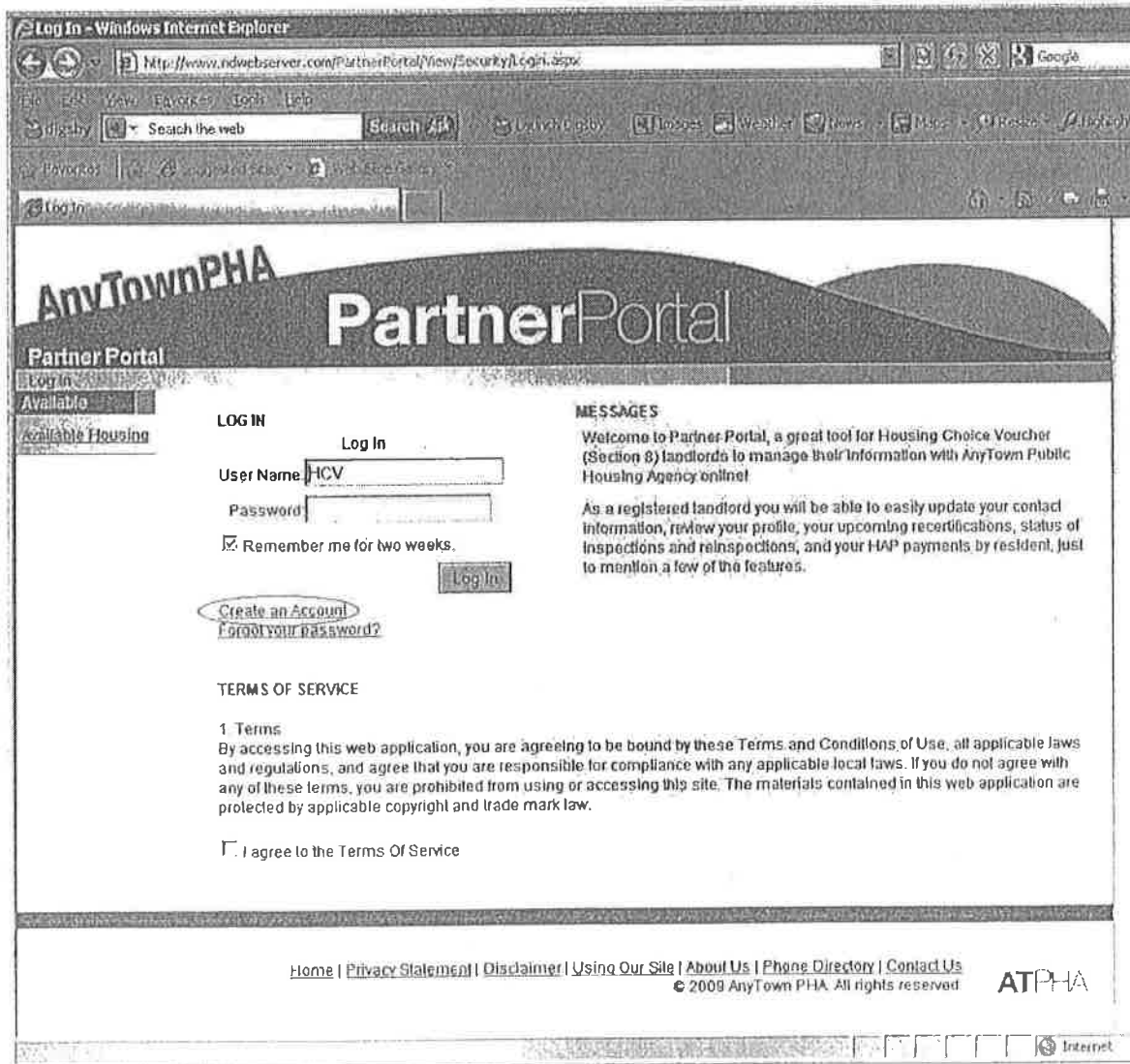


Partner Portal – Landlord User Guide

1. Create Account and Login to Partner Portal

- a. Go to the URL where the Partner Portal is hosted to create an account, login and start using the partner portal.
- b. From the main login page, click the 'Create an Account' link.



