

How to sign up for the Landlord Portal in 5 steps.

You will need access to a computer and your Tax ID you use with Section 8 and an email.

1. Go to www.smha1.org click on Section 8. Click on the words Landlord Portal. This brings you to the landlord portal site.
2. Just under the log in you will see [create an account](#). click this link.
3. There are 2 boxes to enter your Tax ID in – you will need to enter the numbers and dashes. For personal SSN use 3 number -2 number – 4 number. Ex: 123-45-6789

For business TIN use 2 number-7 numbers. Ex: 12-3456789

4. Under that, there will be a security code image you must enter in the box provided.

Your information should be matched to one of our current landlords and will move on to create username and password. If you are not matched, see notes below.

5. Username will be what you use to login. Passwords must be 8 characters or more, using capitals, lowercase, numerals and characters. Ex: Mary4&Ed

Username and passwords must be entered exactly how you create them. Write them down where you will be able to access it. Do not autosave to your computer.

If you are unsuccessful, you may call to verify your ownership with our program. Please note: we will not be able to provide anyone your personal information. Friends, family members and agents may not be assisted- only the legal owner or agent on our records.

You will receive an email that will notify you a username and password have been created on the portal. The portal will make notifications to you using the email we have on record.

When logging in: you will go back to the landlord portal home page. www.smha1.partnerinhousing.com

You will see the boxes to enter Username and Password***

Username and passwords must be entered exactly how you create them.

*****BEFORE YOU HIT ENTER:** You will also see a paragraph heading of TERMS OF SERVICE. **You must scroll down to the bottom and check the box**

I agree to the Terms of Service.

Failure to check this box will result in failing to log in- after 3 failed attempts you will be locked out.

If you get locked out of the portal, you can call Robin at 518-386-7006 for a reset. This is not an immediate process. You will need to provide your username & last 4 digits of tax id.