

# APPLICANT PORTAL REGISTRATION HANDBOOK

# Contents

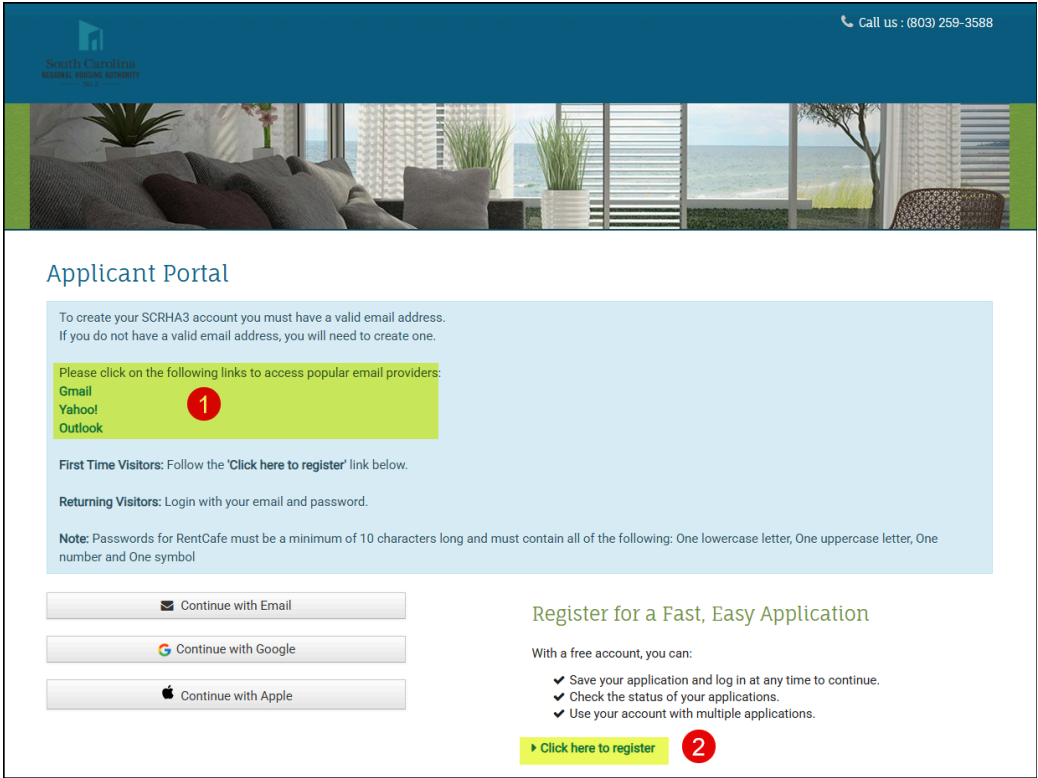
- Applicant Portal Guide – Registration.....2
- Login Screen.....2
- Applicant Portal Guide – Registration.....3
- Registration Code.....3
- Registration Code is Provided.....4
- Registration Code Not Provided.....6

# Applicant Portal Guide – Registration

## Login Screen

The Applicant Portal allows new users to quickly create an account and start their application online. First-time visitors should select **“Click here to register”** and use a valid email address to set up their login. Once registered, applicants can begin an application, save their progress, return later to continue, and check the status of their submissions.

	Description	Details
1	Email Provider Options	If you don't have an email address, please click on one of the supported email providers
2	Click Here to Register link	If you have an email address. Please click on the “Click Here to Register” link



South Carolina  
HOUSING FINANCE AGENCY

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### Applicant Portal

To create your SCRHA3 account you must have a valid email address. If you do not have a valid email address, you will need to create one.

Please click on the following links to access popular email providers:

Gmail **1**  
Yahoo!  
Outlook

**First Time Visitors:** Follow the 'Click here to register' link below.

**Returning Visitors:** Login with your email and password.

**Note:** Passwords for RentCafe must be a minimum of 10 characters long and must contain all of the following: One lowercase letter, One uppercase letter, One number and One symbol

Continue with Email  
Continue with Google  
Continue with Apple

### Register for a Fast, Easy Application

With a free account, you can:

- ✓ Save your application and log in at any time to continue.
- ✓ Check the status of your applications.
- ✓ Use your account with multiple applications.