c. This will take you to the create account page:

Create Account - Windows Internet Explorer

http://www.ndwebserver.com/PartnerPortal/View/Login/CreateAccount.aspx

AnyTownPHA
Partner Portal

Available
Available Housing

Add User

User Name: Emphasys Landlord
Password:
Confirm Password:
Email: emphasys-sellware.com

Landlord

Business Name: Emphasys
Contact First Name: Empha
Contact Middle Name:
Contact Last Name: Sys
Street: 101 Main
Suite: 100
City: Petoskey
State: MI
ZIP: 49770-1001
Phone: (231) 347-8787
Extension:
Tax ID: 12-1234567
Please enter in the format of xxx-xx-xxxx or xx-xxxxxx

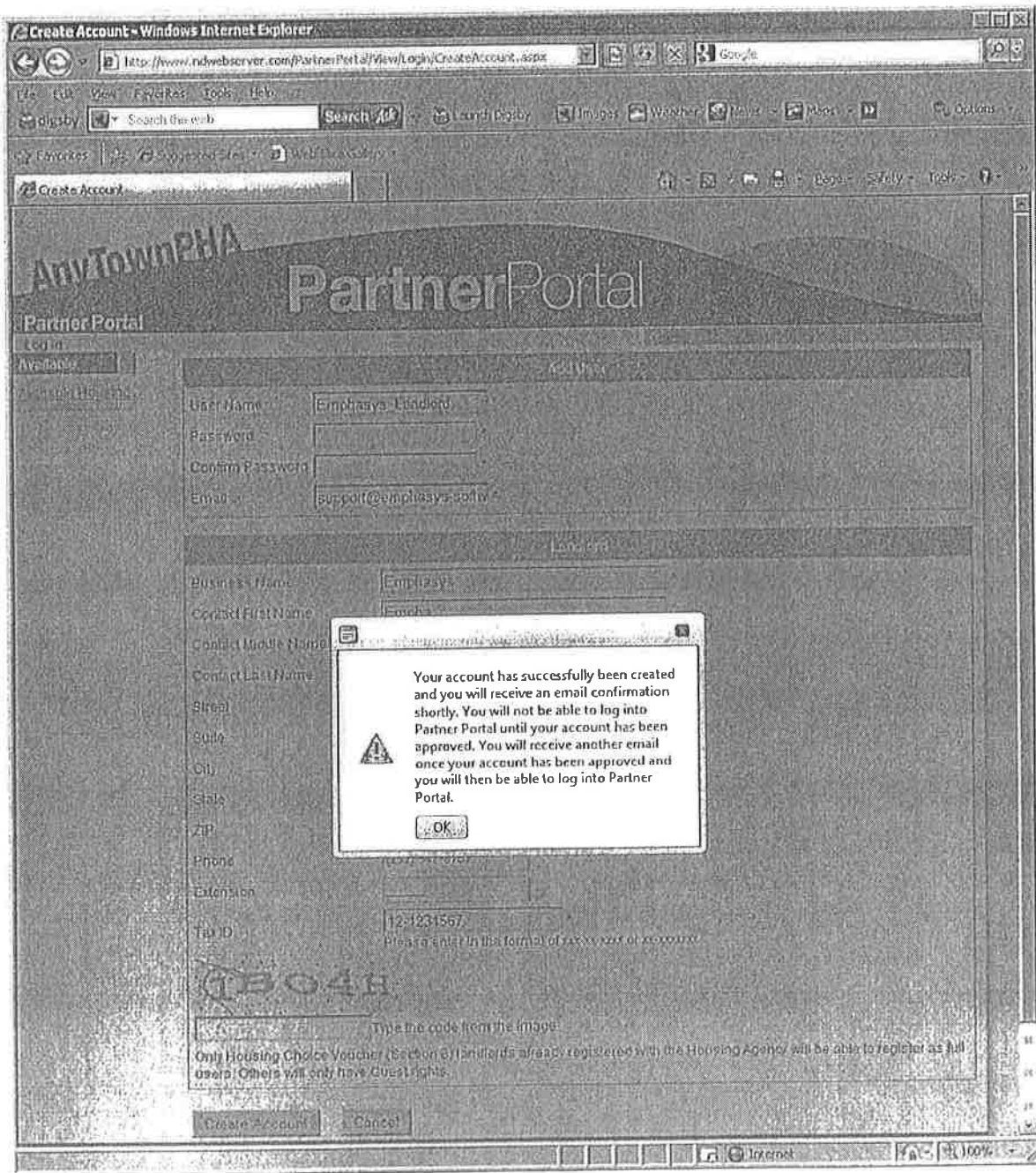
HLQKW
Type the code from the image

Only Housing Choice Voucher (Section 8) landlords already registered with the Housing Agency will be able to register as full users. Others will only have Guest rights.

Create Account

d. Fill in the information for a new login and click the "Create Account" button.

- e. If your PHA requires account approval, you will then receive a message that looks like this:



- f. This message tells you that your account has been created, and you will receive a couple email messages. One telling you of your account info, the other informing you the account has been approved. Once your account is approved, you may go back to the same screen, login, and start using Partner Portal.

g. If the PHA does not require internal account approval, you would see a slightly different message and be able to start using Partner Portal right away (after the first email confirmation).


2. View your Families

- a. Once you login with the account you've created, you are presented with a list of your housed families:

The screenshot shows a web browser window displaying the 'AnyTownPHA Partner Portal'. The page title is 'My Families'. On the left, there is a navigation menu with links such as 'Mr. Enrollments', 'Mr. Units', 'Mr. Payments', 'Mr. Profile', 'Hold & Abatements', 'Disinfect', 'Communications', '- Announcements', '- Forms', '- Requests', and 'Online Video Help'. The main content area features a table titled 'My Families' with the following data:

