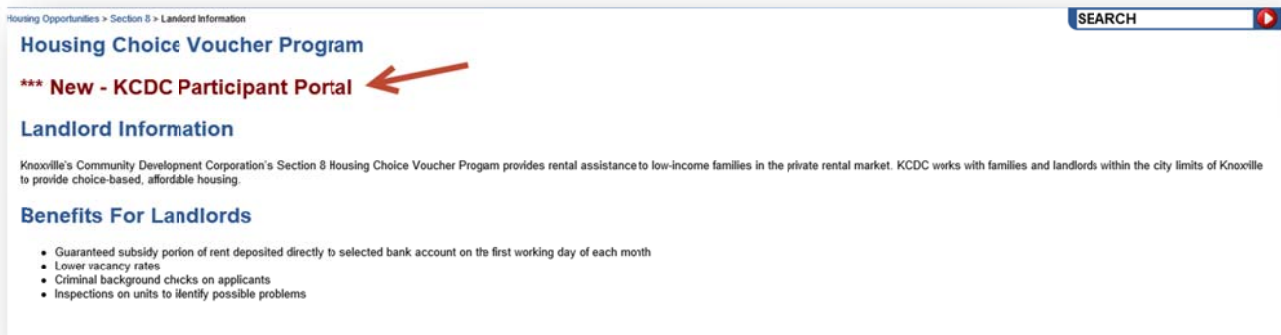
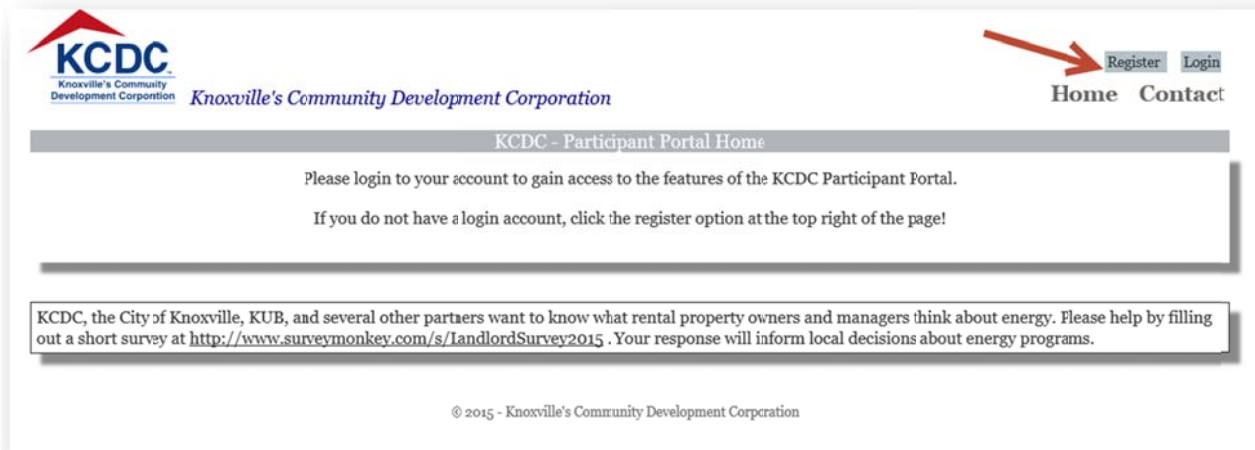


## Procedures for KCDC's Participant Portal

KCDC has created a portal for the owners to access to obtain payment information. These are the steps to access the portal:



1. To register or to log onto the system go to <https://participantportal.kcdc.org/>. Click “Register” in the upper right hand corner to register. Once you are registered click “Login” to enter the site.



2. Once you click on “Register”, the page will open to “Create a New Account”.

*Note: Owners must already be setup within KCDC's Section 8 Department in order to register for the portal. New Owners must have completed the Owner Setup process, providing a W-9, a method of Verification and other documentation required by the KCDC Section 8 Department.*

**Create a New Account** ←

Use the form below to create a new account.

**Social Security Number or Tax Id (without dashes):**  
\*\*\*\*\*

**Confirm Social Security Number or Tax Id:**  
\*\*\*\*\*

**First Name:**  
\_\_\_\_\_

**Middle Name:**  
\_\_\_\_\_

**Last Name:**  
\_\_\_\_\_

When you enter your Tax ID or your Social Security number the page will populate with the information on file at KCDC. You must enter your phone number. If you do not have a number listed in the box when you finish and click the button to register, there will be an error message.

At the bottom of the page (after the zip code information section), there are two boxes where you create a **User Name and Password**. The webpage provides instructions to help with creating a password. This information must be entered twice to confirm the password.

