

HCVP Landlord Portal User Guide

April 28, 2016

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1. Logging In

1.1. Logging In with a Created Account

If you have created an account for the Landlord Portal, log in using the following steps.

Step	Action					
1	In your web browser, visit <u>https://vhda.partnerinhousing.com/View/Security/Login.aspx</u> .					
	You can also locate the Landlord Portal by going to http://www.vhda.com/ and locating the HCVP Landlord Portal link under the Business Resources section.					
	About Us Programs Homebuyers Homeowners Renters Business Partners Contact Us Search					
	Español Text Size: A- A A+ Print A	ı Online				
	Your VHDA account is available 24 make a payment any time it's c	hours a day. Sign on and onvenient. Learn More				
	Pause Previous	Next			8	
	 Free Class for Homebuyers - Sig Find a Place to Rent - Search No 	n Up Now w	► Information for Homed View All Announcements »	owners Facing Foreclosure		
	Homeownership	Mortgage Tools	VHDA Payments	Business Res	ources	
	Free Homebuyer Education Steps to Homeownership Request Information Packet Avoiding Predatory Lending Avoiding Foreclosure	Cuick Start Mortgage Eligibility Find a Lender Home Loans How to Apply for a VHDA Loan Fixed-mortgage Calculator Additional Payment Savings Calculator	Existing Homeowner Payments Homeowner Automatic Payment Plan Multifamily Loan Payments Multifamily Borrower Inquiry	Investor Information LIHTC Program Mutifamily Program Community Outreac Mutifamily Loan Rat HCVP Landlord Port	h les lai	

Step	Action
2	Enter your user name and password credentials in the provided fields. Check the Terms of Service box before continuing.
	CUESTIONS AND ANSWERS
	Partner Portal Virginia Housing Dovelopment Authority WHDA is a not-for-profit organization, created by the Commonwealth of Virginia. Our mission is to help Virginians attain quality, affordable housing. Learn more
	Bessades In Inn In Inn In In In In In In In
	Create an Account M² Forgot your password? display 12 months of payment information. A landbrd/payee can also see historical data by using the calendar filter to display any date range of payment information. New landbrd/payee to the HC/VP Program effective March 1, 2016, were required to sign-up for direct deposit. A landbrd/payee that will not accept direct deposit will not be be eligible to receive housing assistance payments for a voucher family; therefore, the voucher family will not be eligible to use the rental provide the rent of backet depose.
	TERMS OF SERVICE Information contained in this Landiord Partner Portal is provided for the exclusive use of Landiords/payees of the VHDA Housing Choice Voucher Program (HCVP). The VHDA HCVP reserves the right to deny or cancel accounts, month, log, or record any activity on these resources. Misuse of the information contained on the Landiord Partner Portal will result in disciplinary or other actions including termination of access and/or proseculto nurder Federal. State of Local Law. No warrenties, expressed or implied, are provided for the completeness or accuracy of the data herein, or for its use or interpretation. Use of this site acknowledges that the user accepts the terms of service.
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3	Click Log In.

1.2. Creating an Account

Only landlords already receiving payments from the VHDA Housing Choice Voucher Program will be able to register as users.

Step	Action					
1	In your web browser, visit https://vhda.partnerinhousing.com/View/Security/Login.aspx and click Create an Account.					
	LOG IN Log In Log In Log In User Name Password: Password: Log In Ucer Teate an Account Create an Account Create an Account Create an Account					
2	The Create Account page appears. Enter your Tax ID.					
	Landlord OR Other PHA Landlord OR Other PHA Tax ID Please enter in the format of xox-xo-xoox or xo-xooxoox Confirm your Tax ID Please confirm using the same format Only Housing Choice Voucher (Section 8) landlords already registered with the Housing Agency will be able to register as full users. Get Audio Code Type the code from the image Match Landlord Cancel					
3	Type the confirmation letters as shown on screen.					
4	Click Match Landlord.					
5	When you receive email confirmation that your account is created, you can log in and begin using the Landlord Portal.					