Click here to register **2**

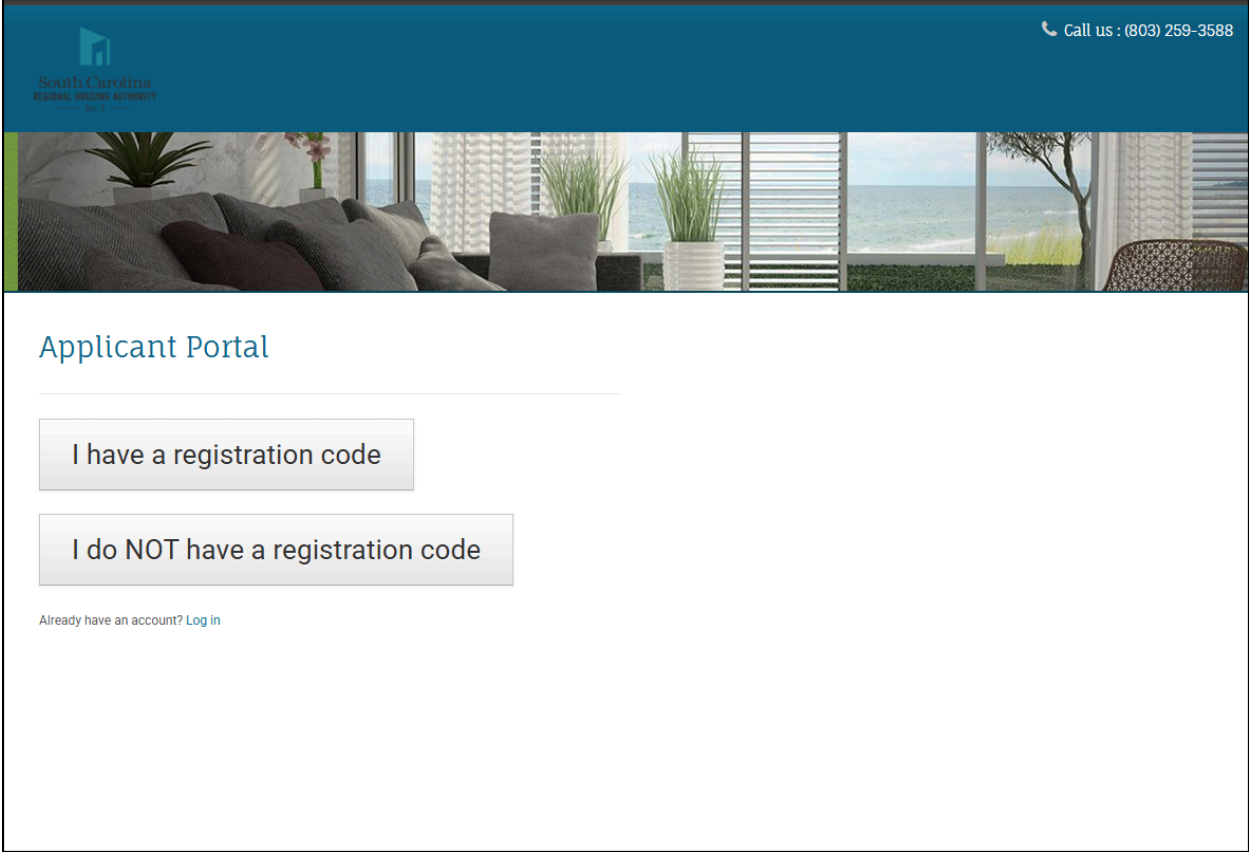


Add the Web Address to your bookmarks for easier access.

