

LOWELL HOUSING AUTHORITY

Division of Leased Housing Programs

350 Moody Street P.O. Box 60 Lowell, MA 01853-0060

October 1, 2014

Dear Section 8 Landlords/Property Managements:

As previously announced, the Lowell Housing Authority has moved to paperless payment processing. Beginning November 1, 2014, the Authority will no longer process payment details /transactions via regular postal mail service. Section 8 Landlords may obtain access to detailed information by logging into the **LOWELL HOUSING AUTHORITY WEBSITE - "PARTNER PORTAL"**.

**** Please note that only Landlords who elect to participate in PARTNER PORTAL by paying the Annual Usage Fee will gain access.**

NOTE: A personal account must be created to access PARTNER PORTAL.

As participants in **PARTNER PORTAL**, Landlords gain access to information related to their Section 8 unit(s) by logging into our website using the following instructions:

INSTRUCTIONS

First time participants must: **CREATE LOGIN ACCOUNT**

Taxpayer Identification (TIN) is required. Depending on your payment arrangement with the LHA, either a **Social Security Number (SS#)** or **Federal ID Tax Number (EID#)** must be typed in an exact format. To create an account, please have the following required information ready:

Tax ID number - **SS#** type "XXX-XX-XXXX" or **EID#** type "XX-XXXXXXXX"

Email Address

Telephone Number

All required fields marked (*) must be completed. Please remember to write down your **User Name** and **Password** as originally created. The password for PARTNER PORTAL is case sensitive. It must be at least eight (8) characters long, contain at least one (1) capital letter, one (1) number and one (1) symbol. Once the account is created successfully, please download /print the **PARTNER PORTAL GUIDE** for navigation instructions.

Thank you and welcome to the LOWELL HOUSING AUTHORITY - PARTNER PORTAL !

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