

HOUSING Café – Landlord Portal Registration Process Single Account

- ***Landlord Registration Process – Single Account*** applies to a landlord or management company who manages a property that has a Section 8 tenant receiving subsidy from The Housing Authority of the City of Oxnard.

Welcome to the Housing Authority of the City of Oxnard

Registering for a HOUSING Café 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.
- HOUSING Café 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.
- HOUSING Café Landlord Portal is available 24/7.
- In order for you to register for HOUSING Café Landlord Portal, you **must** have a valid email address and a registration code provided by OHA.
- **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 City of Oxnard is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation, please contact our office at 805-385-8097, or TTY (805) 385-7210.

To begin your HOUSING Café Landlord Portal Registration Process, go to

<https://www.oxnard.org/city-department/housing>

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

Step 1



Landlord Login

The screenshot shows the "Landlord Login" form. It includes an "Email" input field, a "Password" input field, a "Remember Me" checkbox, a "Login" button, a "Click here to register" link (highlighted with a red box), a "Forgot password?" link, and a "Manager and Owners Terms and Conditions" link. A blue callout box with an arrow pointing to the "Click here to register" link contains the text "Click here to begin the registration process".

Step 2



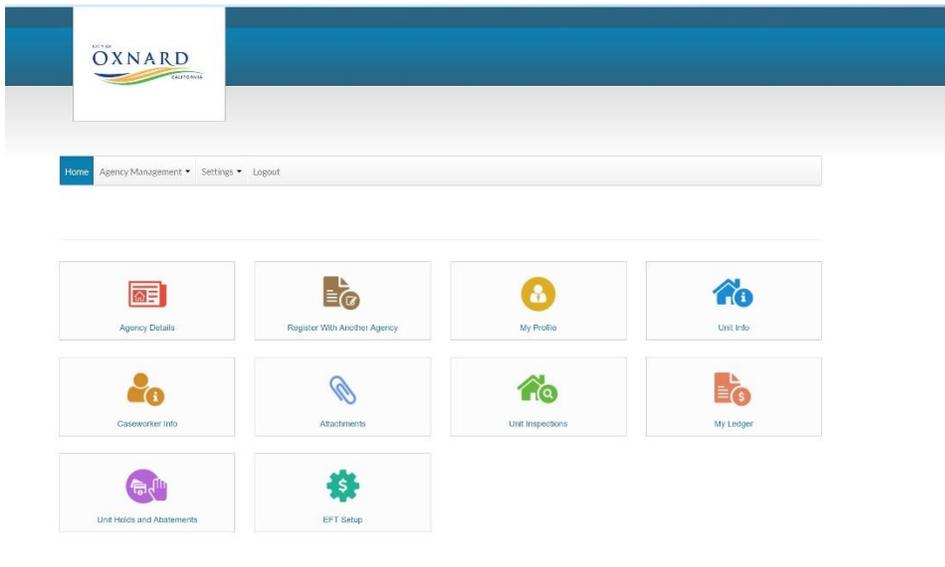
Landlord Registration

The screenshot shows the "Landlord Registration" form. At the top, a light blue banner contains the text: "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." Below this is a form with the label "Enter Your Registration Code" and a "Registration Code" input field (highlighted with a red box) and a "Go" button. A blue callout box with an arrow pointing to the "Go" button contains the text "Click here". At the bottom of the form, there is a link: "Already registered? Click here to login".

