Landlord Portal Instructions

1. **Logging In**
   a. Go to www.akronhousing.org
   b. Choose For Landlords
   c. Choose Tenmast Login from the button choices
   d. Type in your username and password, if you are not yet registered, click the New User link on the right side of the log in page. Please contact Kathy Patton at kpatton@akronhousing.org to get a registration key if you have not already done so.
   e. You are not able to get a registration key until you have received a payment on your first unit

2. **Announcements**
   a. As soon as you log into the Portal, you will be able to see the most current announcements
   b. Choose "Landlord Library" from the list on the left to find other useful information such as previous newsletters, the Inspection Handbook, and current utility rates
   c. Choose "1099" to view your current and previous year's 1099s

3. **Payment Information**
    a. Choose "HAP Detail" from the list on the left for your most recent payment information
        i. This screen lists the date of payment, total payment amount, tenant name and address, and payment amount for each tenant
        ii. If you have an adjustment added to a regular payment, the breakdown of the payment is not available on the Landlord Portal, please call our office if you need an itemized list of amounts for a tenant
        iii. If you have more than one owner name under your Landlord Portal account, use the drop down list in the middle of the screen to review information for each owner

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Katie Eddins

AKRON METROPOLITAN HOUSING AUTHORITY

HAP Detail

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Payment Summary

Payment Date	03/15/2016	**Payment Number**	D000148291
Direct Deposit	Yes	**Amount**	$556.00

Tenant Payment Detail

Description	Address	Amount
HAP Pmt: BROWN, WILLIAM: 881 BARBARA AVE	881 BARBARA AVE	$556.00
Total		$556.00

b. Choose "HAP History" from the list on the left for previous payment information
   i. This screen lists all previous payments
   ii. To see more detail, click on the Payment Number
   iii. To review older information, change the date range across the top of the screen

4. Inspection Information
   a. Choose "Inspection Listing" from the list on the left
   b. From this screen, you can sort by type of inspection or view a list of all of your inspections
   c. This screen lists the scheduled inspection dates, previous inspection dates, inspector name and current status
   d. To see the list of inspection fail items, click on the word "Fail" in the Inspection Status column

4. Tenant Rental Portion
   a. Choose "Inspection Listing" from the list on the left
      i. Click on the tenant's address
      ii. This screen lists the total contract rent, allotment for utilities, AMHA's portion, and the tenant portion of rent