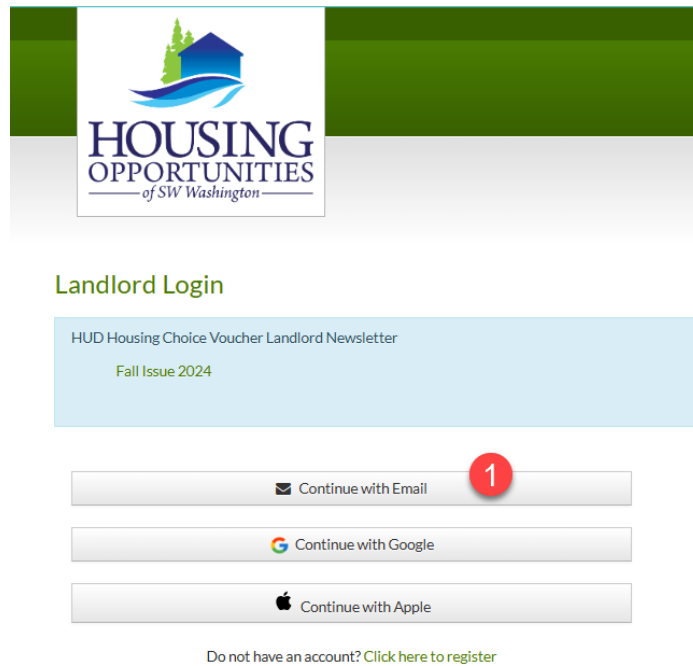
Account Information

1. Items flagged with a **red asterisk (*)** are required fields and will be authenticated against the information HOSWWA has on file.
2. Enter the Landlord's First Name OR the name of the Business. NOTE: For a Business Name, you can break it up so you can use both lines. Example: "Home of the Brave" could be entered on the 1st line as "Home of" and the next line could be "the Brave"
3. Enter the Landlord's Last Name OR the rest of the name of the Business.
4. Enter the main phone number for the Landlord.
5. This line is optional.
6. Enter the Email Address for the Landlord or Business. It MUST match the email provided to HOSWWA.
7. Confirm the Email Address.
8. Check the box for reading and accepting the Terms and Conditions.
9. Click on Register.

Once you have successfully registered the following screen will be displayed:



Click here to sign in.



Click on Continue with Email (#1 in example above)

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Fall Issue 2024

← **Sign in**

Please enter the email address associated with your account.

Email address

Enter your email address

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Send Verification Code

or

Email a Link to Login

Enter the email address you registered with and then click “Send Verification Code.”

The following screen will be displayed. The user will have the option of sending a text message to the phone number used when registering or sending a link to the email address used when registering.

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Fall Issue 2024

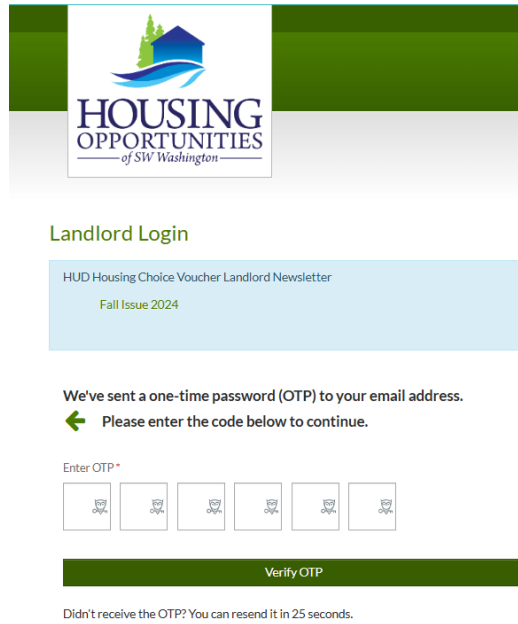
← **How would you like to receive your verification code?**

Send verification code to *****4897

Send verification code to h1954anna@yahoo.com

Continue

Once the 6-digit one-time password code is received, enter it on this screen:



