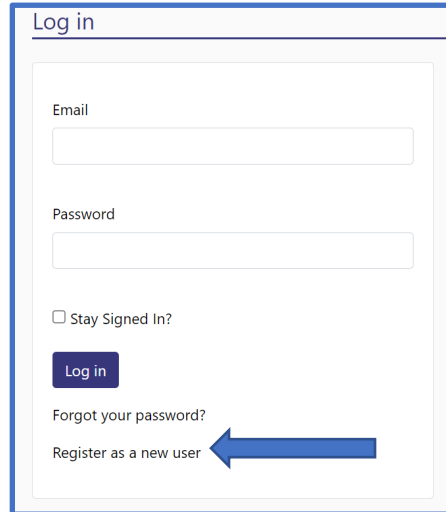


Tenant Portal – How to Register

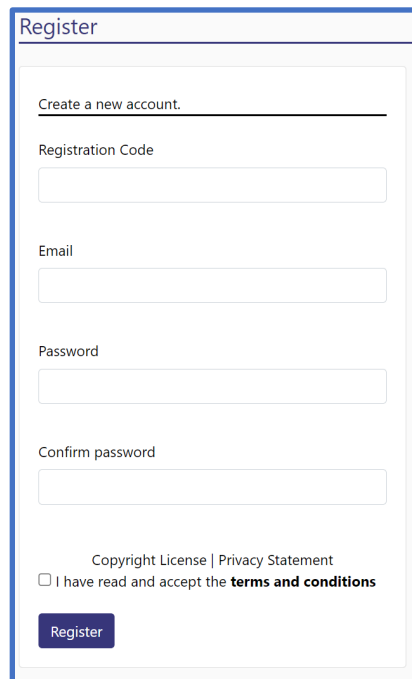
Roseville Housing Authority is now offering a new Portal to allow tenants to pay rent, add work orders and exchange documents online. Before you can use any of these new features you must register on the housing authority's website. To start the registration, you need the six-character code in the letter or email you have received. There should also be a link to go to or you can follow the link here: www.pha-web.com

On the Log In page click the link to **Register as a new user**.



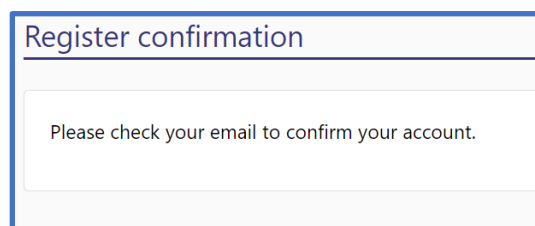
The screenshot shows the 'Log in' page. It has a title 'Log in' at the top. Below it are two input fields: 'Email' and 'Password'. There is a checkbox labeled 'Stay Signed In?'. Below that is a blue 'Log in' button. At the bottom, there are two links: 'Forgot your password?' and 'Register as a new user'. A large blue arrow points from the right towards the 'Register as a new user' link.

Complete the **Register** page as shown below.



The screenshot shows the 'Register' page. It has a title 'Register' at the top. Below it is a section 'Create a new account.' with a horizontal line. There are four input fields: 'Registration Code', 'Email', 'Password', and 'Confirm password'. Below these fields is a checkbox labeled 'I have read and accept the terms and conditions', with links for 'Copyright License' and 'Privacy Statement' above it. At the bottom is a blue 'Register' button.

After you have completed the **Register** page you will see the following screen.



The screenshot shows the 'Register confirmation' page. It has a title 'Register confirmation' at the top. Below it is a message: 'Please check your email to confirm your account.'

You will also receive an email asking you to verify the email address you registered with. Click the Verify Email Address link to verify your email address.

Demonstration Housing Authority

Verify your Demonstration Housing Authority portal email address.

Verifying your email address helps us to confirm we have the right email address to send you important messages about your Demonstration Housing Authority portal account.

To complete the email verification process of your Demonstration Housing Authority portal account, please click the button below.

Verify Email Address

If you didn't attempt to verify your Demonstration Housing Authority portal email address or you feel that your account may have been accessed by someone else, [please let us know.](#)

After your email address is verified, this message is displayed:

Email Verified Successfully

 Thank you! Your email address has been verified. We'll now use this address to send you notifications about your account.

Click Here To Log In

Click the button above to login. Two factor authentication is being used to secure the portal accounts. After logging in the first time on a device you will receive an email with a numeric six-digit Authentication Code. Enter the Authentication Code in the box shown below and click Log In.

Two-factor authentication

Authenticator code

☐ Remember this machine

Log in

Your account is now setup and active.