



HOW-TO GUIDE

The screenshot shows a Windows Internet Explorer browser window titled "Log In - Windows Internet Explorer". The address bar contains the URL: <http://dctrecs003/PartnerPortal/View/Security/Login.aspx?ReturnUrl=%2fpartnerportal%2fdefault.aspx>. The browser interface includes a search bar, navigation buttons, and a toolbar with various icons. The main content area displays the Philadelphia Housing Authority logo and a navigation menu with links: Home, About PHA, Housing, Resident Services, Doing Business with PHA, Jobs, PHA news, Contact Us, and PHA Matters. Below the navigation menu is a "Log In" section with a sub-menu containing "Available" (selected) and "Available Housing". The "LOG IN" form includes fields for "User Name:" and "Password:", a "Log In" button, and links for "Create an Account" and "Forgot your password?". The status bar at the bottom shows "Done" and "Local intranet".



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Purpose

This guide provides instruction on how to create an account, navigate through the functionality, and review information contained on the Philadelphia Housing Authority's Landlord Data Center.

Objective

After reading this guide, landlords participating in the Housing Choice Voucher Program will be able to:

1. Create a Landlord Data Center account.
2. Navigate the system.
3. Understand the information provided on the Landlord Data Center.

FREQUENTLY ASKED QUESTIONS

1. What is the Landlord Data Center?

The PHA Landlord Data Center is a convenient, new system that allows HCV landlords to access their most commonly requested information over a secure Internet connection. It helps landlords manage their HCV properties and helps PHA communicate information to landlords more effectively. The Landlord Data Center is available 24 hours a day and 7 days a week.

2. What kind of information is available through the Landlord Data Center?

Access to this new system will allow you to view a one year history of payments, inspection results, as well as the occupancy history for all of your listed properties. This implementation is designed to increase the availability of property and payment information for landlords.

3. How does it work?

Transactions and information are completed in our Tenant/Property Management application. A daily process will gather the information and transfer it to the Landlord Data Center. Approved landlords will be able to log into the Landlord Data Center via the PHA website and access current information concerning their properties.

4. How often do I have to complete this process?

Landlords only have to create a new account once! You determine the frequency of your visits to the Landlord Data Center. The information is updated nightly, so it is a good idea to check often.



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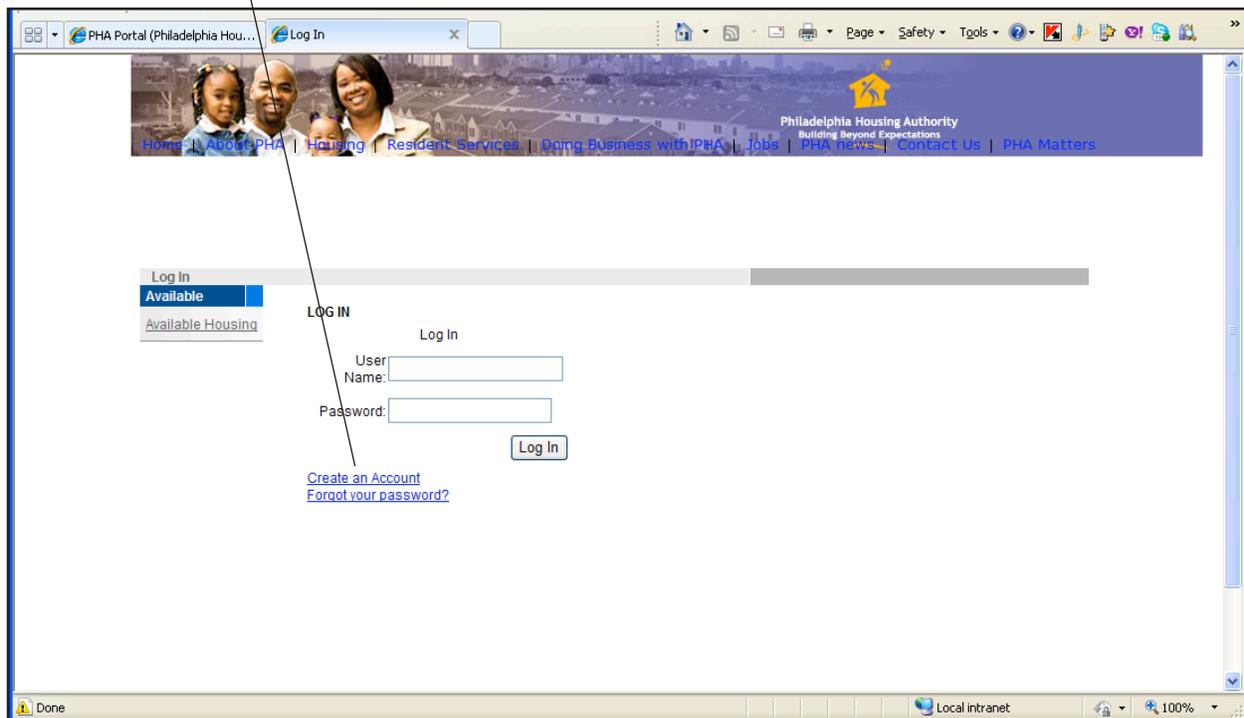