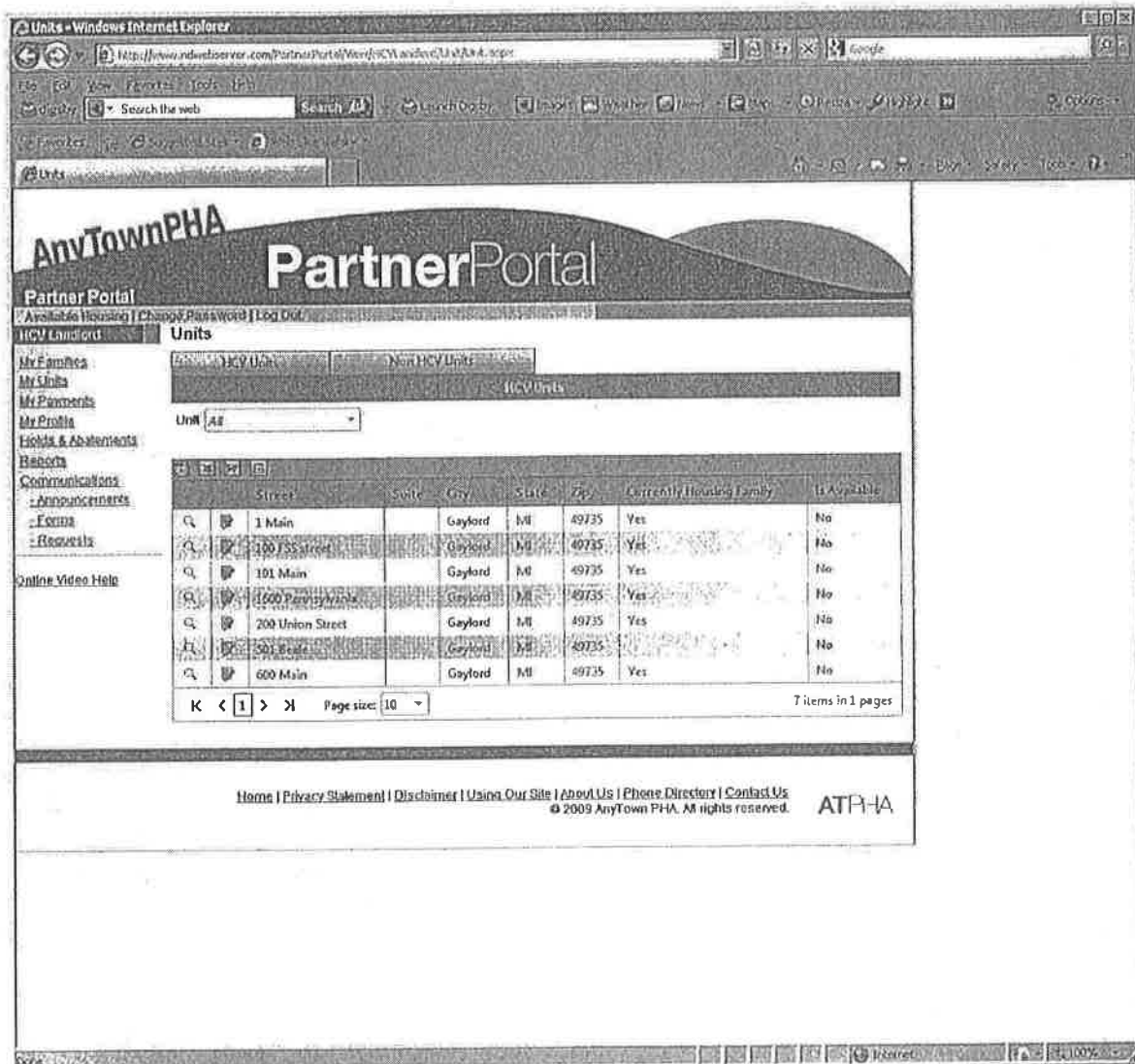
Last Name	First Name	Street	State	MS Amount	Register Date	Move In Date	Lease End Date
Avila	Amy	1 Main		\$416.00	08/01/10	08/17/09	09/31/09
Fik	Irwin	1100 ESS street		\$340.00	03/01/10	03/01/09	02/28/10
Meyer	Katherine	101 Main		\$487.00	06/01/10	06/15/09	05/31/10
Scott	Jebonia	1600 Pennsylvania		\$110.00	02/01/10	09/01/09	08/31/10
Young	Malcolm	200 Union Street		\$350.00	09/01/10	09/01/09	08/31/10
Young	Angus	600 Main		\$500.00	07/01/10	07/01/09	06/30/10

At the bottom of the table, there is a navigation bar with 'K < | > X' and 'Page size: 10'. A note at the bottom right of the table area says '6 items in 1 pages'. The footer of the page includes links for 'Home', 'Privacy Statement', 'Disclaimer', 'Using Our Site', 'About Us', 'Phone Directory', and 'Contact Us', along with the copyright notice '© 2009 AnyTown PHA. All rights reserved.' and the logo 'ATPHA'.

- b. You may click on the magnifying glass  icon to see more detail about the family, including members, etc.


3. View Your Units

- a. Click on the 'My Units' link in the left hand margin menu to view a list of your units:



The screenshot shows a web browser window displaying the 'AnyTownPHA Partner Portal'. The page has a navigation menu on the left with links for 'My Families', 'My Units', 'My Payments', 'My Profile', 'Holds & Abatements', 'Reports', 'Communications', 'Announcements', 'Forms', 'Receipts', and 'Online Video Help'. The main content area is titled 'Units' and includes a dropdown menu for 'Unit' set to 'All'. Below this is a table listing units with columns for Street, Suite, City, State, Zip, Currently Housing Family, and Available. The table contains seven rows of unit information. At the bottom of the page, there is a footer with links for 'Home', 'Privacy Statement', 'Disclaimer', 'Using Our Site', 'About Us', 'Phone Directory', and 'Contact Us', along with the text '© 2009 AnyTown PHA. All rights reserved.' and the 'ATPHA' logo.

