

# Understanding the Owners Portal: How to view Payment Information

A guide to understanding the Owners Portal and all its features  
Presented by: Housing Authority of the City of Los Angeles

# My Payments

Click My Payments  
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**HCV Landlord**

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## My Payments

Checks

Check/DD #:  Go Unit:

Check Date:  to  Go

Payment Group

Click the black arrow to view  
a breakdown of that check

Check/DD #	Unit	Resident	Amount	Description	Payment Group	Check Date
>	Check/DD #: 542906; Check Date: 05/01/16; Total Amount: \$2,451.00					
>	Check/DD #: 527067; Check Date: 04/01/16; Total Amount: \$2,451.00					
>	Check/DD #: 511070; Check Date: 03/01/16; Total Amount: \$2,451.00					
>	Check/DD #: 502348; Check Date: 02/11/16; Total Amount: \$260.00					
>	Check/DD #: 494869; Check Date: 02/01/16; Total Amount: \$2,393.00					
>	Check/DD #: 479138; Check Date: 01/01/16; Total Amount: \$2,393.00					
>	Check/DD #: 463183; Check Date: 12/01/15; Total Amount: \$2,393.00					

The information above will have all the checks made during the last 18 month period

# My Payments

You can use the search parameters to the right to narrow your search down to the exact check number or even a date range of checks



## My Payments

Checks

Check/DD #:  Go Unit:  ▾

Check Date:   to   Go

Payment Group  ▾

The information to the right will have a break down of each check per unit/tenant and the amount allotted per unit.



Check/DD #	Unit	Resident	Amount	Description	Payment Group	Check Date
▼ Check/DD #: 542906; Check Date: 05/01/16; Total Amount: \$2,451.00						
542906	123 New Street 7	Sam Liu	\$831.00	5/2016 HAP for Sam Liu	Default Payment Group	05/01/16
542906	123 New Street 2	Carlos Gains	\$761.00	5/2016 HAP for Carlos Gains	Default Payment Group	05/01/16
542906	123 New Street 1	John Smith	\$859.00	5/2016 HAP for John Smith	Default Payment Group	05/01/16
▶ Check/DD #: 527067; Check Date: 04/01/16; Total Amount: \$2,451.00						
▶ Check/DD #: 511070; Check Date: 03/01/16; Total Amount: \$2,451.00						

# My Payments

Click here to export the payment information in Acrobat, Excel, Word, or CSV format.



**My Payments**

Checks

Check/DD #:  Go Unit:  ▾

Check Date:   to   Go

Payment Group  ▾

Check/DD #	Unit	Resident	Amount	Description	Payment Group	Check Date
▼ Check/DD #: 542906; Check Date: 05/01/16; Total Amount: \$2,451.00						
542906	123 New Street 7	Sam Liu	\$831.00	5/2016 HAP for Sam Liu	Default Payment Group	05/01/16
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▶ Check/DD #: 527067; Check Date: 04/01/16; Total Amount: \$2,451.00						
▶ Check/DD #: 511070; Check Date: 03/01/16; Total Amount: \$2,451.00						

# What will the exported information look like?

- The information will be what is shown on the Owners Portal
- Here is an example of the Excel spreadsheet breakdown

	A	B	C	D	E	F	G
1	Check/DD #	Check Date	Description	Unit	Resident	Amount	Payment Group
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							