

HOUSING Café – Landlord Portal Registration Process Single Account

- **Landlord Registration Process – Single Account** applies to a landlord or management company who manages a property that has a Section 8 tenant receiving subsidy from The Housing Authority of the City of Oxnard.

Welcome to the Housing Authority of the City of Oxnard

Registering for a HOUSING Café Landlord Portal account is Free and Easy

- Registering for an account is **FREE!** If you happen to enter a website that is requiring a fee or payment of any kind, you are not at the right place and should exit out of the site.
- HOUSING Café Landlord Portal will allow you to:
 - Review unit information including current contract rent.
 - Review caseworker info for each of your tenants.
 - Review inspection details such as scheduled dates and inspection results.
 - Review ledger payment history.
 - Review, edit or add EFT bank account details used for direct deposits.
- HOUSING Café Landlord Portal is available 24/7.
- In order for you to register for HOUSING Café Landlord Portal, you **must** have a valid email address and a registration code provided by OHA.
- **Important:** If you do not have a registration code, contact us to obtain one.
- The email address used for registration must be unique to the user creating the account.
- You cannot use the same email address to create an account for yourself and for someone else.
- The *Tax Id Number/SSN* and *Email* used during the registration process must match the information we currently have on file.
- The Housing Authority of the City of Oxnard is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation, please contact our office at 805-385-8097, or TTY (805) 385-7210.

To begin your HOUSING Café Landlord Portal Registration Process, go

to <https://ohaportal.oxnard.gov/>

or visit the Oxnard Housing Authority home page for more details

<https://www.oxnard.gov/housing>

Following are screenshots of the steps you will be going through during this process.

Step 1

CITY OF
OXNARD
CALIFORNIA

Landlord Login

Email

Password

☐ Remember Me

[Login](#)

[Click here to register](#)

[Forgot password?](#)

Manager and Owners [Terms and Conditions](#)

Click here to begin the registration process

Step 2

CITY OF
OXNARD
CALIFORNIA

Landlord Registration

This registration page is for first time landlord registration only. If you are already registered for RENTCafe and you are trying to gain access to your properties, please contact your administrator.

Enter Your Registration Code

Registration Code [Go](#)

Click here

Already registered? [Click here to login](#)

Step 3

The screenshot shows the 'Landlord Registration' form on the City of Oxnard Housing Authority portal. The form includes fields for 'Enter Your Registration Code', 'Account Nickname', 'Email Address', 'Confirm Email Address', 'Password', 'Confirm Password', 'First Name', 'Last Name', 'Tax ID/SSN', and 'Phone (Home)'. Annotations with blue boxes and arrows provide instructions: 'The email used must match the information we have on file' points to the email fields; 'The Tax ID/SSN used must match the information we have' points to the Tax ID/SSN field; and 'When the above items are complete, click on "I have read and accept the Terms and Conditions", click "I'm not a robot", and click "Register"' points to the 'I have read and accept the Terms and Conditions' checkbox, the 'I'm not a robot' checkbox, and the 'Register' button. A small '1' icon is located at the bottom left of the form area.

Landlord Registration

This registration page is for first time landlord registration only. If you are already registered by RENTCafe and you are trying to gain access to your properties, please contact your administrator.

Enter Your Registration Code: RegistrationCode

Account Nickname:

Email and Password:

Email Address*: YourEmail@Example.com

Confirm Email Address*: YourEmail@Example.com

Password*: Weak Medium Strong

Confirm Password*:

Personal Information:

First Name*:

Last Name*:

Tax ID/SSN*:

Phone (Home)*: (555) 555-5555

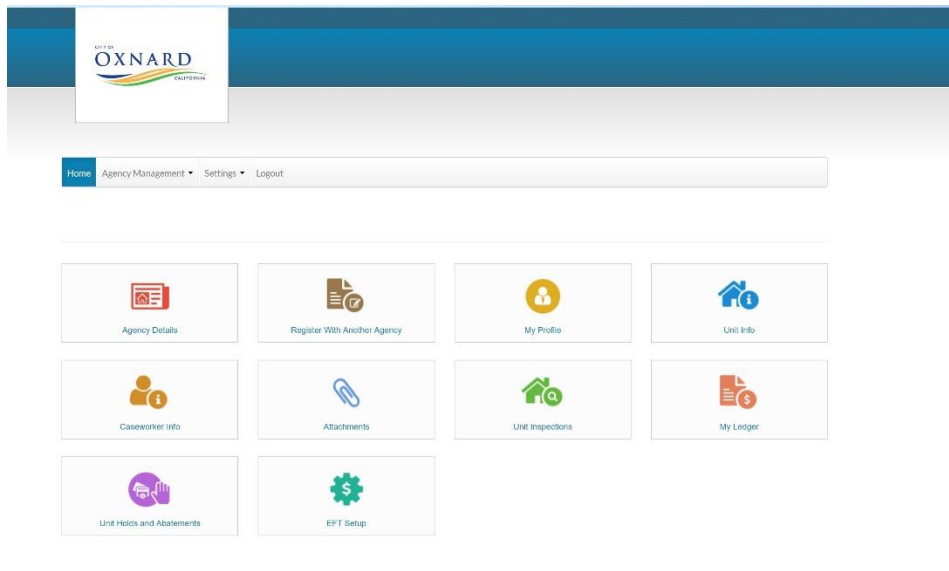
☐ I have read and accept the [Terms and Conditions](#)