Street	Suite	City	State	Zip	Currently Housing Family	Available
1 Main		Gaylord	MI	49735	Yes	No
100 755 street		Gaylord	MI	49735	Yes	No
191 Main		Gaylord	MI	49735	Yes	No
1600 Perry Street		Gaylord	MI	49735	Yes	No
200 Union Street		Gaylord	MI	49735	Yes	No
501 State		Gaylord	MI	49735	Yes	No
600 Main		Gaylord	MI	49735	Yes	No

- b. If you have rights to edit units, you may click the paper and pencil  icon to edit the unit information, including the availability date.

4. View your payments

- a. You may click the 'My Payments' link in the left hand margin menu to search for and view a listing of your payments by date, check number, unit address, etc:

AnyTownPHA PartnerPortal

My Payments

Check/DD #: Go Unit:

Check Date: to

Check/DD #	Unit	Recipient	Amount	Description	Check Date
> Check/DD # 89918		Check Date: 01/01/09	Total Amount: \$377.00		
> Check/DD # 89928		Check Date: 10/01/09	Total Amount: \$1,102.00		
> Check/DD # 89936		Check Date: 07/01/09	Total Amount: \$987.00		
> Check/DD # 34456		Check Date: 01/01/09	Total Amount: \$987.00		
> Check/DD # 25851		Check Date: 07/01/09	Total Amount: \$987.00		

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- b. Also, if you click the '>' (arrow) to the left of each check, you can drill down to the detailed line items that make up the total.

5. View Holds and Abatements

- a. You may click the 'Holds and Abatements' link in the left hand margin menu to view payment holds and abatements by unit, type or status:





The screenshot shows a web browser window displaying the 'AnyTownPHA PartnerPortal'. The page title is 'Payment Holds & Abatements'. The left-hand navigation menu includes links for 'My Profile', 'My Units', 'My Payments', 'My Profile', 'Holds & Abatements', 'Resources', 'Communications', 'Forms', and 'Requests'. The main content area features a search bar with 'Unit' set to 'All', 'Type' set to 'All', and 'Status' set to 'All'. Below the search bar is a table with the following data:

Resident	Unit	Start Date	End Date	Status	Type	Reason	Revision Reason
Amy Avila	1 Main	10/01/09		Open	Abatement	Failed HQS Inspection	
Angus Young	600 Main	09/04/07		Open	Abatement	Failed HQS Inspection	

At the bottom of the table, there are navigation controls: 'K < 1 > X' and 'Page size: 10'. The footer of the page contains links for 'Home', 'Privacy Statement', 'Disclaimer', 'Using Our Site', 'About Us', 'Phone Directory', and 'Contact Us', along with the text '© 2009 AnyTown PHA. All rights reserved.' and the 'ATPHA' logo.

- b. You'll notice at the top of this grid, and every grid in partner portal, you have the ability to export to PDF, Excel, Word, or CSV.