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I. Introduction and Creating an Account

To access your information through the Landlord Data Center, you must first create an account.

1. Visit the Housing Choice Voucher section of PHA's website and click on the **Landlord Data Center** link.
The site address is:
<http://www.pha.phila.gov/housing/housing-choice-voucher>
2. Click on **Create an Account**.





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3. Enter your user information – The fields marked with an asterisk (*) are mandatory.

4. Complete the **CAPTCHA** section. – This section ensures that a person and not an automated system is completing this form.



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5. Your completed form will resemble the screen below. Click on the **Create Account** button to submit the form.

Log In
Available
Available Housing

Add User

User Name: TestVendor
Password: *****
Confirm Password: *****
Email: testvendor@world.net

Landlord

Business Name: Viable Property Management, LLC
Contact First Name: Charles
Contact Middle Name: E
Contact Last Name: Viable
Street: 123 ABC Street
Suite:
City: Philadelphia
State: PA
ZIP: 19123-4011
Phone: (215) 555-1212
Extension:
Tax ID: 23-1234567
Please enter in the format of xxx-xx-xxxx or xxx-xxxxxxx

HIGOF
Type the code from the image

Only Housing Choice Voucher (Section 8) landlords already registered with the Housing Agency will be able to register as full users. Others will only have Guest rights.

Create Account Cancel

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Done Local intranet



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6. After completing the registration process and creating an account, you will receive a confirmation email: This is an automated email from an email account that **does not** accept incoming mail. Please do not reply to this email.

You have successfully registered for an account at PHA's LandLord Data Center. Your account has been verified and approved and you can now access the system. To log in, you need to use this information below:

Go to <http://www.pha.phila.gov/housing/housing-choice-voucher>

Choose the **LandLord Data Center** link.

Login: **TestVendor**

7. After you receive **the confirmation email**, you are free to login and view your information.

Use your created **User Name** and **Password** and click the **Log In** button.

Log In

Available

Available Housing

LOG IN

Log In

User Name: TestVendor

Password: ●●●●

Log In

[Create an Account](#)

[Forgot your password?](#)

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II. Landlord Data Center Information

The Landlord Data Center allows you to view family household information, unit information (including inspection details), payments, your profile, holds and abatements.

I. MY FAMILIES

This section will allow you to view household information for your tenants. The home screen will provide you with the head of household information for each of your active units.

The information provided includes:

- Last Name
- First Name
- Street
- Suite
- HAP Amount
- Re-Exam Date – Date tenant is required to complete a recertification
- Move-In Date – Date tenant occupied the unit
- Lease End Date – Expiration date for the current lease

The screenshot shows the 'My Families' page in the PHA Portal. The page has a navigation menu on the left and a main content area with a table of families. A magnifying glass icon is positioned over the first row of the table, indicating that clicking it provides more details for that family.

Last Name	First Name	Street	Suite	HAP Amount	Re-exam Date	Move-In Date	Lease End Date
Cunningham	Ella	5318 Berks St	2FL	\$600.00	01/01/12	01/26/10	12/31/11
Jinwright	Yolanda	5626 Catherine St		\$785.00	07/01/11	07/22/09	06/30/11

Page size: 10 | 2 items in 1 pages

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By clicking on the magnifying glass, you can view additional data for the family.



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The additional data includes family and household details such as:

- Bedrooms
- Sleeping Rooms
- Half Bedrooms
- Half Bathrooms
- Household Member Last Name
- Household Member First Name
- Household Member Age
- Household Member Relation to the head of household

The screenshot displays the 'Family' section of the Landlord Data Center. It includes a navigation menu on the left, a main content area with unit details, and a family member table.