* Required Field
** Data in these fields will be validated against information available with Oxnard Housing Authority

☐ I'm not a robot

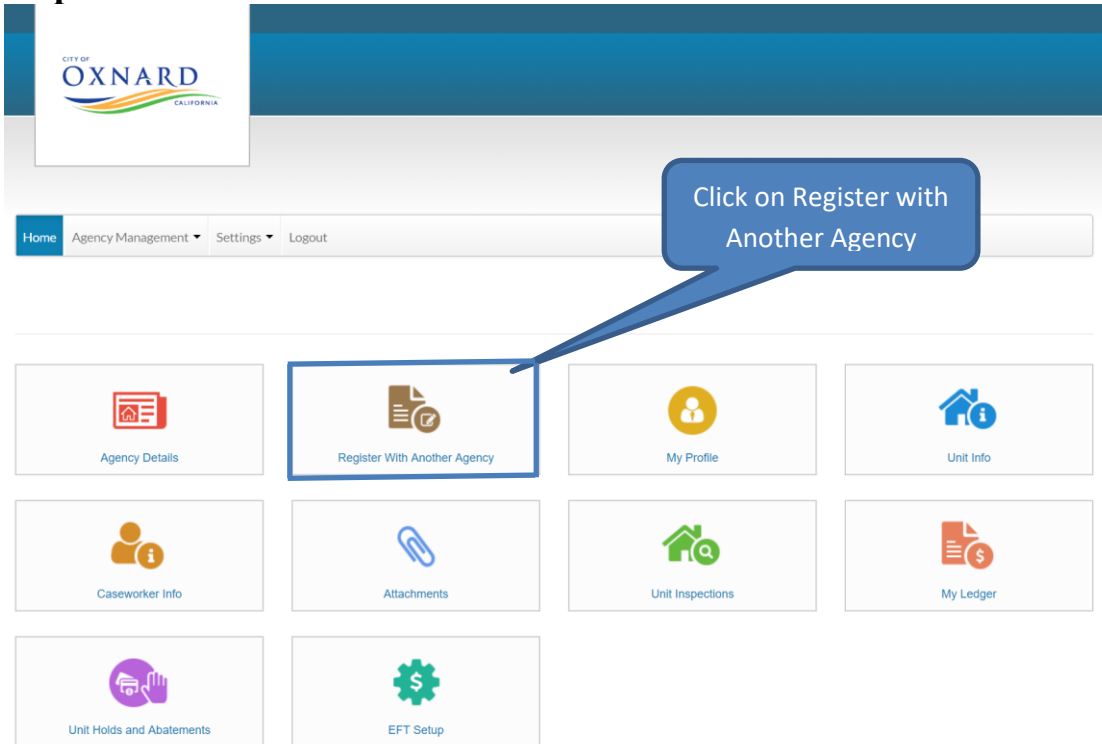
When the above items are complete, click on "I have read and accept the Terms and Conditions", click "I'm not a robot", and click "Register" 1

Step 4

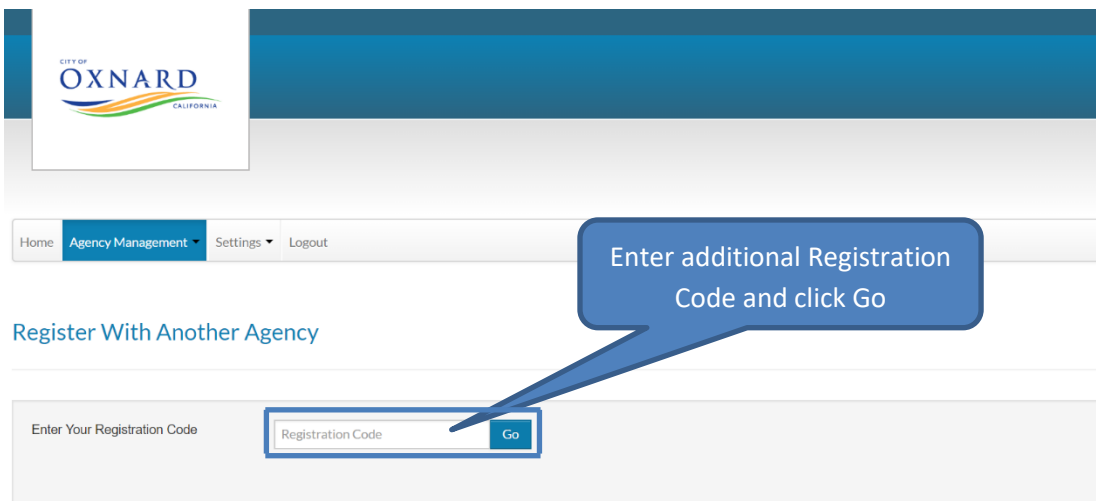


If you need to register, additional accounts follow the steps below for each account you want to register.

