



Watch the SNRHA Rent Café Landlord Portal Training Video

https://www.youtube.com/watch?v=val_0Ab0er8

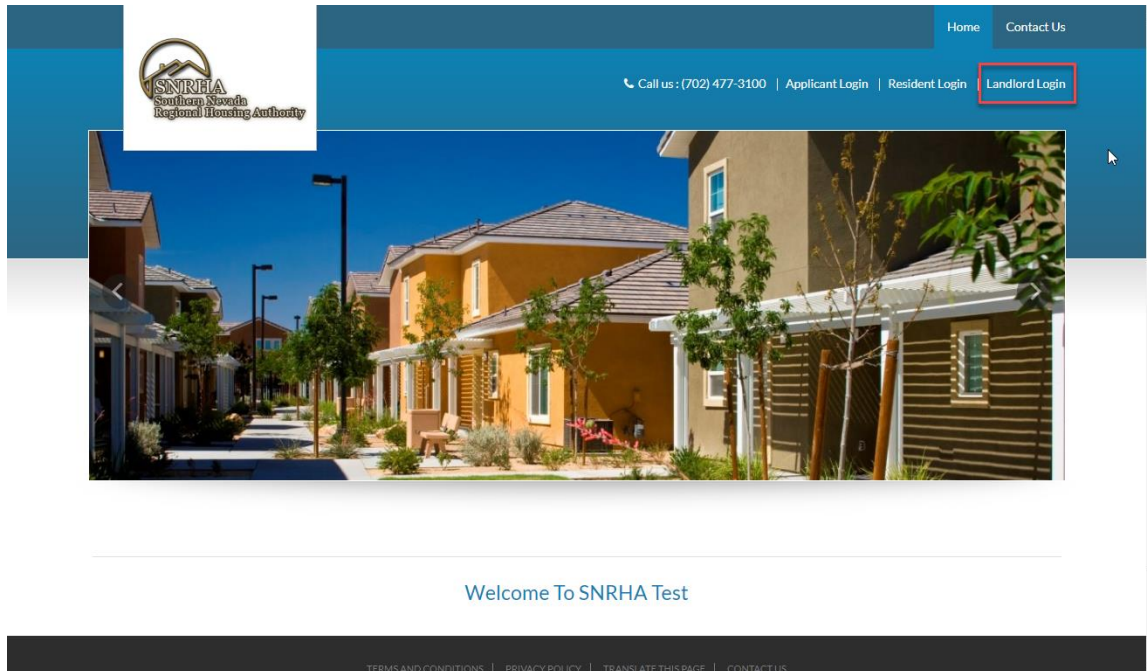
Navigate to SNRHA Rent Cafe

Using any browser and a connection to the internet, enter the URL address in the address field of the browser, then press Enter on the keyboard. The URL Address for Rent Cafe is:

<https://onlineportal.snrha.org>.