Navigation: Available Housing | Change Password | Log Out

Unit Details:

Family	Unit Address	Unit Characteristics
Last Name Jinwright	Street 5626 Catherine St	Bedrooms 4
First Name Yolanda	Suite	Sleeping Rooms 0
HAP \$785.00	City Philadelphia	Full Bathrooms 1
Re-exam Date 7/1/2011	State PA	Half Bathrooms
Move-in Date 7/22/2009	ZIP 19143	

Family Member Table:

Last Name	First Name	Age	Relation
Jinwright	Theresa	18	Other Youth Under 18
Jinwright	Yolanda	39	Head
Jinwright	Rolonda	13	Other Youth Under 18
Jinwright	Kennesha	9	Other Youth Under 18
Jinwright	La Troya	22	Other Adult
Whitted	Armani	4	Other Youth Under 18

Page size: 10 | 6 items in 1 pages

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II. MY UNITS

This section will allow you to view all of the unit data for your active properties. The home screen will provide you with the unit information for each of your active units including:

- Street
- Suite
- City
- State
- Zip
- Currently Housing Family (Yes/No)
- Is Available (Yes/No)

The screenshot shows the 'My Units' page in the PHA Portal. The page includes a navigation menu on the left with options like 'My Families', 'My Units', 'My Payments', 'My Profile', 'Holds & Abatements', 'Reports', and 'Communications'. The main content area displays a table of units. A magnifying glass icon is present in the first column of the table, which is highlighted by a line pointing to the explanatory text below.

	Street	Suite	City	State	Zip	Currently Housing Family	Is Available
	206 N Robinson St		Philadelphia	PA	19139		No
	5318 Berks St	2FL	Philadelphia	PA	19131	Yes	No
	5626 Catherine St		Philadelphia	PA	19143	Yes	No

Page size: 10 | 3 items in 1 pages

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Clicking on the magnifying glass will bring you to information regarding inspections for that unit.



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Inspection data summaries will be presented for the selected unit.
The complete history of inspections for the unit will be displayed.
The fields displayed are:

- Date – Date of the inspection
- Type – Inspection Type
- Inspector
- Results
- Notes

The screenshot shows the PHA Portal interface for an HCV Unit. The page includes a navigation menu on the left and a main content area with several sections:

- Unit Information:** A table with columns for Unit, Most Recent Inspection, and Family.

Unit	Most Recent Inspection	Family
Street 200 N Robinson St	Date 11/12/09	Last Name
Suite	Type Annual	First Name
City Philadelphia	Result Approved	HAP
State PA	Inspector Name C. Thomas	
ZIP 19139	Notes term	
Bedrooms 3	9/1/09 ... terminated	
Abated No	9/28/09	
Abated Date		
Sleeping Rooms 0		
Full Bathrooms 0		
Half Bathrooms		
Contract Rent \$702.00		
- Upcoming Inspections:** A table with columns for Date, Type, and Inspector. It currently shows "No records to display."
- Past Inspections:** A table with columns for Date, Type, Inspector, Result, and Note. It contains a list of historical inspections.

Date	Type	Inspector	Result	Note
11/12/09	Annual	C. Thomas	Approved	term 9/...
09/04/09	Annual	C. Thomas	72 hr app - routine fail	term 9/...
08/27/09	Annual	T. Mayrant	72 hr fail	term 9/...
10/29/08	Annual		Approved	008282*...
10/29/08	Annual	M. Hrobak	Approved	008282*...
09/26/08	Annual		Approved	008282*...
09/26/08	Annual		Approved	008282*...
09/08/08	Annual	M. Hrobak	Approved	008282*...
08/18/08	Annual	M. Hrobak	Approved	008282*...
02/25/08	Annual	T. Mayrant	CNE - Second Time	008282*...

A magnifying glass icon is located in the top-left corner of the 'Past Inspections' table, and a line points from it to the explanatory text below.

By clicking on the magnifying glass, you can view the details of the individual inspection.

Results legend:

CNE – Could Not Enter



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Inspection details will be presented for the selected inspection.