# Applicant Portal Guide – Registration

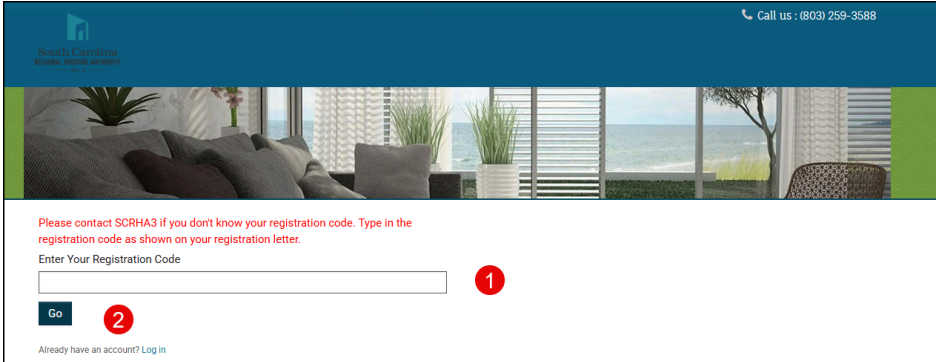
## Registration Code

The Applicant Portal allows users to begin the registration process based on whether they have a registration code. If you received a registration code from the Housing Authority, select **“I have a registration code”** to continue. If you do not have a code, select **“I do NOT have a registration code”** to proceed with the standard account setup. Users who already have an account can select **Log in** to access the portal.



# Registration Code is Provided

On this page, you will enter the registration code provided in your registration letter. Type the code into the field and select **Go** to continue. If you do not know your registration code, you should contact the Housing Authority for assistance. Users who already have an account can select **Log in** to access the portal.



On the this page, you will complete your account registration by entering your **Personal Details** and **Account Information**. Fill in your name, required identification information, phone number, and email address (which will be your username). You will also need to review and accept the Terms and Conditions. Once all required fields are completed, select **Register** to finish creating your account and access the portal.

	Description	Details
1	Personal Details	Enter your full name, SSN and phone number
2	Account Information	Enter your email address
3	Terms and Conditions	Click, review and accept the terms and conditions
4	Register	Click Register once all previous steps are completed

Please contact South Carolina Regional Housing Authority if you don't know your registration code. Type in the registration code as shown on your registration letter.

Enter Your Registration Code

**Go**

\* Denotes a required field

**Personal Details**

1

First Name\*

Last Name\*

SSN#\*\*

Phone (Mobile)\*

**Account Information**

2

Email Address\* (Your email address is your user name)

**Terms and Conditions** 3

These Terms of Service (these "Terms" or the "Agreement") describe Property Management Company's ("Company," "we," "us," or "our") terms of service with respect to persons or entities who access our property's RentCafe website or mobile applications or Yardi payments services (collectively, the "Site"), including without limitation renters and potential renters (collectively, with all persons or entities who access the Site, "Users," "you," or "your"). To access the Terms of Service of RentCafe, please visit: <https://resources.yardi.com/legal/rentcafe-terms-of-service/>.

This Site is owned and operated by us to offer certain services to renters and potential renters (the "Services"). This Site uses the RentCafe technology platform, which is owned and operated by Yardi Systems, Inc. (collectively, with its subsidiaries and affiliates, "Yardi").

**IMPORTANT - PLEASE READ CAREFULLY.** THESE TERMS CONSTITUTE A LEGAL AGREEMENT BETWEEN YOU AND US. THIS AGREEMENT ALONG WITH ANY OTHER TERMS THAT MAY BE POSTED ON THE SITE WITH RESPECT TO RENTCafe PRODUCTS AND SERVICES, AND ANY OTHER WRITTEN AGREEMENTS OR CONTRACTS BETWEEN YOU AND US THAT INCORPORATE THESE TERMS BY REFERENCE, SET FORTH THE COMPLETE TERMS AND CONDITIONS UNDER WHICH YOU MAY ACCESS AND USE THE SITE AND THE SERVICES. IF YOU DO NOT AGREE TO THESE TERMS, YOU MAY NOT USE THE SITE OR THE SERVICES.