1.3. Resetting a Password

Step	Action			
1	In the HCVP Landlord Portal, click Forgot your Password?			
	LOG IN Log In User Name: Password: Log In Create an Account Forgot your password?			
2	Enter either the email address you used or the user name you created when you created your account.			
	Forgot your Username and/or Password			
	Enter your Username or Enter your Email			
3	Type the confirmation letters as shown on screen.			
4	Click Send Password . If you've entered the information correctly, you will receive an email with password reset instructions.			

2. Viewing Your Payments

Step	Action					
1	In the left menu, click My Payments . The list of your payments from all of your units appears.					
	HeV Landlord My Payments Direct Direct Doost Statements Direct Direct Go Unit All My Direct Doost Statements Check/DD #: Go Unit Holds & Abatements Check Date: 3/14/2016 Go My Families My Forlie Check/DD #: Check Date: Go My Profile Check/DD #: Check Date: 0/1/16; Total Amount: S668.00 - Announcements - Check/DD #: 24932; Check Date: 0/2/0/1/6; Total Amount: S668.00 - Requests > Check/DD #: 240046; Check Date: 0/2/0/1/6; Total Amount: S668.00 - Check/DD #: 240046; Check Date: 0/2/0/1/5; Total Amount: S668.00 Check/DD #: - Check/DD #: 240046; Check Date: 10/0/1/5; Total Amount: S668.00 Check/DD #: Check/DD #: 233729; Check Date: 0/0/1/5; Total Amount: S668.00 Check/DD #: Check/DD #: 233729; Check Date: 0/0/1/5; Total Amount: S668.00 Check/DD #: Check/DD #: 230617; Check Date: 0/0/1/5; Total Amount: S668.00 Check/DD #: Check/DD #: 230617; C					
2	You can use the fields above the list to search by check or direct deposit number, by unit, or by date. Check/DD #: 2/1/2015 Image: To 3/14/2016					
3	Click an arrow next to a check/DD number to view details for the payment.					
	Image: Check/DD # Check Date Description Unit Resident Amount Check/DD #: 249711; Check Date: 03/01/16; Total Amount: \$668.00 249711 03/01/16 3/2016 HAP for 335 6th Avenue \$ Check/DD #: 240711 03/01/16 3/2016 HAP for 335 6th Avenue \$ Check/DD #: 240712; Check Date: 02/01/16; Total Amount: \$ Check/DD #: 24046; Check Date: 02/01/16; Total Amount: \$ \$ Check/DD #: 24046; Check Date: 12/01/15; Total Amount: \$ Check/DD #: 24046; Check Date: 12/01/15; Total Amount: \$ \$					
4	The icons above the list enable you to export that information to one of a variety of formats. Click your choice of format to view/download a report.					

3. Viewing Your Direct Deposit Statements

Step		Action							
1	In the left menu, click Direct Deposit Statements . The list of your direct deposit statements appears. You can use the fields above the list to search by date.								
	HCV Landlord Direct Deposit Statements								
	My Payments Direct Deposit Statem	onte		Dir	ect Deposit State	ements			
	My Units	Item Date:	3/31/2015 🗰 to	3/31/2016	Go				
	My Families	🗷 🔁							
	My Profile	Da > Che	te Description Adju ck/DD #: ; Void Date: ; Clear	stment Reason Date: 06/01/15; Dire	Caseworker ct Deposit Num	Tax ID ber: 219496	Resident	Active Bank	Amount
	- Announcements								\$8,601.00
	- Forms - Requests								
	- Notifications								
2	Click the a	rrows as	s shown to vie	w details	or the d	irect de	eposit	payments.	1
	Direct Deposi	t Statemer	its						
				Direct Deposit S	tatements				
	Item Date: 3/31/	2015	III to 3/31/2016	Go Go					
	Date Date	Description	Adjustment Reason	Caseworker	Tax ID	Resident	Active	Bank	Amount
	✓ Check/DD	#: ; Void Date:	; Clear Date: 06/01/15;	Direct Deposit N	umber: 1			built	Tunounc
	✓ Owner:	FRANKLES, MICH	l; Payment Group: De	fault Payment G	oup				
	2/19/16	НАР	No Adj Reason	ECS Support	XXXXX3302	1206	Yes	HUD Operating Account	(\$1,177.00)
	2/19/16	НАР	No Adj Reason	ECS Support	XXXXX3302	1000	Yes	HUD Operating Account	(\$1,177.00)
	06/01/15	HAP	No Adj Reason	ECS Support	XXXXX3302	1000	Yes	HUD Operating Account	\$1,250.00
									101101-000
3	The icons of formats	above tł . Click yo	ne list enable y our choice of f	vou to exp ormat to v	ort that iew/dow	informa nload a	ation to a repo	o one of a rt.	variety
				× t	Date				