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Fall Issue 2024

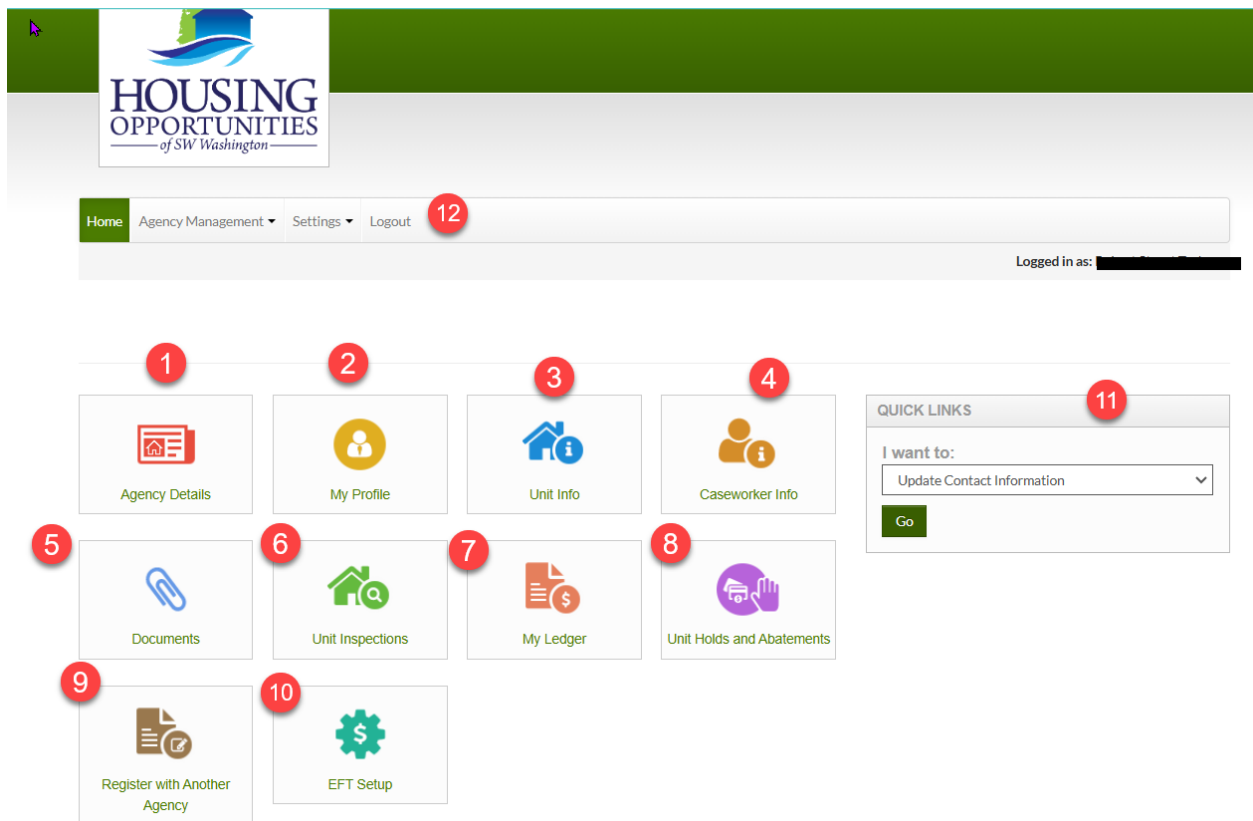
We've sent a one-time password (OTP) to your email address.
← Please enter the code below to continue.

Enter OTP*

Verify OTP

Didn't receive the OTP? You can resend it in 25 seconds.

After clicking on Verify OTP, the user will have access to their portal.



Home Agency Management Settings Logout 12

Logged in as: [redacted]

1 Agency Details

2 My Profile

3 Unit Info

4 Caseworker Info

5 Documents

6 Unit Inspections

7 My Ledger

8 Unit Holds and Abatements

9 Register with Another Agency

10 EFT Setup

11 QUICK LINKS

I want to:
Update Contact Information

Go

1. **Agency Details:** Shows agency address, email, and phone numbers.
2. **My Profile:** Shows Landlord information and allows changes to your information.
3. **Unit Info:** Shows information on each address that HOSWWA has set-up for the Landlord. Reporting the tenant's name, contract rent for the unit, HAP subsidy (Amount that HOSWWA pays the Landlord), the Tenant's portion of the rent, next Certification date.
4. **Caseworker Info:** Shows the HOSWWA caseworker name, email and phone number who works with your tenant.
5. **Documents:** Gives Landlord access to all the documents sent to them by HOSWWA.
6. **Unit Inspections:** Shows all inspections and re-inspections and the status of each inspection.
7. **My Ledger:** Reports all of the HAP/Subsidy payments paid to the Landlord. If the Landlord has multiple properties or businesses (See #9) they can filter on individual properties and also by date range.
8. **Unit Holds and Abatements:** Shows if unit has a hold or abatement.
9. **Register with another Agency:** This allows a Landlord to link several accounts under one profile. Example: If a Landlord has multiple properties, each with a different Tax Id, they can link these other properties/businesses together so there is only one log-in. This requires the Landlord to enter the registration code for the additional property.
10. **EFT Set-up:** If the Landlord is receiving their payments via EFT or ACH transactions, they will be able to see their banking information. **NOTE:** HOSWWA does not allow banking information to be updated via the Landlord Portal. Any requests to change or add EFT/ACH information must be submitted in writing to HOSWWA.
11. **Update Contact Information:** Another way to update Landlord personal information.
12. **Logout:** Proper way to close portal session.