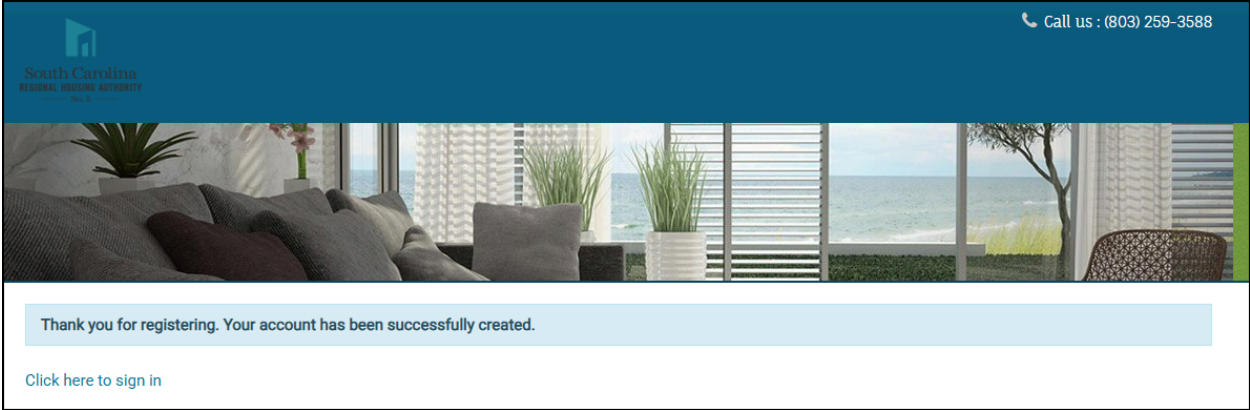
1. **YOUR ACCEPTANCE.** We are pleased to provide the Site and the Services conditioned upon your acceptance, and we hope that you will find the Site informative and useful. BY USING THE SITE, YOU EXPRESSLY ACCEPT AND CONSENT TO THESE TERMS WITHOUT QUALIFICATION. YARDI AND/OR COMPANY MAY AMEND THESE TERMS FROM TIME TO TIME. SHOULD THESE TERMS BE MODIFIED IN ANY WAY, THE NEW TERMS WILL BE POSTED TO THIS WEBSITE. BY USING THE SITE AFTER THE EFFECTIVE DATE OF ANY MODIFICATION TO THESE TERMS, YOU EXPRESSLY CONSENT, WITHOUT QUALIFICATION, TO THE MODIFIED TERMS.

2. **YARDI IS NOT A PARTY TO ANY RENTAL TRANSACTIONS.**

2.1 The Site serves as a platform for property managers and owners to provide the Services to renters and potential renters. Yardi does not own or manage the properties listed on the Site and does not enter into rental contracts for those properties. Although the Site may lead to certain business transactions expressly agreed to between Yardi and Users, Yardi is not a party to any transactions between Users and property managers other than providing the Site. AS A RESULT, YARDI SHALL NOT BE LIABLE UNDER ANY CIRCUMSTANCES FOR INFORMATION, THE CONTENTS OF ANY DOCUMENTS, OR FOR ANY OTHER INTERACTIONS BY, BETWEEN OR AMONG USERS, PROPERTY MANAGERS OR OWNERS THROUGH THE SITE.

2.2 You are responsible for how you use the Site, and Company encourages anyone who accesses the Site, including Users, to exercise sound judgment when entering into property rental transactions. IN THE EVENT THAT YOU HAVE A DISPUTE WITH A PROPERTY MANAGER OR OWNER, YOU RELEASE YARDI FROM ANY CLAIMS, DEMANDS AND DAMAGES (ACTUAL AND CONSEQUENTIAL) OF EVERY KIND AND NATURE, KNOWN AND UNKNOWN, SUSPECTED AND UNSUSPECTED, DISCLOSED AND UNDISCLOSED, ARISING OUT OF OR IN ANY WAY CONNECTED WITH SUCH DISPUTES.

Your registration is complete and your account has been successfully created. You can now select **“Click here to sign in”** to log in to the portal using the email and password you just set up.



## Registration Code Not Provided

On the this page, you will complete your account registration by entering your **Personal Details** and **Account Information**. Fill in your name, required identification information, phone number, and email address (which will be your username). You will also need to review and accept the Terms and Conditions. Once all required fields are completed, select **Register** to finish creating your account and access the portal.

	Description	Details
1	Personal Details	Enter your full name, SSN and phone number
2	Account Information	Enter your email address
3	Terms and Conditions	Click, review and accept the terms and conditions
4	Register	Click Register once all previous steps are completed

### Applicant Portal

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\* Denotes a required field

Personal Details 1

First Name\*

Last Name\*

Phone (Home)\*

# Terms and Conditions

Terms and Conditions
3
✕

These Terms of Service (these "Terms" or the "Agreement") describe Property Management Company's ("Company," "we," "us," or "our") terms of service with respect to persons or entities who access our property's RentCafe website or mobile applications or Yardi payment services (collectively, the "Site"), including without limitation renters and potential renters (collectively, with all persons or entities who access the Site, "Users," "you," or "your"). To access the Terms of Service of RentCafe, please visit: <https://resources.yardi.com/legal/rentcafe-terms-of-service/>.

