

Partner Portal Setup

HOUSING REDEVELOPMENT

PORTSMOUTH
REDEVELOPMENT & HOUSING AUTHORITY
We're Making Our City More Inviting Than Ever.

Log In

Available

Available Housing

LOG IN

Log In

User Name:

Password:


Remember me for two weeks.

[Create an Account](#)

[Forgot your password?](#)

First, you will need to click [Create an Account](#).

Add User	
User Name	<input type="text" value="prha"/> *
Password	<input type="password" value="••••"/> *
Confirm Password	<input type="password" value="••••"/> *
Email	<input type="text" value="test@prha.org"/> *

Landlord	
Business Name	<input type="text" value="Portsmouth Redevelopment and Housing Authority"/> *
Contact First Name	<input type="text" value="John"/> *
Contact Middle Name	<input type="text"/>
Contact Last Name	<input type="text" value="Smith"/> *
Street	<input type="text" value="801 Water Street"/> *
Suite	<input type="text"/>
City	<input type="text" value="Portsmouth"/> *
State	<input type="text" value="VA"/> ▼
ZIP	<input type="text" value="23705-____"/> *
Phone	<input type="text" value="(757) 399-5261"/> *
Extension	<input type="text"/>
Tax ID	<input type="text" value="12-3456789"/> * Please enter in the format of xxx-xx-xxxx or xx-xxxxxxx
	
	<input type="text" value="U5SCT"/> Type the code from the image
<p>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.</p>	

Next, you will need to fill out all of the appropriate information.

Your password needs to be at least five characters long.

You must have a valid email address, if you do not have a valid email address, you may sign up for one at gmail.com, hotmail.com or yahoo.com for free.

When asked to type the security code, it is case sensitive, so make sure you use upper case letters if asked.

Once you have created an account, the designated staff will approve your status, this should take approximately 24-48 hours to verify. You will receive an email that reads:

“This is an automated email from an email account that doesn't accept incoming mail. Please do not reply to this email.

This message is to confirm that you have successfully created a Partner Portal account at <http://www.prha.org/PartnerPortal>.

You may not be able to log into Partner Portal until your account has been approved. If this is the case you will receive another email once your account has been approved and you will then be able to log into Partner Portal.

Thank you. “

After your account has been reviewed by the appropriate staff, you will receive an email that reads:

“This is an automated email from an email account that doesn't accept incoming mail. Please do not reply to this email.

You registered for an account at our Partner Portal site. We have good news. Your account has been verified and approved and you can now use it. In order to do so, you need to use this information below:

Login: ****

URL: <http://www.prha.org/PartnerPortal>

Thank you. “



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Now you are ready to login to the Partner Portal.

You will use the same account name and password that you created during setup.

Available Housing | Change Password | Log Out

HCV Landlord **My Families**

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

Families								
	Last Name	First Name	Street	Suite	HAP Amount	Re-exam Date	Move-In Date	Lease End Date
🔍						10/01/10	10/03/07	
🔍						02/01/10	02/11/08	
🔍						03/05/10	03/05/09	
🔍						02/01/10	02/25/08	
🔍						06/01/09	06/10/05	
🔍						02/01/10	02/14/07	
🔍						01/01/11	01/20/10	
🔍						11/01/10	10/05/07	10/31/08
🔍						08/01/10	08/20/04	
🔍						01/01/11	01/08/10	

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Once you have logged in, you will see your current residence.

On the left-hand side you will see a menu bar that shows all of the information about your current units and residents.

HCV Landlord | **My Payments**

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

[Online Video Help](#)

Checks

Check/DD #: Unit:

Check Date: to

Check/DD #	Unit	Resident	Amount	Description	Check Date
✓ Check/DD #: 114700; Check Date: 04/15/10; Total Amount: \$					
114700	606 PHOEBUS STREET			HAP	04/15/10
114700	606 PHOEBUS STREET			HAP	04/15/10
114700	606 PHOEBUS STREET			HAP	04/15/10
114700	606 PHOEBUS STREET			HAP	04/15/10
114700	606 PHOEBUS STREET			HAP	04/15/10
114700	606 PHOEBUS STREET			Prorated HAP	04/15/10
114700	602 PHOEBUS STREET			Prorated HAP	04/15/10
114700	602 PHOEBUS STREET			HAP Adjustment	04/15/10
114700	602 PHOEBUS STREET			HAP Adjustment	04/15/10
114700	602 PHOEBUS STREET			HAP Adjustment	04/15/10
> Check/DD #: 114651; Check Date: 04/01/10; Total Amount: \$					
> Check/DD #: 113695; Check Date: 03/01/10; Total Amount: \$					
> Check/DD #: 112816; Check Date: 02/17/10; Total Amount: \$					
> Check/DD #: 112738; Check Date: 02/01/10; Total Amount: \$					

If you click on My Payments, you will see all of the payments that were made to you for your unit. You will have the dollar amount, the check number, and the description.