



WHEDA

Partner Portal for Voucher Administration Landlords

WHEDA has partnered with Emphasys Software to provide a portal for our active Housing Choice Voucher (HCV) Landlords. HCV Landlords will be able to use the Partner Portal to do the following: Review your profile. View a list of your Section 8 HCV tenants. View your HAP payments by tenant for the past 6 months. View upcoming HQS inspections, HQS inspection results and reexamination dates. View and/or download WHEDA forms, current announcements and newsletters about the HCV program.

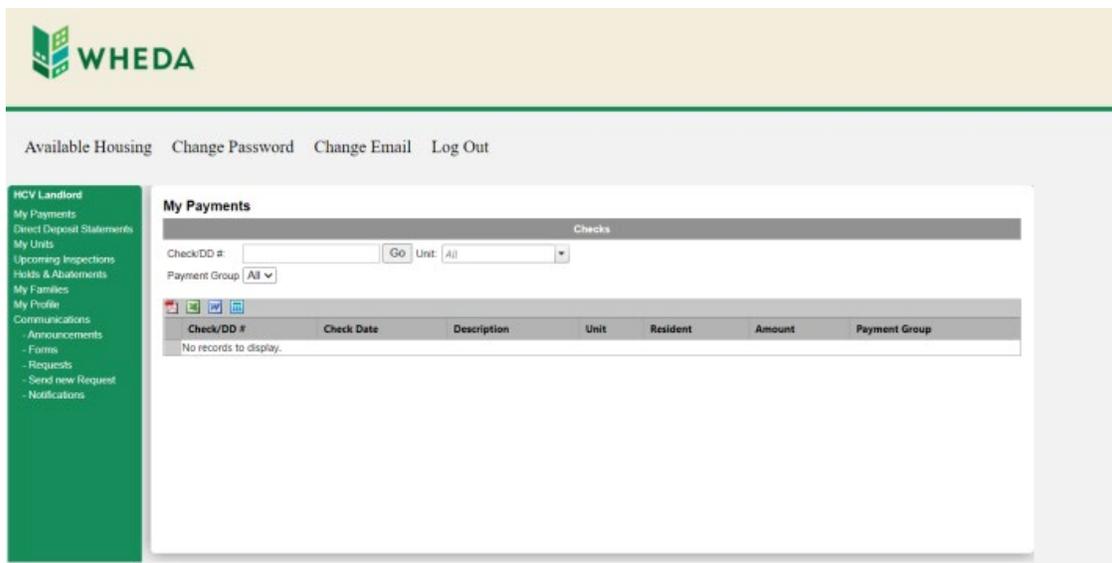
Landlords can review information about their payments and tenants at their convenience without having to call or visit the WHEDA office. Requests can also be made using the Partner Portal to communicate different actions to our HCV Program staff such as rent issues, repairs completed, rescheduling of an inspection. Landlords can also request to make changes to their information without having to directly contact WHEDA.

WHEDA Partner Portal can be found at: <https://wheda.partnerinhousing.com/View/Security/Login.aspx>

Creating an Account:

1. Click on the Create an Account link.
2. Enter your Tax ID (also known as Federal Employer Identification Number or (FEIN).
3. Press the 'Match Landlord' Button'.
4. Verify the information displayed on the screen.
5. Enter your desired username, password, and email address.
6. Select the 'Create Account' button to create your Partner Portal account.

PLEASE BE ADVISED: You will not be able to log into Partner Portal until your account has been approved. You will receive an email within 3-5 business days notifying you that your account has been approved. You will then be able to log into Partner Portal and make use of its features.



*(This is what an HCV landlord will see once creating an account and getting it approved. The different tabs that the Landlord can access is shown on the left-hand side of the portal.)*