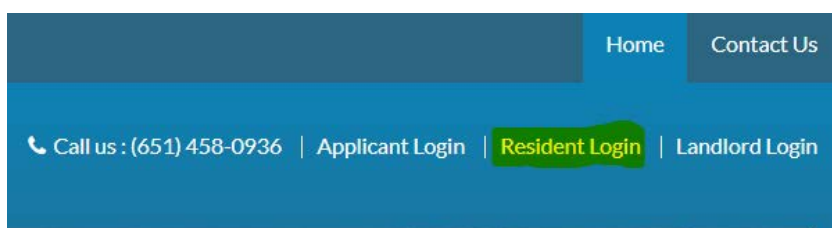# Log-in to Rent Café

1. Make sure you have an email address before you start this process. You can obtain a free email address with Outlook, Google, Yahoo or Gmail.

2. Locate your letter from Washington County CDA notifying you of your annual recertification and ACTION REQUIRED

3. In your internet browser type in the following address: **Portal.washingtoncountycda.org**

4. Click on Resident Login in the upper right-hand corner of screen.

5. **If you <u>HAVE NOT</u> logged onto Rent Café before:** Click on "click here to register" on the left box bottom of the box. Do not enter email address and/or password.

6. **If you <u>HAVE</u> logged onto Rent Café before**: Enter the email that is linked to your account, enter your password, and click "Sign In". If you forgot your password, click "Forgot password?" and it will prompt you to create a new one.
   o   Once you have successfully logged in, Rent Café will bring you through the recertification process step by step. If you reach a point where you cannot proceed reach out to a Rental Assistance Specialist.

7. The next screen that pops up should have a box at the top left side that provides you a place to enter the registration code you have been given on you Annual Recertification notification letter from Washington County CDA. Enter this code in and click **GO.**

8. **If successful, the Personal Details screen should pop up under your Registration code box. Fill in all the fields and continue navigating through the process.**

9. Your submission is complete upon receiving the Green box with the checkmark.