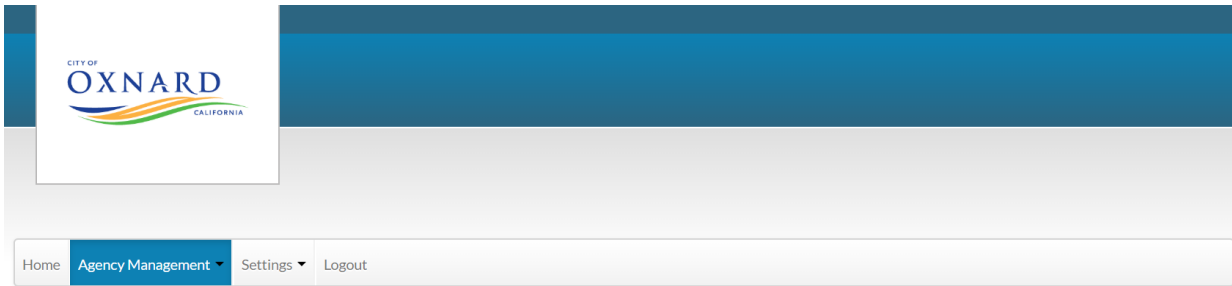
Step 5



Step 6



Step 7



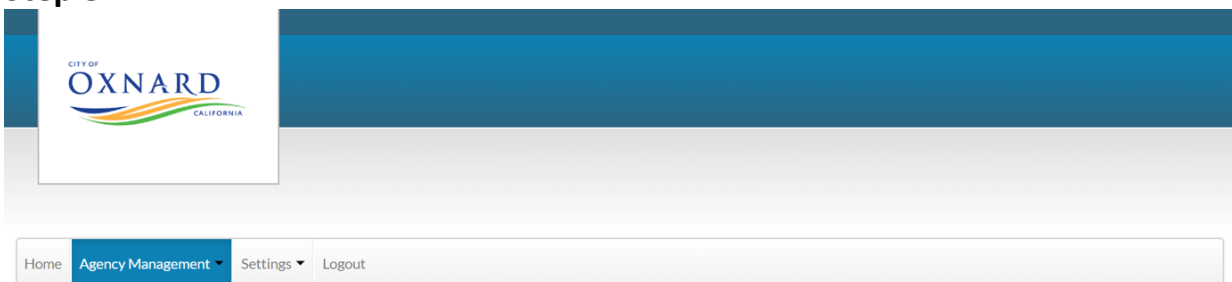
Register With Another Agency

The registration form includes the following fields and callouts:

- Enter Your Registration Code:** A text box containing "4303-LL00****" and a "Go" button. Callout: "Enter the required information".
- Account Nickname:** A text box.
- Last Name*:** A text box with "Last Name" as a placeholder.
- Tax ID/SSN**:** A text box with a visibility icon.
- Email Address*:** A text box with "YourEmail@Example.com" as a placeholder.
- Confirm Email Address*:** A text box with "YourEmail@Example.com" as a placeholder.
- Phone (Home)*:** A text box with "(555) 555-5555" as a placeholder.
- Terms and Conditions:** A checkbox labeled "I have read and accept the Terms and Conditions". Callout: "Click the 'I have read and accept the Terms and Conditions' box".
- Register Button:** A blue button labeled "Register". Callout: "Click the Register Button".

** Data in these fields will be validated against information available with Oxnard Housing Authority

Step 8



Agency Details

The "Agency Details" page displays the following information:

- Agency Name:** Oxnard Housing Authority
- Agency Address:** 1470 COLONIA RD, OXNARD, CA 93030
- E-mail:** landlords@oxnard.org
- Phone:** (805) 385-7573
- Fax:** (805) 385-7961
- Send Email:** A blue button.

My Account Section: A dropdown menu showing three options: "ORIGINAL ACCT - 4293-LL0091036", "ORIGINAL ACCT - 4293-LL0091036", and "TEN O ONE/PACIFIC - 4293-LL0090734". Callout: "After clicking on any of the detail pages like 'Agency Details, My Profile, Unit Info, etc.' The 'My Account' section above will appear with a drop down list of Registration Codes."