



Housing Authority of the County of Santa Barbara

www.hasbarco.org

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(805) 736-3423 • FAX (805) 735-7672 • TDD (800) 545-1833 Ext. 594

RENTCafé PHA – Landlord Portal Registration Process Multiple Accounts

- **Landlord Registration Process – Multiple Accounts** applies to a landlord or management company who manages properties that have Section 8 tenants receiving subsidy from The Housing Authority of the County of Santa Barbara.

Welcome to the Housing Authority of the County of Santa Barbara

Registering for a RENTCafé PHA Landlord Portal account is Free and Easy

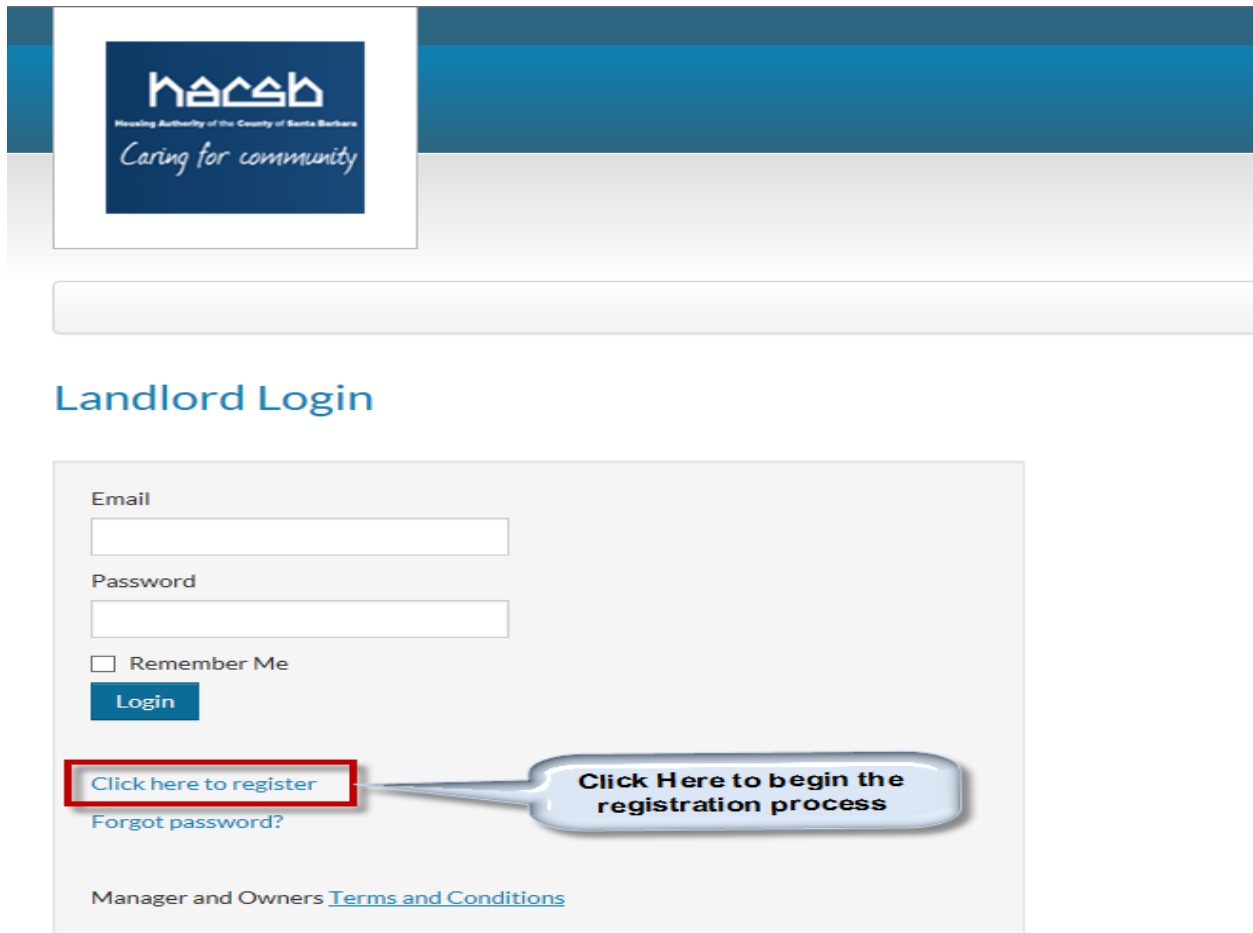
- Registering for an account is **FREE!** If you happen to enter a website that is requiring a fee or payment of any kind, you are not at the right place and should exit out of the site.
- RENTCafé PHA Landlord Portal will allow you to:
 - Review unit information including current contract rent.
 - Review caseworker info for each of your tenants.
 - Review inspection details such as scheduled dates and inspection results.
 - Review ledger payment history.
 - Review, edit or add EFT bank account details used for direct deposits.
- RENTCafé PHA Landlord Portal is available 24/7.
- In order for you to register for RENTCafé PHA Landlord Portal, you **must** have a valid email address and a registration code provided by HACSB.
- **Important:** If you do not have a registration code, contact us to obtain one.
- The email address used for registration must be unique to the user creating the account.
- You cannot use the same email address to create an account for yourself and for someone else.
- The *Tax Id Number/SSN* and *Email* used during the registration process must match the information we currently have on file.
- The Housing Authority of the County of Santa Barbara is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation please contact our office at 805-736-3423, ext. 7525 option 2, or TDD 800-545-1833, ext.594.