Step 3

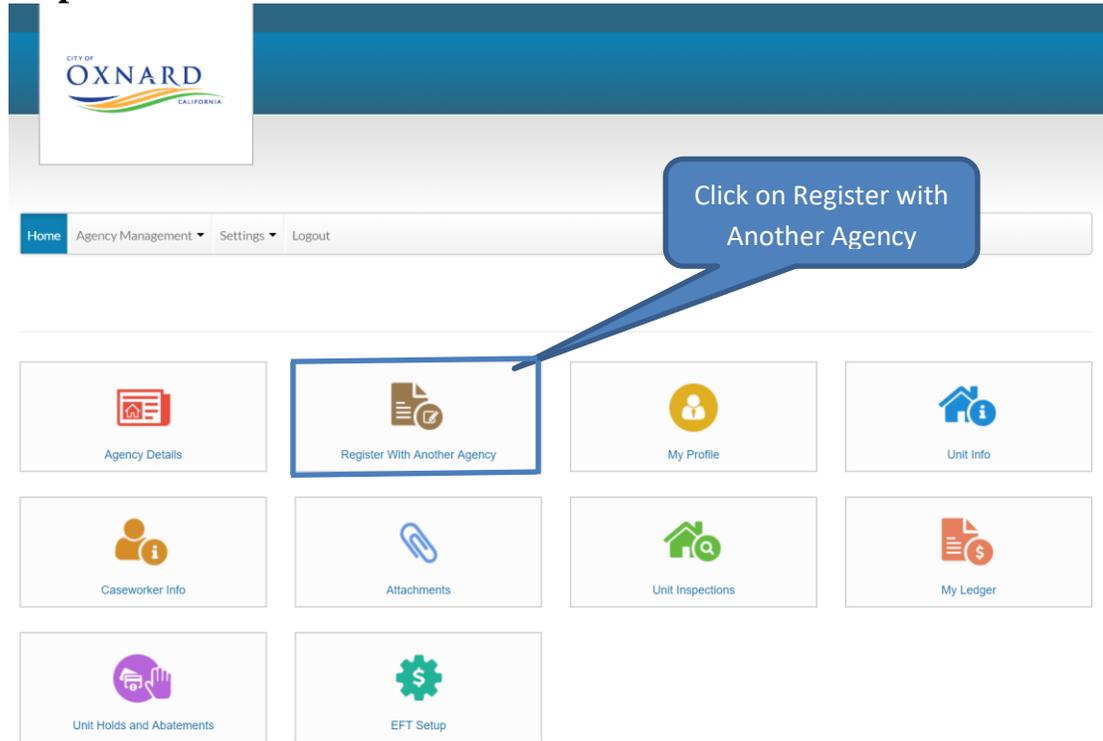
The screenshot shows the 'Landlord Registration' form on the City of Oxnard website. The form includes fields for 'Registration Code', 'Account Nickname', 'Email Address', 'Confirm Email Address', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'Tax ID/SSN', and 'Phone (Home)'. There are also checkboxes for 'I have read and accept the Terms and Conditions' and 'I'm not a robot', and a 'Register' button. Three blue callout boxes provide instructions: 1. 'The email used must match the information we have on file' points to the email fields. 2. 'The Tax ID/SSN used must match the information we have' points to the Tax ID/SSN field. 3. 'When the above items are complete click on "I have read-accept the Terms and Conditions", click "I'm not a robot" and click "Register"' points to the respective checkboxes and button.

Step 4



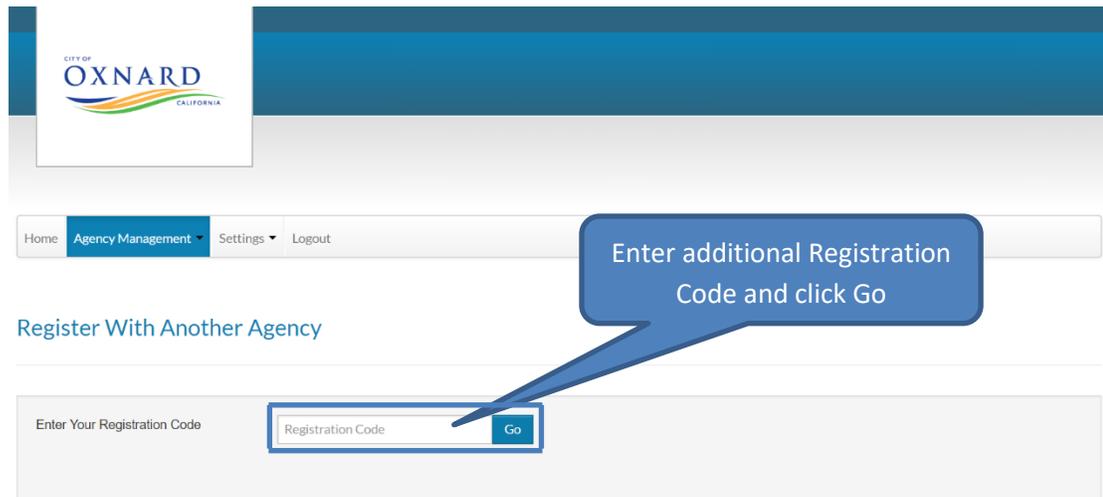
If you need to register, additional accounts follow the steps below for each account you want to register.