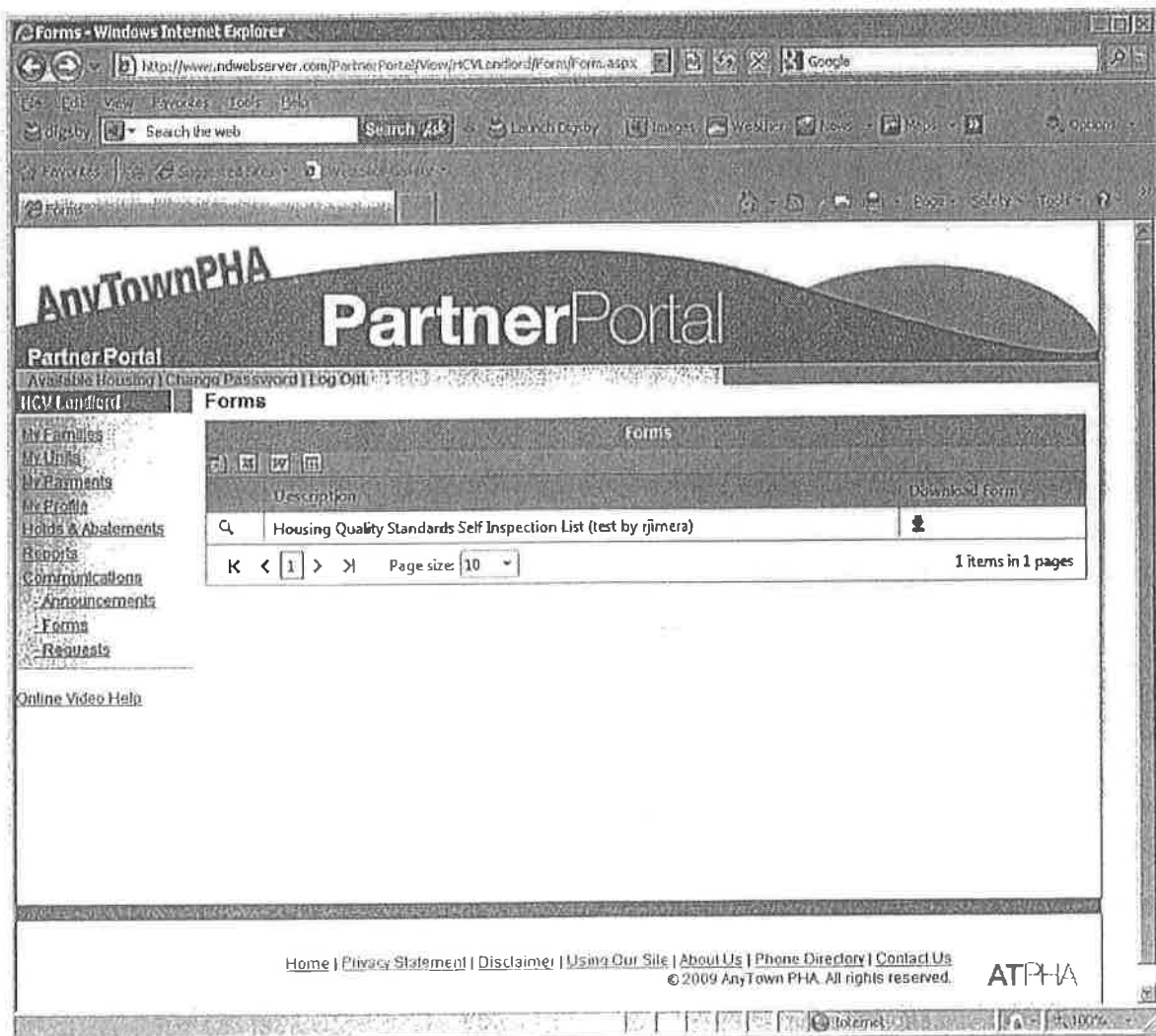
Payment Holds & Abatements

Payment Holds & Abatements							
Unit:	All	Type:	All				
Status:	All						
   							
Resident	Unit	Start Date	End Date	Status	Type	Reason	Rescission Reason
Amy Avila	1 Main	10/01/09		Open	Abatement	Failed HQS Inspection	
Angus Young	600 Main	08/04/09		Open	Abatement	Failed HQS Inspection	

K: < 1 > Page size: 10 2 items in 1 pages

6. Communication

- a. There are three types of communication available for the landlord
 - i. Announcements
 - ii. Forms
 - iii. Requests
- b. Here is a view of the screen where forms published by the HA may be available for download (example is a HQS Self Inspection form):



- c. Announcements are available if the HA has published any for viewing by the landlord.

- d. Requests (if enabled by the HA) can be created by the landlord for the housing authority by clicking on the requests link.

My Requests - Windows Internet Explorer

http://www.ndwebservice.com/PartnerPortal/View/HCVLandlordRequest/MyRequest

AnyTownPHA Partner Portal

Available Housing | Change Password | Log Out

HCV Landlord | My Requests


My Requests

	Request Date	Request Type	Request Status	Days Since Requested
Q	11/12/2009 11:31:44 AM	Rent	Active	54
Q	11/12/2009 9:30:37 AM	Tax ID	Active	51
Q	9/14/2009 3:58:21 PM	Rent	Active	113

K < 1 > K Page size: 10 3 items in 1 pages

Online Video Help

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- e. If you click the new button  it takes you to the new request screen, where you can send specific requests to the PHA (this example is for Tax ID):

