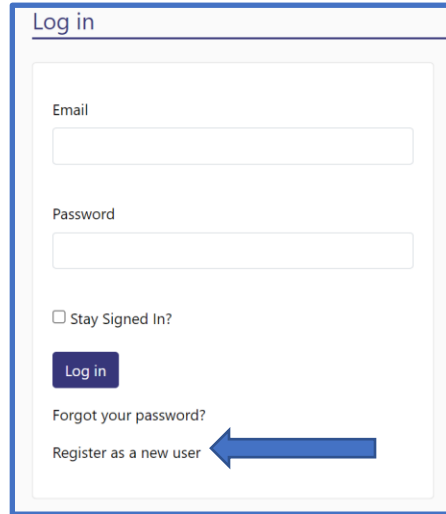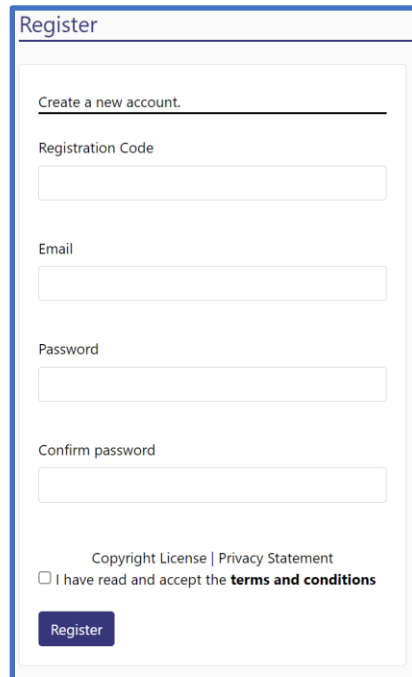# Landlord Portal – How to Register

Medina Metropolitan Housing Authority is now offering the new Landlord Portal to allow landlords to view and reprint rent payments, inspections and 1099's, update contact and banking information, and exchange documents online. Before you can use any of these new features you must register on the Housing Authority's website. To start the registration, you need the six-character code in the letter or email you have received.

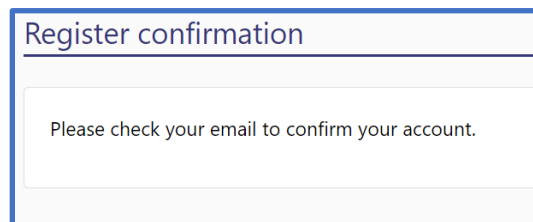On the Log In page click the link to **Register as a new user**.

Complete the **Register** page as shown below.

After you have completed the **Register** page you will see the following screen.

You will also receive an email asking you to verify the email address you registered with. Click the Verify Email Address link to verify your email address.

After your email address is verified, this message is displayed:

Click the button above to login. Two factor authentication is being used to secure the portal accounts. After logging in the first time on a device you will receive an email with a numeric six-digit Authentication Code. Enter the Authentication Code in the box shown below and click Log In.

Your account is now setup and active.