To begin your RENTCafé PHA Landlord Portal Registration Process, go to:

www.hasbarco.org

Following are screenshots of the steps you will be going through during this process.

Step 1



Landlord Login

Email

Password

☐ Remember Me

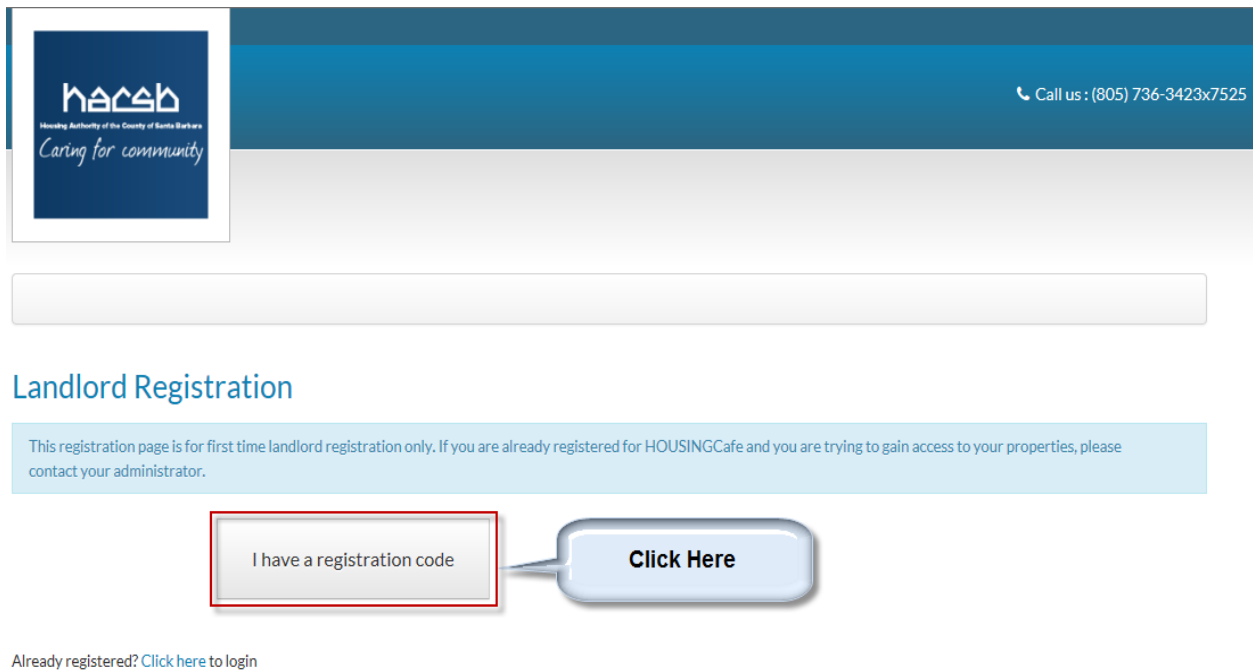
Login

Click here to register Click Here to begin the registration process

[Forgot password?](#)

Manager and Owners [Terms and Conditions](#)

Step 2



Landlord Registration

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

I have a registration code Click Here

Already registered? [Click here](#) to login

Step 3

The screenshot shows the top of the HARB (Housing Authority of the County of Santa Barbara) website. The header includes the HARB logo with the tagline "Caring for community" and a contact number: "Call us: (805) 736-3423x7525". Below the header is a large, empty white rectangular box, likely a placeholder for a registration code.

