

NO MORE HAP CHECKS!

Please be advised that Sacramento Housing and Redevelopment Agency (SHRA) will no longer mail out Housing Assistant Payment (HAP) checks effective **November 1, 2016**. All landlords are now required to sign-up for direct deposit in order to receive their Housing Assistant Payments.

To sign up for direct deposit, please create a landlord portal account by following these instructions:

1. Go to **<http://portal.shra.org/signup>** using your internet browser.
2. Enter your Vendor Code, Email Address, and Tax ID as specified.
3. An email will be sent to you with a link to continue the process; click on the link.
4. Follow the Registration Process by choosing a new password and by verifying your Tax ID as specified.
5. Once your account has been created, navigate to the “Direct Deposit” tab and enter you account information.

You can attend an Owners Briefing session to get step-by-step help with the sign-up process. These workshops will be held at 630 I Street, Sacramento, CA 95814 on the following dates and times:

- Friday, September 9, 2016 10:00 a.m. – 11:00 a.m.
- Friday, September 9, 2016 2:00 p.m. – 4:00 p.m.
- Friday, September 16, 2016 10:00 a.m. – 11:00 a.m.
- Friday, September 16, 2016 2:00 p.m. – 4:00 p.m.
- Friday, September 23, 2016 10:00 a.m. – 11:00 .m.
- Friday, September 23, 2016 2:00 p.m. – 4:00 p.m.
- Friday, September 30, 2016 10:00 a.m. – 11:00 a.m.
- Friday, September 30, 2016 2:00 p.m. – 4:00 p.m.

To sign up for the workshop please send an email to egreene@shra.org. Pre-registration is not required but it is preferred.

Here are some of the great e-benefits of our Landlord Portal:

- **Direct Deposit** – Your HAP check will be directly deposited into your bank account.
- **Dashboard** - View key information in this one-stop-shop and update all your information as necessary.
- **Tenant List** - View a list of all your HCV tenants.
- **Landlord Ledger** - View a summary or detailed ledger of all payments made to you.
- **Inspections** - View past inspections including units in abatement status.
- **1099 Info** - View past year 1099 information.

Please do not lose out on getting your HAP timely. Sign up for direct deposit immediately.