4. Viewing Your Units

Step	Action
1	In the left menu, click My Units . The list of your units appears.
	HCV Landlord My Units My Payments HCV Units Direct Deposit Statements Unit All My Linits Unit All Hold % Abatements Wit Families My Pamilies Street Street Suite# City State Zip Currently Housing Family Next Inspection My Profile Communications -Announcements
	- Forms - Requests
2	Click the magnifying glass to view details for the unit.
	HCV Units
	Street Suite# City State Zip Currently Housing Family Next Inspection
3	The detailed view provides the address, unit information, inspection information, and more. HCV Unit Most Recent Inspection Family Street Date 07/01/15 Last Name Suite Type Initial First Name City Result Pass HAP State VA Inspector Name HAP ZiP 24141 Notes Steeping Rooms 2 Abated Date Sleeping Rooms 3 Full Bathrooms 0 Contract Rent \$675.00 Upcoming Inspections
	Feature not currently used
	Date Type Inspector No records to display.
	Past Inspections Past Inspections Image: Construction of the second s
4	The icons above the list enable you to export that information to one of a variety of formats. Click your choice of format to view/download a report

5. Viewing Holds and Abatements

Step	Action				
1	In the left menu, click Holds & Abatements. HCV Landlord Payment Holds & Abatements Direct Deposit Statements Unit All Type All Status All				
	MY Profile Resident Unit Start Date End Date Status Type Reason End Reason Communications 12/01/15 12/02/15 Closed Abatement Failed HQS Inspection Unit passed inspection				
	- Announcements - Forms - Requests				
2	You can use the fields above the list to search by unit, type, or status.				
3	The icons above the list enable you to export that information to one of a variety of formats. Click your choice of format to view/download a report.				

6. Viewing Your Families

Step			Actic	n			
1	In the left menu, click My Families. The list of your tenant families appears.						
	HCV Landlord My Families						
	My Payments Direct Deposit Statements	SZ 907 📼		Families	\$		
	My Units Holds & Abatements	Last Name First Name	e Street	Suite H	HAP Amount	Next Re-exam Date	Move-In Date
	My Families	in Ballyin	10000	9	\$	08/01/16	08/01/15
	My Profile						
	Communications <u>- Announcements</u>						
	- Forms - Requests						
2	Click the magn	ifying glass by	a last name	to view	/ details f	or the family	у.
	My Families						
	*) SZ W		Familie	S			
	Last Name F	irst Name Street	Suite	HAP Amour	nt Next R	e-exam Date	Move-In Date
		Martine internet	ing i	\$	08/01/1	16	08/01/15
3	The detailed vi	ew provides the	e address. u	nit infor	rmation.	and familv n	nember
	information.						
	Family						
	Famil	y	Unit Add	ess		Unit Charact	eristics
	Last Name First Name		Street Suite	1.00		Bedrooms 2 Sleeping Rooms 3	
	HAP \$6	68.00	City	alles i		Full Bathrooms 2	
	Next Re-exam Date 8/ Move-in Date 8/	1/2016	ZIP			Hait Bathrooms U	
	HoH EntityID	1111111					
			Family	1			
	Last Name	First Name	Age	R	Relation		
	7 Other Youth Under 18						
	1200100	100010001	5	c	Other Youth Und	er 18	
	10.000	1917.01	3	C	Other Youth Und	er 18	
		100000000	20	F	lead		
4	The icons abov	ve the list of fan	nilies or fami	lv mem	nbers ena	able vou to e	export that
	information to one of a variety of formats. Click your choice of format to					to	
	view/download a report.						
			🕂 👽 🚥				
			Las	t Name			