Landlord Registration

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

Enter Your Registration
Code

Registration Code

Go

Click "Go" once you enter your
registration code

Step 4

Landlord Registration

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

The screenshot shows the "Landlord Registration" form. A red box highlights the "Email and Password" section, which includes fields for "Email Address**" (containing "YourEmail@Example.com"), "Password", and "Confirm Password". A callout bubble points to the "Email Address**" field with the text: "NOTE: The email used address must match the information we have on file". Below this is the "Security Questions" section, with a dropdown menu for "Security Question" (selected: "What was your first pet's name?") and a text field for "Security Answer". The "Personal Information" section includes fields for "First Name", "Last Name", "Tax ID/SSN**" (containing "XXXXXXXX"), "Phone (Office)" (containing "(555) 555-5555"), "Address", and "City - State - Zip" (with a dropdown for state). A callout bubble points to the "Tax ID/SSN**" field with the text: "NOTE: The Tax ID/SSN must match the information we have on file". Below the "Personal Information" section is the "Company Information (Optional)" section. At the bottom, there is a checkbox for "I have read and accept the [Terms and Conditions](#)". A callout bubble points to this checkbox with the text: "When the above items are complete click on 'I have read and accept the Terms and Conditions' and click Register". Below the checkbox is a red box containing the "Register" button. A footnote at the bottom states: "** Data in these fields will be validated against information available with Santa Barbara County Housing Authority".

Step 5

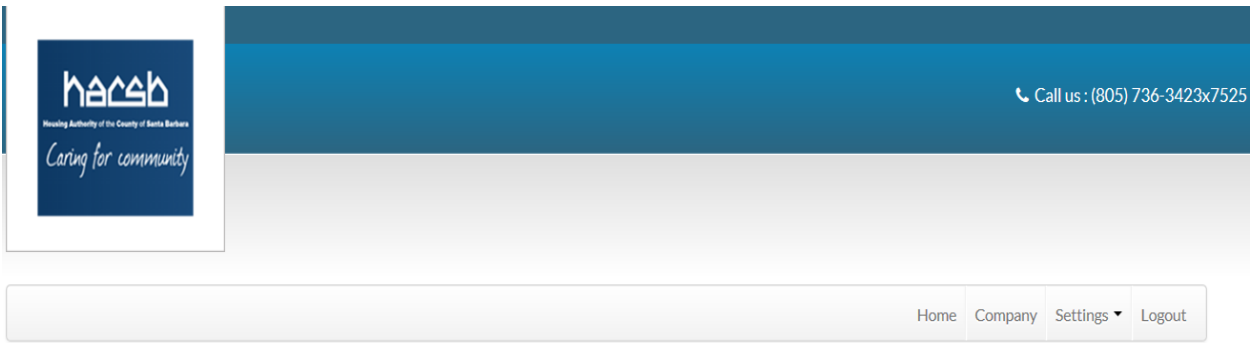
The screenshot shows the HACSB portal home page. The header includes the HACSB logo and the tagline "Caring for community". A call number is displayed: "Call us : (805) 736-3423x7525". The navigation bar contains links for Home, Company, Settings, and Logout. A callout box explains: "The 'My Account' drop-down on the Home page will only list the Agencies that you have accounts with. If you only have accounts with our Housing Authority, there will be no drop-down." The 'My Account' dropdown menu is open, showing "Housing Authority of the County of Santa Barbara". Below the navigation bar, there is a grid of eight buttons: Agency Details, Register With Another Code, My Profile, Unit Info, Caseworker Info, Unit Inspections, My Ledger, and EFT setup.

To register additional accounts you have with HACSB follow step 6 to 9 below for each account you want to register.

