

EMPHASYS SOFTWARE

PARTNER PORTAL **LANDLORD** USER GUIDE

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Partner Portal – Landlord User Guide

Step 1

1. Create Account and Login to Partner Portal

- a. Open up a browser screen and go to the URL (internet address) 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 - Wind	lows Internet Explorer		
🔆 🔄 🗢 🙋 http://w	ww. ndwebserver.com /PartnerPor	tal/View/Login/CreateAccount.aspx 🔄 🔄 🐓 🗙 🎇 Google	P -
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorit	tes <u>T</u> ools <u>H</u> elp		
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Create Account		🐴 🔹 🗟 👻 🖃 🍓 🔹 Bage 🔹 Safety 🔹 Tools	• @• »
Partner Portal	PHA Pa	rtner Portal	Î
Available		Add User	
Available Housing	User Name Empha	asys_Landlord *	
	Password	*	
	Confirm Password	*	
	Email empha	asys-softwared.com *	
		Landlord	
	Business Name	Emphasys *	
	Contact First Name	Empha *	
	Contact Middle Name		
	Contact Last Name	Sys *	
	Street	101 Main *	
	Suite	100	
	City	Petoskey *	
	State		
	ZIP	49770-1001	
	Phone	(231) 347-8787	
	Extension		
	Tax ID	Please enter in the format of xxx-xxx-xxx or xx-xxxxxx	
	HLQK	TAY	
	HLQKW	Type the code from the image	
	Only Housing Choice Vouc users. Others will only have	her (Section 8) landlords already registered with the Housing Agency will be able to register as full Guest rights.	
•	Create Account C	ancel	_
Done		🛛 🗍 🖉 Internet	.00% • //

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 Housing Authority 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:



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:



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:

Cor a letter	www.mdwebserver.com/PartnerPortal/MewaHCV	Andord/Check/Check	with		R H X R Conde
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My Units	Check/DD #	Go Unit All		1.	
<u>My Payments</u> <u>My Profile</u> Holds & Abatements Reports	Check Date: 6/29/2009	to 12/29/2009	Go		
Communications		02335533	(1)5555500	1-2000-00-0-0-	12003200
- Announcements - Eorms - Requests Online Video Help	Check/DD # 0nit Check/DD #: 80919; Check D Check/DD #: 80908; Check D Check/DD #: 80906; Check D Check/DD #: 34856; Check D Check/DD #: 34854; Check D	Resident ate: 11/01/09; Tota late: 10/01/09; Tota late: 08/01/09; Tota late: 08/01/09; Tota bate: 07/01/09; Tota	Amount Il Amount: \$827.00 Il Amount: \$1,403.6 Il Amount: \$987.00 Il Amount: \$887.00 Il Amount: \$887.00	Description	Check Date
	Home Privacy Statement	Disslaimer 1 Usino, C	Dur Sife I About Us 1 © 2009 AnyT	Phone Directory I G own PHA. All rights	reserved. ATPHA

 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:



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.

			Payme	nt Holds &	& Abatements		
Jnit All		▼ Туре	All	-			
Status All	-		2	- 1 2			
	5						
						-	
Resident	Unit	Start Date	End Date	Status	Туре	Reason	Rescission Reason
Resident Amy Avila	Unit 1 Main	Start Date 10/01/09	End Date	Status Open	Type Abatement	Reason Failed HQS Inspection	Rescission Reason

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 - Window	s Internet	: Explorer				
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Partner Portal Available Housing Char	PHA		erPor	tal		
HCV Landlord	му кес	quests	Nu Doguo	oto		-11
My Units	T 🛛	W =	My Reque	515		
My Payments	1	Request Date	Request Type	Request Status	Days Since Requested	
Holds & Abatements	۹ :	11/12/2009 11:31:44 AM	Rent	Active	54	
Reports	۹ :	11/12/2009 9:30:37 AM	Tax ID	Active	54	
- Announcements	Q 1	9/14/2009 3:58:21 PM	Rent	Active	113	
- Forms	к <	1 > > Page size: 10 -]		3 items in 1 p	ages
<u>- Requests</u> Online Video Help						
		Home Privacy Statement Discl	aimer <u>Using Our Site</u> ©	About Us Phone Directo 2009 AnyTown PHA. All r	rights reserved.	
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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
- f. Select the type of request you wish to make:



g. (this example is for Tax ID):



h. Once you have completed entering your request, all your requests will be displayed in the screen and you will be able to view the status of your

requests.

AnvTownPHA Partner Portal Available Housing I Change Password Log Out						
HCV Landlord	My R	equests				
My Families My Units	۲ 🔁	W =	My Re	equests		
My Payments My Profile	1	Request Date	Request Type	Request Status	Days Since Requested	
Holds & Abatements	Q,	4/18/2011 4:31:19 PM	Rent	Active	59	
Reports	Q,	4/18/2011 4:29:37 PM	Business Name	Active	59	
<u>Communications</u>	Q,	2/25/2011 10:19:10 AM	Rent	Active	112	
- Forms	Q,	11/3/2010 10:33:14 AM	Rent	Active	226	
- Requests	Q,	11/3/2010 10:31:31 AM	Business Name	Active	226	

i. After the housing authority has approved or denied your request, the status will change from "active" to "approved" or "denied".