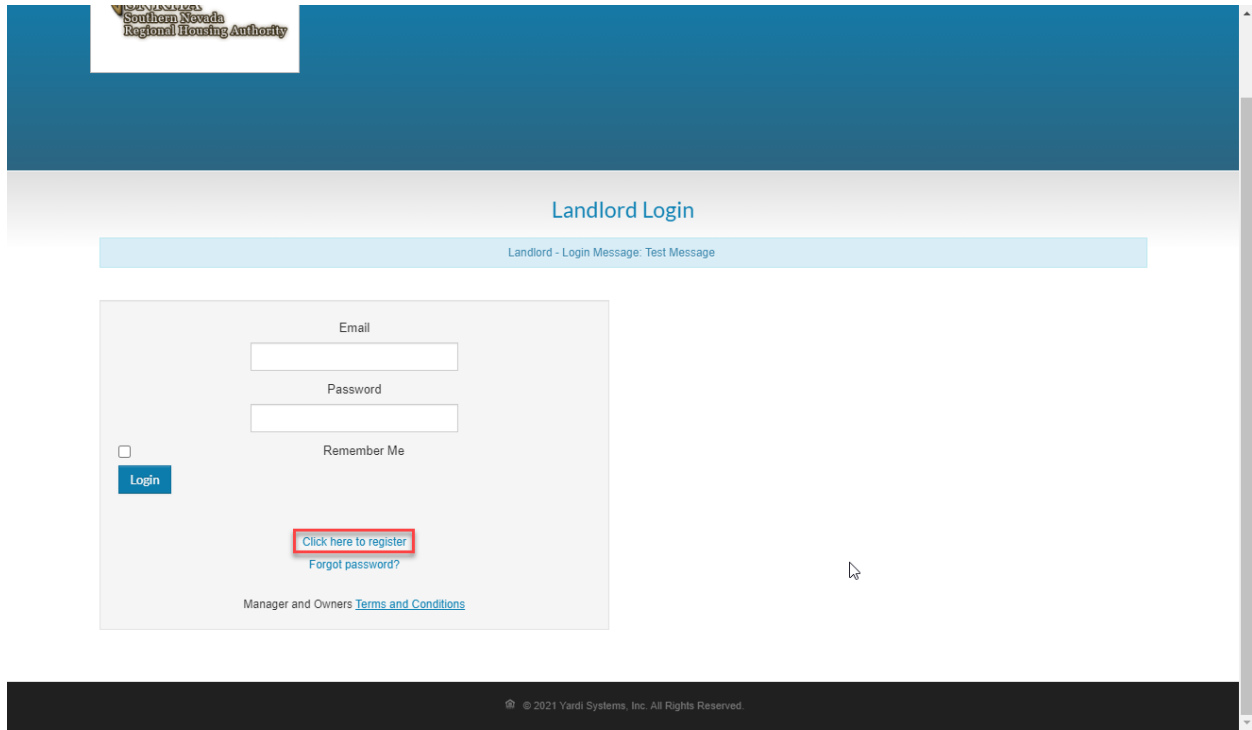
Register for SNRHA Rent Café Landlord Portal

Once at website, at the top right of the web page click on the Landlord Login link.





Next, click on “Click here to register” link.





Enter your registration code and click the Go button. The registration code will always be in the following format: This seven character string, “11300-L” followed by your vendor code, for example, “S0001234” which is an 8 character code that starts with an S. For example, 11300-LS0001234.

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

11300-LS0001234 **Go**


Already registered? [Click here to log in](#)



Next, enter in your Personal Information as outlined in the image below starting with your First Name.

Personal Details

First Name*

Last Name*
Tax ID/SSN** 
Phone (Home)*

Account Information

Account Nickname

Email Address*
Confirm Email Address*
Password* Strong
Confirm Password*
This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

