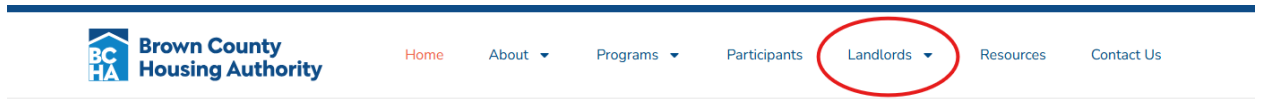


Landlord Portal S.O.P.

- 1- Reach out to landlord specialist at landlords@bchousingauthority.org to request a registration code be created for your landlord profile. (please note that each portal registration code can only be used once. This means you would need multiple codes for multiple email addresses)
- 2- Once a registration code has been created for you, visit the Brown County Housing authority website at <https://bchousingauthority.org/>
- 3- Near the top of the website there will be a tab labeled “Landlords”



- 4- Selecting this section will open a drop-down menu with two options. Please select the “Landlord Portal” option.



- 5- This will bring you to the log in page for the Landlord Portal. On this page, please select “Register as a new user”.

Brown County Housing Authority

[Log in](#)

Email

Password

Stay Signed In?

[Log in](#)

Enter your login information to access the portal.
Unable to login? Use the Forgot your password link to reset your password.

Don't have an account? [Register as a new user](#)

An account is required to access the portal. A Registration Code is also needed which will be provided by the Housing Authority.

- 6- Once you have selected that option you will be brought to the page where you will begin to register. Please enter in the registration code you were provided, the email address you wish to use, and create a password. On this page you can read through the terms and conditions and privacy policy. You will need to select the check box stating that you understand the terms and conditions.
- 7- Once you have registered your email address, you will be sent an email requesting that you verify your email address with our portal.
- 8- Please note that depending on your email settings you may need to use some form of two-factor authentication. If your email requires this, you will receive an additional email with verification instructions.
- 9- You should now be able to log into the Landlord Portal using the email address provided and the Password you created.
- 10- Important Notice – If at any time you need access to be revoked or you need additional people to have access, please email the Landlord Specialist so that they can assist you with this process.