

# Understanding the Landlords Portal:

## How to create a New Account

A guide to understanding the Landlords Portal and all its features

Presented by: Housing Authority of the City of Los Angeles

# Creating a New User Account.

**HACLA**  
The Housing Authority of  
the City of Los Angeles  
2600 Wilshire Blvd. | Los Angeles, CA 90057

Log In

**LOG IN**

Log In

User Name:

Password:

[Create an Account](#)  
[Forgot your password?](#)

**MESSAGES**

**REGISTER for Owners Portal Demo: How to Log In. View Deposit Statements, Submit Rent Increases**  
[Click Here](#) to learn how to submit a RENT INCREASE REQUEST.  
[Click Here](#) to request a copy of your 1099 form.  
[Click Here](#) to learn how to download DIRECT DEPOSIT statements.  
[Click Here](#) to learn how to view failed inspection items.

[Click Here](#) to learn how to view upcoming inspection date.

[Click Here](#) to learn how to request for reschedule inspection.  
[Click Here](#) to request for RENT DECREASE.

For assistance with logging into or creating an account please email:  
[Owners.Portal@hacla.org](mailto:Owners.Portal@hacla.org)

Report Fraud (Your name will remain anonymous): [Click Here](#)

Inspection Inquiry can be e-mailed to: [SR.Inspections@Hacla.Org](mailto:SR.Inspections@Hacla.Org)

**TERMS OF SERVICE**

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Click Here to create an account


# Creating a New User Account

Landlord OR Other PHA

Entity ID  \* **Enter your Vendor ID here**

Last 4 TaxID  \* **Enter Tax ID here**

**Only Housing Choice Voucher (Section 8) landlords already registered with the Housing Agency will be able to register as full users.**



[Get Audio Code](#) **If you cannot see the code displayed you can use "Get Audio Code"**

Type the code from the image

**Click here to Match the information to a landlord in our system**

# Creating a New User Account

### Add User

User Name  \* ← Specify a unique username that you will remember.

Password  \* ← Specify a password using the following rules.

Confirm Password  ←

Email  \*

The Password must be composed of at least:

- Eight characters
- One upper case character
- One lower case character
- One numerical digit
- One non alphanumeric character

### HCV Landlord

Business Name	NW Property
File Name As	NW Property
Contact First Name	
Contact Middle Name	
Contact Last Name	
Street	2600 Wilshire Blvd.
Suite	
City	Los Angeles
State	CA
ZIP	90057
Phone	<input type="text" value="(213) 252-8708"/> *
Tax ID	123456789

**Confirm Your Password**

**By creating an account, you are agreeing to receive your 1099 tax forms electronically**

# Creating a New User Account

### Add User

User Name  \*

Password  \*

Confirm Password  \*

Email  \*

**Confirm with a valid email**

The Password must be composed of at least:  
Eight characters  
One upper case character  
One lower case character  
One numerical digit  
One non alphanumeric character

### HCV Landlord

Business Name	NW Property
File Name As	NW Property
Contact First Name	
Contact Middle Name	
Contact Last Name	
Street	2600 Wilshire Blvd.
Suite	
City	Los Angeles
State	CA
ZIP	90057
Phone	<input type="text"/> (213) 252-8708 *
Tax ID	123456789

**This will populate with information from our database**

**Make sure this is a valid Phone #**

**By creating an account, you are agreeing to receive your 1099 tax forms electronically**

**Click Here to Create the Account**

# Awaiting Approval

- Once we verify the above information we will approve the account and you will be allowed to log in.
- You will receive an email confirmation that your account is approved.