

Landlord Portal Registration Step by Step

1

Go to HOC's website
www.hocmc.org

2

Scroll down to the **"Portals"** section of the home page.

EVENTS

Wednesday, June 5, 2019
4:00 - Commission Meeting
...Read More

Wednesday, July 10, 2019
4:00 - Commission Meeting
...Read More

Wednesday, August 7, 2019
4:00 - Commission Meeting
...Read More

NEWS

May 16, 2019
HOC Receives National Recognition with 2019 Multifamily Excellence Award

April 1, 2019
HOC Administrative Plan Revision Notice of Publication

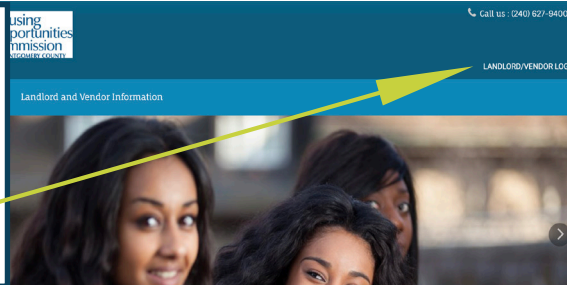
February 15, 2019
HOC FY 2020-2024 Five-Year PHA Plan Notice of Publication
February 7, 2019

PORTALS

Clients
Landlords
Vendors

3

At the "Welcome to Montgomery County" page, click the **"Landlord/Vendor Login"** link.



4

The **"Landlord Login"** page is displayed. Select the **"Click here to register"** link.

Landlord Login

Email

Password

Remember Me

[Click here to register](#)
[Forgot password?](#)

[Manager and Owners Terms and Conditions](#)

5

You are prompted to **"Enter Your Registration Code"**. The code consists of the text **"1763-L"** followed by your vendor code. *(This vendor code was provided on the notice sent to the Owner/Landlord on the vendor record in HOC's Yardi system.)*

Example:

If your vendor code is **"s499903w"**, then your Registration Code is **"1763-Ls499903w"**.

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

1763-Ls499903w

Go

6

Click Go

- For assistance with the data verification for HCV Vendors, telephone Janice McDonald at (240) 627.9565.
- For assistance with the data verification for regular Vendors, telephone Ceciley Padgett at (240) 627-9485.
- After five failed attempts to login, the system will lock the account for 24 hours. If you need the account unlocked sooner than 24 hours, contact the HOC Call Center at (240) 627-9800.

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7

Complete the fields on the **Registration screen**.

The data you enter here should match the information that is recorded by HOC or you may not be permitted to continue. (Some of the data is verified.)

Account Nickname

Your own description of the account to more easily identify it. For example, it may be a street name, such as "123 Main Street" or "Gingerbread house".

Email Address

Password

Must be a minimum of 10 characters long and must contain ALL of the following: one lowercase letter, one uppercase letter, one number, and one symbol.

Confirm Password

First Name

Last name

Tax ID/SSN**

Phone (Office)

Address

City, State, Zip

Company Name (OPTIONAL)

Company Address (OPTIONAL)

Company City, State, Zip (OPTIONAL)

8

Check the **"I have read and accept the Terms and Conditions"** checkbox.

9

Check the **"I'm not a robot"** checkbox.

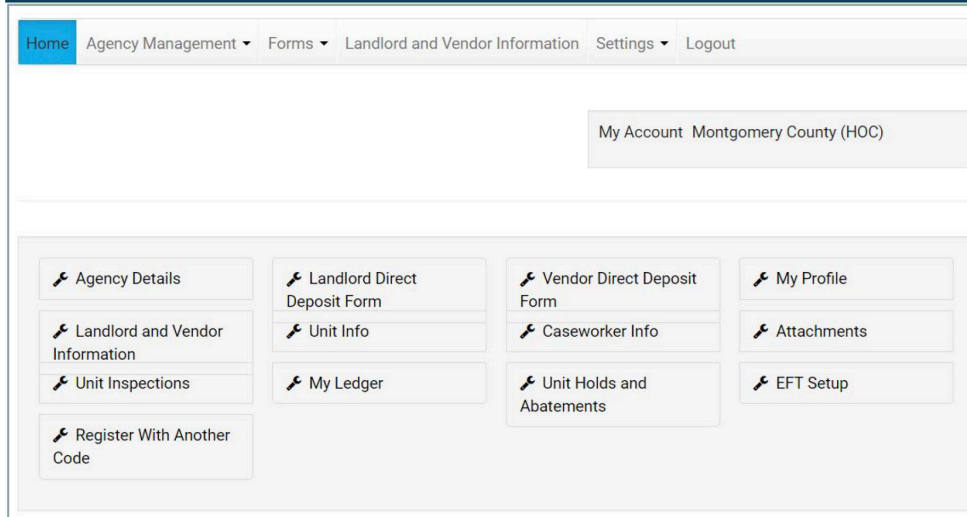
10

Click the **Register** button.

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The **Home page** of your **Rent Café** screen is displayed and you are ready to begin viewing your information.



Registering Multiple Accounts/Properties

1

If you have more than one account/property under the same e-mail address, you may add them under the account you just created.

2

Once logged into the Rent Café, click the **“Register with Another Code”** link at the bottom left corner of your Home Rent Café page.

3

When prompted to **“Enter Your Registration Code”**, enter the text **“1763-L”** followed by the next vendor code you wish to register.

4

Click **Go**

5

Enter the **Account Nickname, Last Name, Tax ID/SSN, Email Address, and Phone.**

6

Check the **“I have read and accept the Terms and Conditions”** checkbox.

7

Click the **Register** button.

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Downloading Information to MS Excel

Please note the following once you have logged in:

1

When you click one of your Rent Café options, such as **“My Ledger”**, you can now select any of your registered properties/accounts wish to view without having to login separately.

Click the **“My Account”** drop-down menu on right side of screen.

My Ledger

My Account: S922200S - 1763-LS922200S
S452469S - 1763-LS452469S
 S470450S - 1763-LS470450S
 S489004S - 1763-LS489004S
 S817720S - 1763-LS817720S
 S818721S - 1763-LS818721S
 S819712S - 1763-LS819712S
 S820713S - 1763-LS820713S
 S911414S - 1763-LS911414S
 S913484S - 1763-LS913484S
 S915468S - 1763-LS915468S
 S921100S - 1763-LS921100S
 S921200S - 1763-LS921200S
 S922100S - 1763-LS922100S
 S922200S - 1763-LS922200S

Period: Current Month EFT/Check #/Adj #

Sort By: Tenant Name

Go Excel

10 records per page Search:

2

Make sure you click the **GO** button and allow the data to display on screen **BEFORE** you click the **Excel** to export. Otherwise, no data will export.

Invoice Number	Unit Address/ Description	Tenant Name	Pmt For	EFT/ Check#/ Adj#	Check Date	Notes	Amount
	123 Main Street, Anytown, USA 99999	John Doe	07/2017	ACH-999999	07/01/2017	:HAP 07/17 John Doe	\$500.00

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