7. Viewing Your 1099s

Step	Action				
1	In the left menu, click My 1099s . The list of 1099s from all of your units appears. Note: You can filter by payment year if multiple years are listed.				
	HCV Landlord My 1099s My Payments Submission 1099s Direct Deposit Statements Payment Year: My Units Holds & Abatements Holds & Abatements Image: Communications My Topile Name: Virginia Housing Development Authority; Year: 2015; Address: Communications - Announcements - Forms - Requests - Notifications - Notifications				
2	Click an arrow next to a payment year to view the 1099 for that year.				
	My 1099s Submission 1099s				
	Payment Year:				
	🔁 🗷 🐷				
	Account Number Payee Amount				
	Name: Virginia Housing Development Authority; Year: 2015; Address:				
3	The icons above the list enable you to export the list to one of a variety of formats. Click your choice of format to view/download a report.				
4	To download the 1099 for the year being viewed, click the Download arrow in the rightmost column of the record's row.				
	Account Number Payee Amount				
	✓ Name: Virginia Housing Development Authority; Year: 2015; Address: 601 S Belvidere St PO Box 4545 \$8,601.00 \$8,601.00				
5	Check the consent box. Click Download twice.				
	I consent by that I can access the statement in this electronic format. ✓ Download Close Close Close Get1099PDF.aspx?ID=18770				

Step	Action				
6	When your browser's Open or Save dialog appears, you may either open the PDF file and view it or save it to your computer. (Note: This may vary based on your chosen web browser.)				
	Do you want to open or save 1099.pdf from vhda.partnerinhousing.com? Open Save Cancel ×				
7	To close the 1099 Download page in the Landlord Portal, you must click the X button in the upper right corner of the page.				
	Get1099PDF.aspx?ID=18770				

8. Viewing Your Profile

Click the **My Profile** link in the **HCV Landlord** menu. Your profile information appears. Click **OK** to close.

HCV Landlord	Landlord	
My Payments		Landlord
Direct Deposit Statements	User Name	1224444
My Units	Name	And the second s
Holds & Abatements	Street	1 - The lots through the
My Families	Suite	
<u>My 1099s</u>	City	Theorem 1
My Profile	State	140
Com	ZIP	-31131
- Announcements	Phone	
- Forms	E-mail	Instanting areas over
- Requests		
- Notifications		OK

8.1. Editing Your Profile

To change your password or your email address on record, click the appropriate link at the top of the Landlord Portal site.



To make any other changes to your profile, such as business name, tax ID, or address, you must send a written request with specific details to HCVP, P.O. Box 4545, Richmond, VA 23220 for processing.

Note: In order to protect your privacy, please do not send confidential personal information or sensitive materials through email. VHDA is not responsible for the security and/or confidentiality of personal information submitted via email.

9. Managing Communications

There are multiple types of communications in the system, but only the **Forms** communication type is used.

- Forms (published by VHDA for use by the landlord)
- Announcements not available
- Requests not available

9.1. Forms

Step	Action				
1	In the left menu, click Forms. The list of VHDA's forms appears.				
	HCV Landlord Forms				
	My Payments Forms				
	Direct Deposit Statements 🔣 💌 🛄				
	Holds & Abatements Description Download Form				
	My Families Q Housing Assistance Payments Contract (HAPC)				
	My 1099s Q Inspection Booklet Checklist				
	Communications				
	- Announcements Q Lead Based Paint Notice				
	- Forms Request for Tenancy Approval (RFTA)				
	Tenancy Addendum				
	C Direct Deposit Form				
	Forms Forms Description Download Form Housing Assistance Payments Contract (HAPC) P Inspection Booklet Checklist P IRS Form W-9 P				
3	Click Download to open or save the file.				
	Form				
	Form				
	Description Housing Assistance Payments Contract (HAPC)				
	Download Form				
	Note: Tile developede ave bondlod differently der er dier er which by a second				
	Note: File downloads are handled differently depending on which browser you				
	are using.				

Step	Action		
4	When you are finished viewing the form details, click OK to return to the list.		
	Form		
	Form		
	Description Housing Assistance Payments Contract (HAPC)		
	Download Form 👱		
5	The icons above the list enable you to export that information to one of a variety		
	of formats. Click your choice of format to view/download a report.		
	Dete Sh		
	Date		