**Zip Code:**  
37917

**User Name:**  
\_\_\_\_\_

*Passwords are required to be a minimum of 6 characters in length. They must contain at least one capital letter, one lowercase letter and one digit (0-9).*

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


**Confirm Password:**  
\_\_\_\_\_

**E-mail Address (recommended):**  
\_\_\_\_\_

**Security Question:**  
What is your favorite food? ▾

*If you forget your password you will be asked the security question you choose here and prompted to enter the answer you specify below.*

**Security Answer:**  
\_\_\_\_\_



[Generate New Image](#)

[Get Audio Code](#)

\_\_\_\_\_

**Type the code from the image above:**

Next, there is a box for an **“E-mail Address”**. This is necessary if you want correspondence concerning email notification replies to questions sent through the portal.

The last two boxes ask you to choose a “**Security Question**” to help recover your password if it is forgotten. Once you choose a question, you need to record the answer in the “**Security Answer**” box. Then for validation purposes, you need to type in the Image listed in the box at the bottom. The image is random and will be different for everyone. Just enter whatever image appears on your screen. Once this is complete, click on the “**Create User**” button at the bottom of the page.

When the registration process is complete a “pop up” message will appear that your registration was successful and to please login. Click on the “OK” button.

You only register once. After you have registered, you choose “**Login**” instead of “**Register**” when you want to access the portal.

3. The screen print shown below is the page to enter the newly created User Name and Password. Once you enter your User Name and Password, click on the “**Log In**” button at the bottom of the page to access information about payments made to your account.

**Log In**

Please enter your username and password.

**Username:**

**Password:**

[Forgot Password](#)

[Register if you don't have an account.](#)

4. You are greeted by a welcome message for the registered Section 8 Landlords.



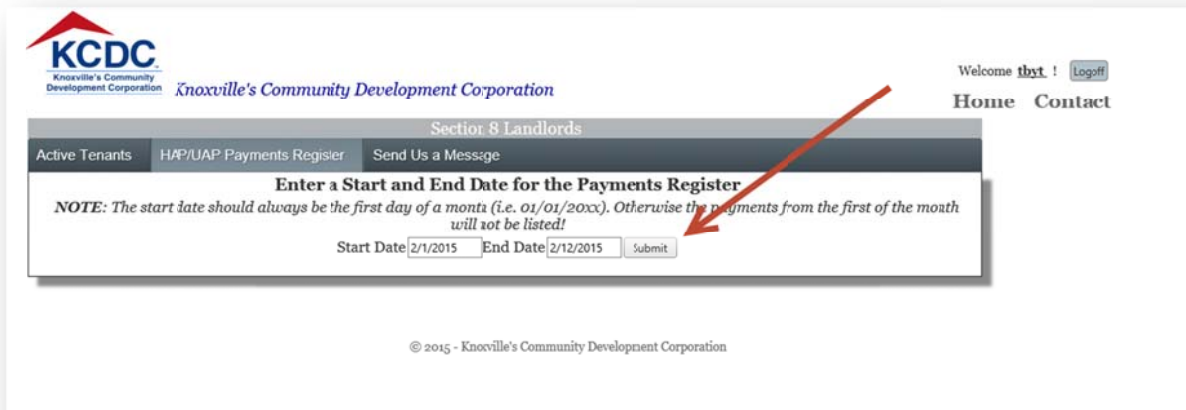
This screen is the “Home Page”. There are three options available on the menu bar on this new screen. The first is “**Active Tenants**”, second is the option of “**HAP/UAP Payments Register**”, and the

third option is **“Send Us a Message”**. After clicking on **“Section 8 Landlords”** you can select the option for **“HAP/UAP Payments Register”**.

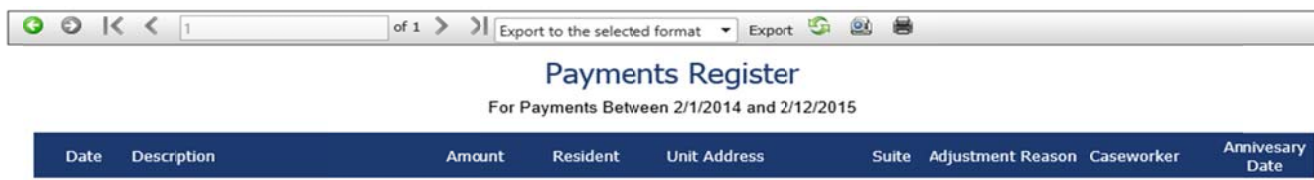
5. Enter a Start and End Date for the payments you want to view.



This will provide a Payment Register for payments made to your account. Once you have entered the date information you click on the **“Submit”** button to the right of the End Date information. You can look at multiple transactions or just the current transaction.



The Payment Register report shows the information listed below. You can print the report or export the report to another location. Next to the word **“Export”** you see a box with a list of export options, click on the box and the list will be displayed. The information is exportable as a PDF, CSV, Excel, Rich Text Format, TIFF file, or Web Archive file.



6. On the menu bar there is the “Send Us a Message” button.



This screen is available to send a message to the Section 8 Department concerning any issues with landlord payment information. The box, (shown below) will open for you to choose one of several options. You may then type the message and click the “Send Message” button at the bottom of the screen. After the message is sent, it will show in the list for reference purposes. Someone from the Section 8 Department will respond to the email.

