



LANDLORD PORTAL INSTRUCTIONS

1. [HTTP://HACD.PARTNERINHOUSING.COM](http://HACD.PARTNERINHOUSING.COM)
2. Click Create Account
3. Enter Tax ID or Social Security Number (use dashes)
4. Create username and password – follow password instruction exactly
5. Once approved by the Housing Authority – log in and click Set Up Direct Deposit
6. Fill in Bank Information
 - In ACH ID Line: Enter the number 1
 - In ACH Name Line: Enter your name

A \$25 fee will be deducted from your HAP annually.

If you still want to receive a paper check, a \$50 fee will be deducted annually.

Questions - Contact Faith Brooks at
fbrooks@dauphinhousing.org or 717-939-9301 X 528

