



Housing Authority of the County of Santa Barbara

www.hasbarco.org  
P.O. Box 397 • Lompoc, CA 93438-0397  
815 West Ocean Avenue • Lompoc, CA 93436-6526  
(805) 736-3423 • FAX (805) 735-7672 • TDD (800) 545-1833 Ext. 594

# RENTCafé PHA – 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 County of Santa Barbara.

# Welcome to the **Housing Authority of the County of Santa Barbara**

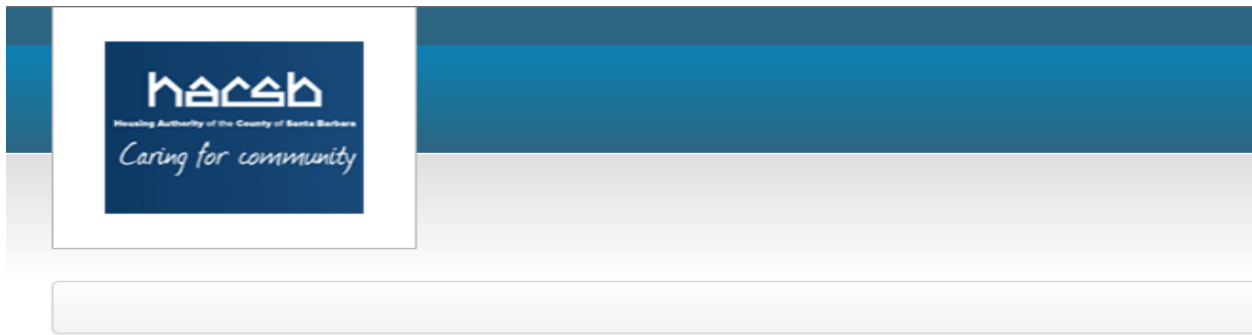
## *Registering for a RENTCafé PHA Landlord Portal account is Free and Easy*

- 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.
- RENTCafé PHA 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.
- RENTCafé PHA Landlord Portal is available 24/7.
- In order for you to register for RENTCafé PHA Landlord Portal, you **must** have a valid email address and a registration code provided by HACSB.
- **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 County of Santa Barbara is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation please contact our office at 805-736-3423, ext. 7525 option 2, or TDD 800-545-1833, ext.594.

**To begin your RENTCafé PHA Landlord Portal Registration Process, go to**  
**[www.hasbarco.org](http://www.hasbarco.org)**

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

## Step 1



### Landlord Login

Email

Password

Remember Me

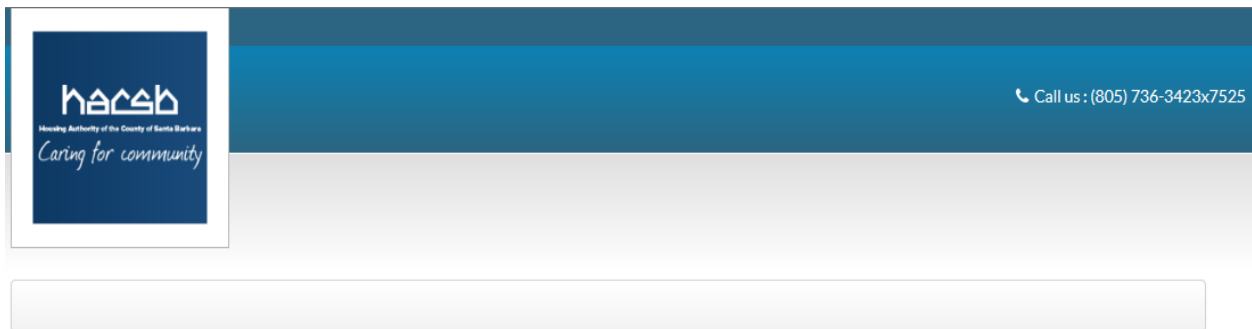
[Login](#)

[Click here to register](#)  
[Forgot password?](#)

**Click Here to begin the registration process**

Manager and Owners [Terms and Conditions](#)

## Step 2



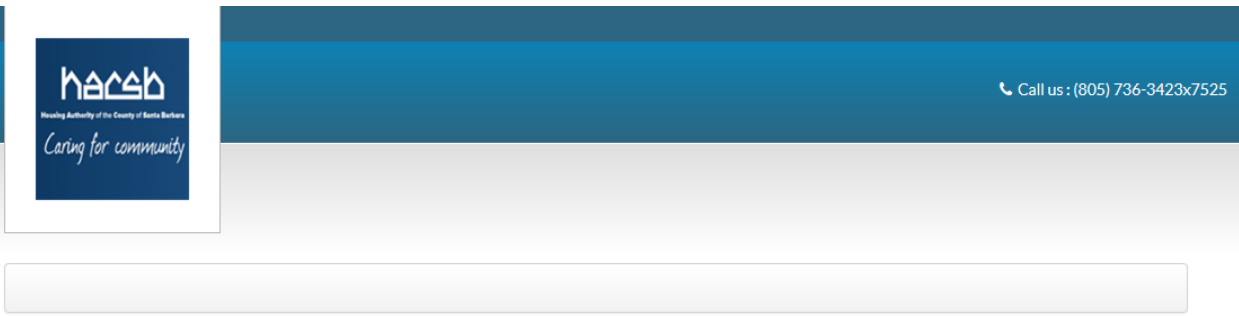
### Landlord Registration

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

[I have a registration code](#)  
**Click Here**

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

### Step 3



### Landlord Registration

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

Enter Your Registration Code

Click "Go" once you enter your registration code

### Step 4

### Landlord Registration

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

Enter Your Registration Code

Email and Password

Email Address\*\*

Password  Weak Medium Strong

Confirm Password

Security Questions

Security Question

Security Answer

Personal Information

First Name

Last Name

Tax ID/SSN\*\*

Phone (Office)

Address

City - State - Zip

Company Information (Optional)

NOTE: The email address must match the information we have on file

NOTE: The Tax ID/SSN must match the information we have on file

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

When the above items are complete click on "I have read and accept the Terms and Conditions" and click Register

\*\* Data in these fields will be validated against information available with Santa Barbara County Housing Authority

## Step 5

**HACSb**  
Housing Authority of the County of Santa Barbara  
*Caring for community*

Call us : (805) 736-3423x7525

Home Company Settings Logout

The **'My Account'** drop-down on the Home page will only list the Agencies that you have accounts with. If you only have accounts with our Housing Authority, there will be no drop-down.

My Account Housing Authority of the County of Santa Barbara

Agency Details	Register With Another Code	My Profile	Unit Info
Caseworker Info	Unit Inspections	My Ledger	EFT setup