Step 6

The screenshot shows the HACSB portal home page, similar to Step 5. The 'My Account' dropdown menu is open, showing "Housing Authority of the County of Santa Barbara". A callout box points to the "Register With Another Code" button in the grid of buttons, with the text "Click 'Register With Another Code'". The grid of buttons includes Agency Details, Register With Another Code, My Profile, Unit Info, Caseworker Info, Unit Inspections, My Ledger, and EFT setup.

Step 7



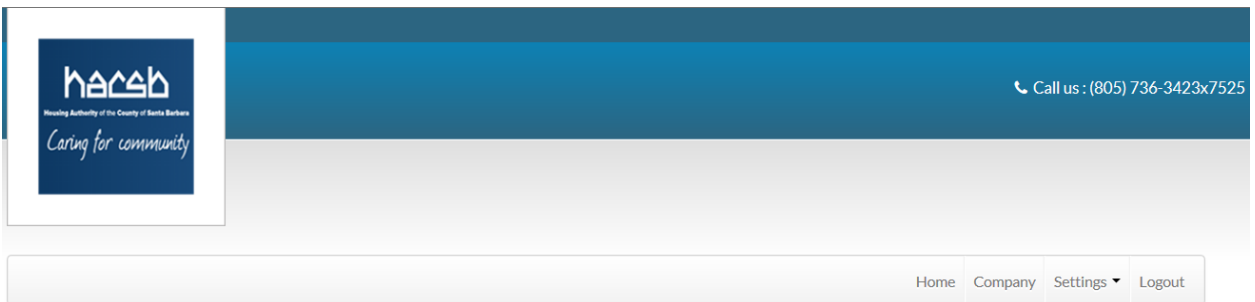
The screenshot shows the top portion of the HACSb website. On the left is the HACSb logo with the tagline "Caring for community". On the right, a blue header bar contains the text "Call us : (805) 736-3423x7525". Below the header is a white navigation bar with links for "Home", "Company", "Settings" (with a dropdown arrow), and "Logout".

Register With Another Code



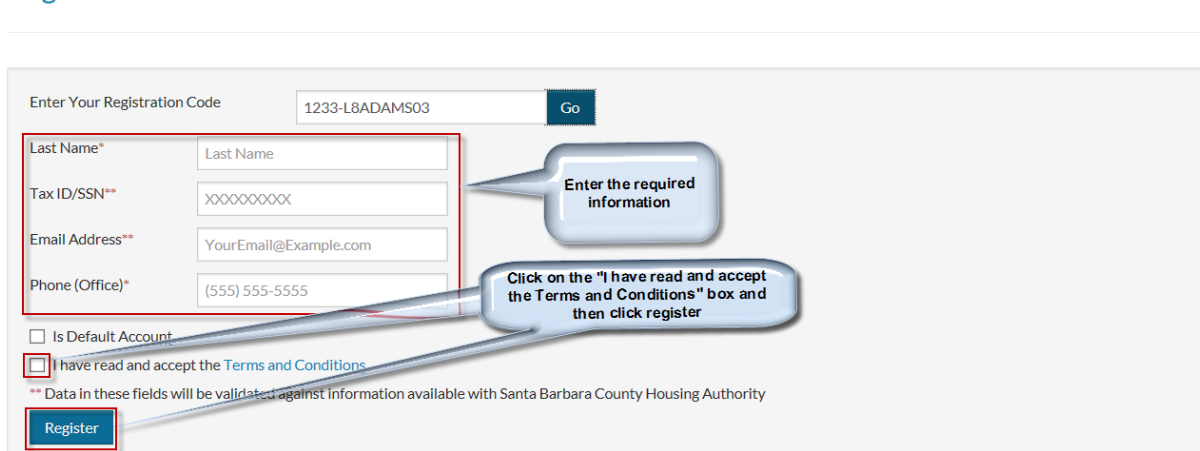
The screenshot shows a registration form titled "Enter Your Registration Code". It features a text input field labeled "Registration Code" and a blue "Go" button. A red rectangular box highlights the "Registration Code" field. A blue callout bubble points to the "Go" button with the text "Enter additional registration code and click go".

Step 8



This screenshot is identical to the one in Step 7, showing the HACSb website header and navigation bar.