Step 5



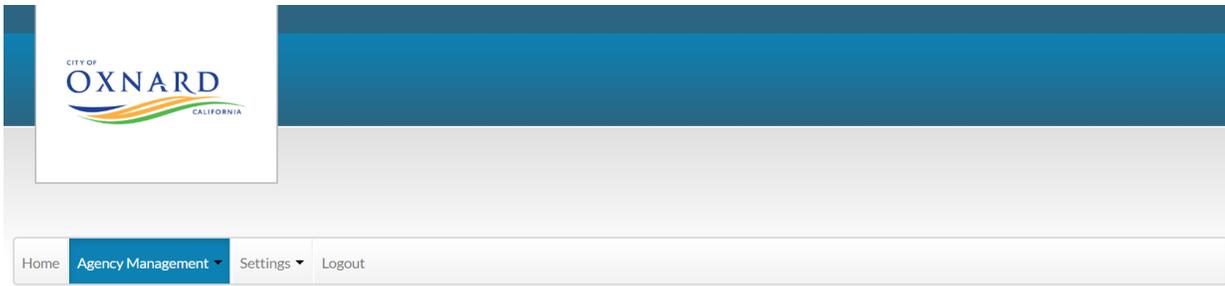
The screenshot shows the City of Oxnard portal dashboard. At the top left is the City of Oxnard logo. Below it is a navigation bar with 'Home', 'Agency Management', 'Settings', and 'Logout'. The main content area contains a grid of icons for various functions: Agency Details, Register With Another Agency (highlighted with a blue box and a callout bubble), My Profile, Unit Info, Caseworker Info, Attachments, Unit Inspections, My Ledger, Unit Holds and Abatements, and EFT Setup. The callout bubble points to the 'Register With Another Agency' icon.

Step 6



The screenshot shows the 'Register With Another Agency' form. At the top left is the City of Oxnard logo. Below it is a navigation bar with 'Home', 'Agency Management', 'Settings', and 'Logout'. The main content area contains the heading 'Register With Another Agency' and a form with the label 'Enter Your Registration Code'. The form has a text input field labeled 'Registration Code' and a 'Go' button. A callout bubble points to the 'Go' button with the text 'Enter additional Registration Code and click Go'.

Step 7



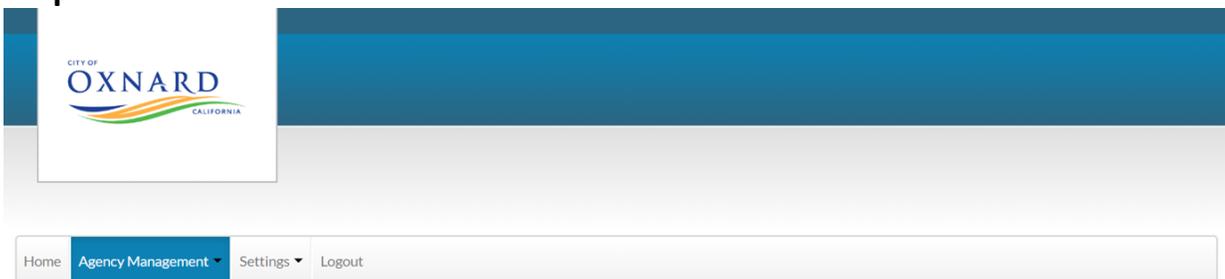
Register With Another Agency

The registration form includes the following fields and callouts:

- Enter Your Registration Code:** A text box containing "4303-LL00****" and a "Go" button. Callout: "Enter the required information".
- Account Nickname:** An empty text box.
- Last Name*:** A text box containing "Last Name".
- Tax ID/SSN**:** A text box with a visibility icon.
- Email Address*:** A text box containing "YourEmail@Example.com".
- Confirm Email Address*:** A text box containing "YourEmail@Example.com".
- Phone (Home)*:** A text box containing "(555) 555-5555".
- Terms and Conditions:** A checkbox with the text "I have read and accept the Terms and Conditions". Callout: "Click the 'I have read and accept the Terms and Conditions' box".
- Register:** A blue button. Callout: "Click the Register Button".

** Data in these fields will be validated against information available with Oxnard Housing Authority

Step 8



Agency Details

The Agency Details page displays the following information:

- Agency Name:** Oxnard Housing Authority
- Agency Address:** 1470 COLONIA RD, OXNARD, CA 93030
- E-mail:** landlords@oxnard.org
- Phone:** (805) 385-7573
- Fax:** (805) 385-7961

A "Send Email" button is located at the bottom left. In the top right corner, there is a "My Account" section with a dropdown menu showing three registration codes:

- ORIGINAL ACCT - 4293-LL0091036
- ORIGINAL ACCT - 4293-LL0091036
- TEN O ONE/PACIFIC - 4293-LL0090734

Callout: "After clicking on any of the detail pages like 'Agency Details, My Profile, Unit Info, etc.' The 'My Account' section above will appear with a drop down list of Registration Codes."