Fields displayed are:

- Item
- Result
- Failed Reason

The screenshot shows the PHA Portal interface. The main content area is titled "Past Inspection" and displays the following details:

- Date: 9/4/2009 10:21:00 AM
- Inspector: C.
- Inspection Result: 72 hr app - routine fail
- Inspection Type: Annual
- Notes: term 9/1/09...terminated 9/28/09

Below the details is a table titled "Landlords" with the following data:

Item	Result	Failed Reason
Bathroom : Electricity	Fail	Install GFI or Correct GFI
Bathroom : Tub or Shower in Unit	Fail	Caulk
Bathroom : Wall Condition	Fail	Mold-Correct cause and remove tub wall
Bedroom or Any Other Room Used for Sleeping (regardless of type of room) : Wall Condition	Fail	Correct hole secure access panel on wall
Bedroom or Any Other Room Used for Sleeping (regardless of type of room) : Window Condition	Fail	Make operable stay up
General Health and Safety : Evidence of Infestation	Fail	Eliminate for roaches
General Health and Safety : Garbage and Debris	Fail	from bmt
General Health and Safety : Garbage and Debris	Fail	Remove garbage and debris from tree that was cut
Kitchen : Space for Storage, Preparation, and Serving of Food	Fail	replace base cabinet
Kitchen : Stove or Range with Oven	Fail	Make burners operable

At the bottom of the table, there is a navigation bar with "K < 1 2 > X" and "Page size: 10" and "12 items in 2 pages".

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III. MY PAYMENTS

This section will allow you to view 1 year of payment history. The home screen will provide you with the summary of each payment. Information provided:

- Check/DD # - Direct deposit ID
- Check Date
- Total Amount

The screenshot shows a web browser window with the URL 'PHA Portal (Philadelphia Hou...)' and the page title 'My Payments'. The page has a navigation menu on the left with options like 'Available Housing', 'Change Password', 'Log Out', 'My Families', 'My Units', 'My Payments', 'My Profile', 'Holds & Abatelements', 'Reports', 'Announcements', 'Forms', and 'Requests'. The main content area is titled 'My Payments' and includes a search filter for 'Checks' with fields for 'Check/DD #', 'Unit', and 'Check Date' (ranging from 1/1/2009 to 3/30/2011). Below the search fields is a table of payment records. The table has columns: Check/DD #, Unit, Resident, Amount, Description, and Check Date. The first row of the table is highlighted, and a red arrow points to the right-pointing chevron symbol (>) next to the 'Check/DD #' column header. The table contains 25 rows of payment data, each with a chevron symbol in the first column. At the bottom of the page, there is a footer with the text 'Site Map, Copyright © 2010 The Philadelphia Housing Authority. All rights reserved. info@pha.phila.gov' and a 'Done' button.

You can view payment details by clicking on the > symbol.



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Payment details will be presented for the selected payment summary.
Fields displayed are:

- Check/DD # - Direct deposit ID
- Unit
- Resident
- Amount
- Description
- Check Date

The screenshot shows the 'My Payments' section of the PHA Portal. It includes a search bar for 'Checks' with fields for 'Check/DD #' and 'Unit'. Below the search bar is a table listing payment records. The table has the following columns: Check/DD #, Unit, Resident, Amount, Description, and Check Date. The records are grouped by Check/DD #, with expandable sections for each group. The first group shows Check/DD # 208401 with two entries for different units and residents. The second group shows Check/DD # 199944 with two entries. The third group shows Check/DD # 191499, 182894, 174505, 165775, 157375, 148958, 140492, 132134, 123867, and 115589. The fourth group shows Check/DD # 115589 with three entries for different units and residents. The fifth group shows Check/DD # 107264, 99116, 90580, 82080, 78034, 73644, 65089, 61291, 56557, 47977, 40539, 31672, and 22506.