Register With Another Code



The screenshot shows the registration form with the "Registration Code" field now containing the text "1233-L8ADAMS03". The "Go" button is still present. Below the code field, there are four input fields: "Last Name*", "Tax ID/SSN**", "Email Address**", and "Phone (Office)*". These fields are grouped by a red rectangular box. A blue callout bubble points to this group with the text "Enter the required information". Below the input fields are two checkboxes: "Is Default Account" (unchecked) and "I have read and accept the Terms and Conditions" (checked). A blue callout bubble points to the second checkbox with the text "Click on the 'I have read and accept the Terms and Conditions' box and then click register". At the bottom of the form is a blue "Register" button, which is also highlighted by a red rectangular box. A small note at the bottom states: "** Data in these fields will be validated against information available with Santa Barbara County Housing Authority".

Step 9

The screenshot shows the HACSB (Housing Authority of the County of Santa Barbara) website. The header includes the HACSB logo and the tagline "Caring for community". A call number is displayed: "Call us : (805) 736-3423x7525". The navigation bar contains links for Home, Company, Settings, and Logout. A callout bubble points to the "My Account" dropdown menu, which is open, showing a list of registration codes: "1233-L8CHUNG02" and "1233-L8VILLA08". The "Caseworker Info" section is visible, featuring a "Tenant Status" dropdown menu with options: Current, Past, and Future. Below this are "Go" and "Excel" buttons. A search bar is located to the right of the "Go" and "Excel" buttons. At the bottom, a table header is visible with columns: Caseworker Name, Caseworker Phone, Tenant Name, Tenant Status, Re-exam Date, and Unit Address.

Once you go to any of the detail pages like 'Caseworker Info', the drop-down will be the list of Registration Codes you have registered with the Agency chosen on the Home page.

Tenant Status: Current, Past, Future

Go Excel

Search:

Caseworker Name	Caseworker Phone	Tenant Name	Tenant Status	Re-exam Date	Unit Address
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Adding "Account Nicknames"

Step 1

The screenshot shows the HACSB user dashboard. The header includes the HACSB logo and the tagline "Caring for community". The navigation bar contains links for Home, Company, Agency Management, Settings, and Logout. A callout bubble points to the "My Profile" button in the "My Account" section. The "My Account" section also displays the text "Housing Authority of the County of Santa Barbara". Below the "My Account" section, there are several buttons: Agency Details, Register With Another Code, My Profile (highlighted with a red box), Unit Info, Caseworker Info, Unit Inspections, My Ledger, and EFT Setup.

Click on My Profile button

My Account Housing Authority of the County of Santa Barbara

Agency Details Register With Another Code My Profile Unit Info

Caseworker Info Unit Inspections My Ledger EFT Setup

Step 2

The screenshot shows the 'My Profile' page of the HACEB portal. The header includes the HACEB logo and a navigation bar with links for Home, Company, Agency Management (selected), Settings, and Logout. Below the header, the 'My Profile' section is visible. A dropdown menu for 'My Account' shows 'CENTRALPLAZA' and '1310-L8CENTR01'. The profile form contains fields for Name, Tax ID#, Account Nickname, Contact, Mailing Address, City - State - Zip, E-mail, Office, Home, FAX, Receives 1099, and Payable Method. The 'Account Nickname' field is highlighted with a red box. A blue callout bubble points to this field with the text: 'Once you enter and save the "Account Nickname" it will display in front of the registration code. You can do this for each account.' Another blue callout bubble points to the 'Edit Profile' button with the text: 'Click "Edit Profile" and then enter the "Account Nickname" you prefer'.

haceb
Housing Authority of the County of Santa Barbara
Caring for community

Home Company **Agency Management** Settings Logout

My Profile

My Account CENTRALPLAZA 1310-L8CENTR01

Name Central Plaza

Tax ID#

Account Nickname CentralPlaza

Contact

Mailing Address 815 W. Ocean Avenue

City - State - Zip Lompoc CA 93436

E-mail

Office

Home

FAX

Receives 1099 Yes

Payable Method EFT

Edit Profile

Once you enter and save the "Account Nickname" it will display in front of the registration code.
You can do this for each account.

Click "Edit Profile" and then enter the "Account Nickname" you prefer