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

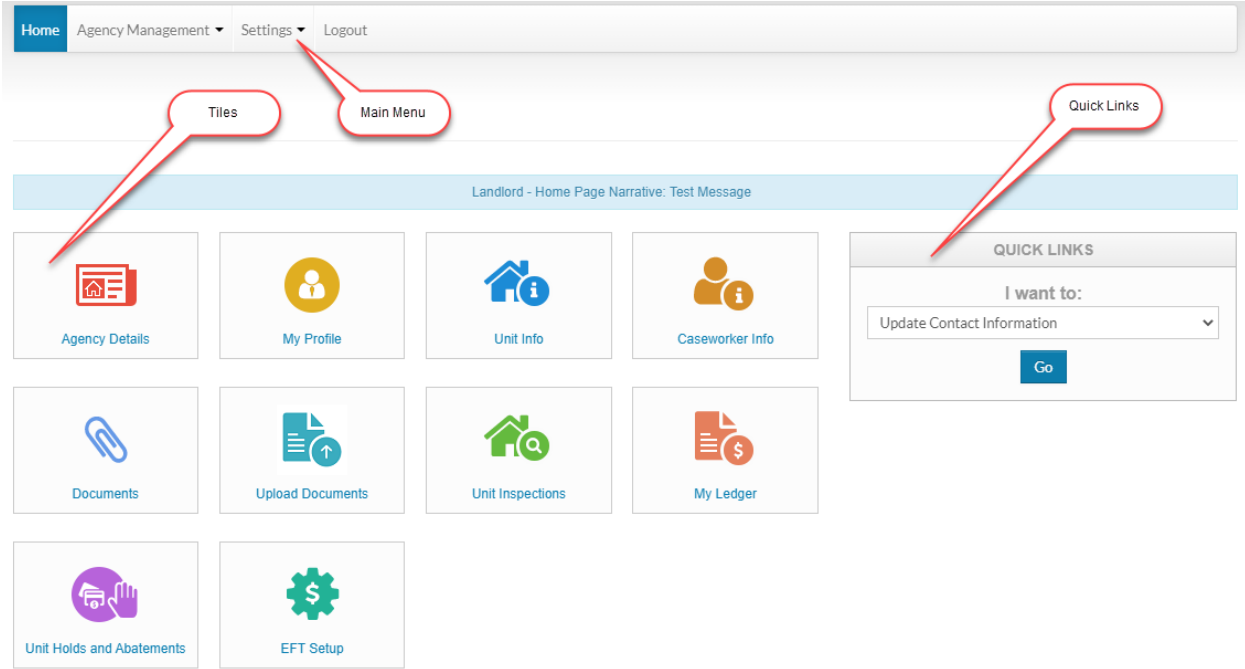
Next, click on the Register button to register.



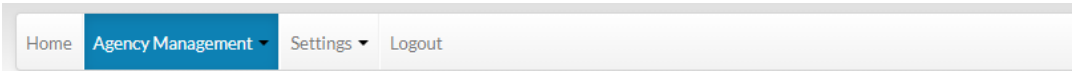
SNRHA Rent Café Landlord Portal Main Features

Click here for [Rent Café Landlord Help](#)

Next, if registering is successful, you'll be redirected to the home page with the portal. The portal will have a main menu, tiles, and quick links to help you navigate throughout the portal.



Click on the **Agency Details** tile to view details about the your Housing Authority Agency, the Southern Nevada Regional Housing Authority. You'll find contact information and even be able to email the agency.



Agency Details

Agency Name	Southern Nevada Regional Housing Authority
Agency Address	340 North 11th Street Las Vegas, NV 89101-3125
E-mail	ScatteredSites@snvrha.org
Phone	(702) 477-3100
Fax	

[Send Email](#)



Click on **My Profile** to edit your Rent Café Profile. You may update any of your profile information when you click on the My Profile tile.

Home Agency Management Settings Logout

My Profile

Company	<input type="text" value="Niles Kullberg"/>		
Name	<input type="text"/>		
Tax ID#	<input type="text" value="*****"/>		<input type="text"/>
Account Nickname	<input type="text" value="Niles Kullberg"/>		
Contact	<input type="text" value="Marjorie Kullberg"/>		
Mailing Address	<input type="text" value="52 SMOKESTONE CT"/>		
City - State - Zip	<input type="text" value="Las Vegas"/>	<input type="text" value="NV"/>	<input type="text" value="89110"/>
E-mail	<input type="text" value="rodyrentcafe+1231234@gmail.com"/>		
Office	<input type="text" value="(702) 595-6617"/>		
Home	<input type="text" value="(702) 123-1234"/>		
FAX	<input type="text"/>		
Receives 1099	<input type="text" value="Yes"/>		
Payable Method	<input type="text" value="EFT"/>		

[Edit Profile](#)

Click on the **Unit Info** tile to view your Unit information. You will be able to view the Unit Grid and filter by Number of Bedrooms and Unit Status. You will be able to do a text search to narrow your results and download to Excel.