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  - 2.2 You are responsible for how you use the Site, and Company encourages anyone who accesses the Site, including Users, to exercise sound judgment when entering into property rental transactions. IN THE EVENT THAT YOU HAVE A DISPUTE WITH A PROPERTY MANAGER OR OWNER, YOU RELEASE YARDI FROM ANY CLAIMS, DEMANDS AND DAMAGES (ACTUAL AND CONSEQUENTIAL) OF EVERY KIND AND NATURE, KNOWN AND UNKNOWN, SUSPECTED AND UNSUSPECTED, DISCLOSED AND UNDISCLOSED, ARISING OUT OF OR IN ANY WAY CONNECTED WITH SUCH DISPUTES.
3. **ACCESS TO AND USE OF THE SITE.**
  - 3.1 We provide you with certain information and functionality through the Site. You are solely responsible for providing all equipment necessary to establish a connection to the Internet, access to the Internet, and any telephone, wireless or other connection and service fees associated with such access.
  - 3.2 We have the right, but not the obligation, to take any of the following actions without providing any prior notice to you: (a) change or terminate all or any part of the Site or the Services; (b) restrict or terminate your access to all or any part of the Site or the Services; or (c) refuse, move, or remove any content that is available on the Site and any material that you submit to the Site.
  - 3.3 Subject to your compliance with these Terms, we hereby grant you permission to access and use the Site and the Services, provided that you shall not (and shall not allow any third party to): (a) engage in commercial use of the Site or any content on the Site; (b) reproduce, copy, display, store, perform, re-post, publish, transmit, distribute, sell, offer for sale, license, modify, create derivative works, or otherwise use any portion of the content offered on the Site for other than your own personal, non-commercial use; (c) remove any copyright, trademark or other proprietary rights notices contained in or on the Site or Service or in or on any content or other material obtained via the Site or the Services; (d) use any robot, spider, site search/retrieval application, or other automated device, process or means to access, retrieve, scrape or index any portion of the Site or the Services, including, but not limited to, for purposes of constructing or populating a searchable database of business or property reviews; (e) collect or harvest any information about other users or members (including usernames and/or email addresses) for any purpose; (f) reformat or frame any portion of the web pages that are part of the Site or the Services; (g) create user accounts by automated means or under false, misleading or fraudulent pretenses; (h) create or transmit unwanted electronic communications such as "spam" to other users or members of the Site or the Services or otherwise interfere with other users' or members' enjoyment of the Site or the Services; (i) transmit any viruses, worms, defects, Trojan horses or other items of a destructive nature; (j) use the Site or the Services to violate the security of any computer network, crack passwords or security encryption codes, transfer or store illegal material, including any material that may be deemed threatening or obscene; (k) copy or modify the HTML code used to generate web pages on the Site; (l) use any device, software or procedure that interferes with the proper working of the Site or the Services, or otherwise attempt to interfere with the proper working of the Site or the Services; (m) take any action that imposes, or may impose in our sole discretion, an unreasonable or disproportionately large load on our IT infrastructure; (n) modify, adapt, translate, or reverse engineer any portion of the Site or the Services; or (o) use the Site or the Services, intentionally or unintentionally, to violate any applicable international, national, federal, state, provincial, or local law or regulation, including, but not limited to, Fair

Accept
Do not Accept

Your registration is complete and your account has been successfully created. You can now select **"Click here to sign in"** to log in to the portal using the email and password you just set up.

----- ✂ Cut along dashed line -----

**SEHCD Resident Portal** **FRONT**

Portal Website: \_\_\_\_\_

Username (Email): \_\_\_\_\_

Password: \_\_\_\_\_

Password Hint: \_\_\_\_\_

*Keep this card private. Do not share your password.*

**SEHCD Resident Portal** **BACK**

Registration Code: \_\_\_\_\_

Property Manager: \_\_\_\_\_

Manager Phone: \_\_\_\_\_

Housing Authority: \_\_\_\_\_

*For help logging in, contact your property manager.*

----- ✂ Cut along dashed line -----