Check/DD #	Unit	Resident	Amount	Description	Check Date
Check/DD # 208401: Check Date: 03/01/11: Total Amount: \$1,385.00					
208401	5626 Catherine St.	Yolanda Jinwright	\$785.00	3/2011 HAP for Yolanda Jinwright	03/01/11
208401	5318 Berks St. 2FL	Ella F Cunningham	\$600.00	3/2011 HAP for Ella F Cunningham	03/01/11
Check/DD # 199944: Check Date: 02/01/11: Total Amount: \$1,385.00					
199944	5318 Berks St. 2FL	Ella F Cunningham	\$600.00	2/2011 HAP for Ella F Cunningham	02/01/11
199944	5626 Catherine St.	Yolanda Jinwright	\$785.00	2/2011 HAP for Yolanda Jinwright	02/01/11
Check/DD # 191499: Check Date: 01/01/11: Total Amount: \$1,385.00					
Check/DD # 182894: Check Date: 12/01/10: Total Amount: \$1,385.00					
Check/DD # 174505: Check Date: 11/01/10: Total Amount: \$1,385.00					
Check/DD # 165775: Check Date: 10/01/10: Total Amount: \$1,385.00					
Check/DD # 157375: Check Date: 09/01/10: Total Amount: \$1,385.00					
Check/DD # 148958: Check Date: 08/01/10: Total Amount: \$1,385.00					
Check/DD # 140492: Check Date: 07/01/10: Total Amount: \$1,385.00					
Check/DD # 132134: Check Date: 06/01/10: Total Amount: \$1,385.00					
Check/DD # 123867: Check Date: 05/01/10: Total Amount: \$683.00					
Check/DD # 115589: Check Date: 04/01/10: Total Amount: \$2,087.00					
115589	206 N Robinson St.	Denise Goode	\$702.00	4/2010 HAP for Denise Goode	04/01/10
115589	5318 Berks St. 2FL	Ella F Cunningham	\$600.00	4/2010 HAP for Ella F Cunningham	04/01/10
115589	5626 Catherine St.	Yolanda Jinwright	\$785.00	4/2010 HAP for Yolanda Jinwright	04/01/10
Check/DD # 107264: Check Date: 03/01/10: Total Amount: \$2,087.00					
Check/DD # 99116: Check Date: 02/01/10: Total Amount: \$2,203.00					
Check/DD # 90580: Check Date: 01/01/10: Total Amount: \$1,487.00					
Check/DD # 82080: Check Date: 12/01/09: Total Amount: \$1,487.00					
Check/DD # 78034: Check Date: 11/15/09: Total Amount: \$351.00					
Check/DD # 73644: Check Date: 11/01/09: Total Amount: \$785.00					
Check/DD # 65089: Check Date: 10/01/09: Total Amount: \$691.00					
Check/DD # 61291: Check Date: 09/15/09: Total Amount: \$0.00					
Check/DD # 56557: Check Date: 09/01/09: Total Amount: \$1,487.00					
Check/DD # 47977: Check Date: 08/01/09: Total Amount: \$1,740.00					
Check/DD # 40539: Check Date: 07/01/09: Total Amount: \$702.00					
Check/DD # 31672: Check Date: 06/01/09: Total Amount: \$702.00					
Check/DD # 22506: Check Date: 05/01/09: Total Amount: \$702.00					



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IV. MY PROFILE

This section allows you to view the setup information for your system profile. Information provided includes:

- User Name
- Name
- Street
- Suite
- City
- State
- Zip
- Phone
- Extension
- Email

Available Housing | Change Password | Log Out

My Landlord | Landlord

My Families
My Units
My Payments
My Profile
Holds & Abatements
Reports
Communications
- Announcements
- Forms
- Requests
[Online Video Help](#)

Landlord	
User Name	TestVendor
Name	Janel V Powell
Street	5318 Berk St
Suite	1
City	Philadelphia
State	PA
ZIP	19131
Phone	(610) 626-5236
Extension	
E-mail	testvendor@world.net
Subscribe/Unsubscribe to Housing Authority Newsletter	
<input type="button" value="OK"/>	

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V. PAYMENT HOLDS AND ABATEMENTS

This section allows you to view information regarding payment holds and abatements for any of your units for the last year. Information provided includes:

- Resident
- Unit
- Start Date
- End Date
- Status
- Type
- Reason
- End Reason

The screenshot shows the PHA Portal interface. The main content area is titled "Payment Holds & Abatements". It features a table with the following data:

Resident	Unit	Start Date	End Date	Status	Type	Reason	End Reason
Yolanda Jimwright	5626 Catherine St	04/01/11		Open	Abatement	Failed HQS Inspection	
Denise Goode	206 N Robinson St	09/28/09	11/12/09	Closed	Abatement	Failed HQS Inspection	HQS Pass
Denise Goode	206 N Robinson St	09/01/09	09/04/09	Closed	Abatement	Failed HQS Inspection	HQS Pass

Below the table, there is a pagination control showing "Page size: 10" and "3 items in 1 pages".



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VI. REPORTS, COMMUNICATIONS, FORMS, AND REQUESTS UNDER CONSTRUCTION





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VII. ONLINE VIDEO HELP
UNDER CONSTRUCTION