Home Agency Management Settings Logout

Unit Info

of Bedrooms

Unit Status

[Go](#) [Excel](#)

Search:

Unit Address	# of Bedrooms	Effective Date	Contract Rent	HAP	Tenant Rent	Legal Owner	HAP Payee	Tenant Name	Tenant Code	Unit Status	Re-exam Date
123 Pretend Ave	4	06/10/2020	\$1,683.00	\$0.00	\$0.00	ABC Co.	ABC Co.	John Doe		Not Occupied	
123 Unreal Way	4	06/01/2020	\$1,724.00	\$1,562.00	\$162.00	ABC Co.		Jane Smith		Occupied	06/01/2021

Click on **Caseworker Info** tile to view information about your caseworker.

Click on the **Documents** tile to view documents provided to you by SNRHA staff or even upload documents to the portal to be viewed by your caseworker.

Home Agency Management Settings Logout

Documents

[Documents](#) [Upload Documents](#)

View documents from SNRHA staff.

Upload documents for SNRHA staff to view.

You currently do not have any documents.

The **Upload Documents** tile is the same as the Documents tile. It allows you to view documents provided to you by SNRHA staff or even upload documents to the portal to be viewed by your caseworker.



Home Agency Management Settings Logout

Documents

View documents from SNRHA staff.

Upload Documents

Upload documents for SNRHA staff to view.

You currently do not have any documents.

Click on the **Unit Inspections** tile to view your inspections. You can filter by Result Type and you can download to Excel.

Click on the **My Ledger** tile to view your ledger. You can filter by Period, check number or adjustment number. You have sorting options, text searching, and you can download to Excel.

Home Agency Management Settings Logout

My Ledger

Use the filter fields to view specific transactions. You can adjust the date range filter to view transactions within any 1-year range.

Period: Last 12 Months

Sort By: Posted Date

Sort Type: Descending

EFT/Check #/Adj #:

[Go](#) [Excel](#)

10 records per page Search:

Payment ID	Posted Date	Invoice Number	Unit Address/Description	Tenant Name	Tenant Code	Payment for	Amount	Unpaid Amount	Charges	Payments	EFT/Check#/Adj#	Check Date	Notes
P-2095797	09/01/2020		123 Pretend Ave	John Doe		09/2020	\$847.00	\$0.00	\$0.00	\$0.00	ACH-1234	09/01/2020	This is a HAP Check
P-2098413	09/01/2020		123 Pretend Ave	Jane Smith		09/2020	\$1,833.00	\$0.00	\$0.00	\$0.00	ACH-9874	09/01/2020	This is a HAP Check



Click on the **Unit Holds and Abatements** tile to view holds and abatements on your units. You can view by scheduled date, you can do text searches and download to Excel.

Home Agency Management Settings Logout

Unit Holds And Abatements

Scheduled Between

Search:

Unit Address	Start Date	End Date	Type	Hold/Abate Reason	Payment Affected	Description	Tenant Name	Tenant Code	Documents
123 Pretend Ave, Las Vega NV 89111			Hold	Tenant	Housing Assistance Payment	Port In	RHODES, AARON	10097872	<input type="button" value=""/>

Click on the **EFT Setup** tile to edit your Electronic File Transfer setup.

Home Agency Management Settings Logout

EFT Setup

Use this screen to edit your EFT (electronic funds transfer) bank account information. A valid EFT account is required to receive direct deposit.

No information available

Click on the Add Bank button to add your banking information.

Add Bank Account

Account Name

Bank Name

Routing Number (9 digits)

Account Number (3-17 digits)

Account Type



From the **Main Menu**, click on Settings, then **Change Email** to update your email address.

Home Agency Management **Settings** Logout

Change Email

Please note that changing your email address will change your login information. In the future, you will use the new email address to login.

New Email

Confirm New Email

Password

Update Email Address

From the **Main Menu**, click on Settings, then **Change Password** to update your password.

Home Agency Management **Settings** Logout

Change Password

Current Password

New Password Weak Medium Strong

Confirm New Password

Update Password

From the **Main Menu**, click on **Logout** to logout of Rent Cafe.