

## Registration (How to Make a User Account)

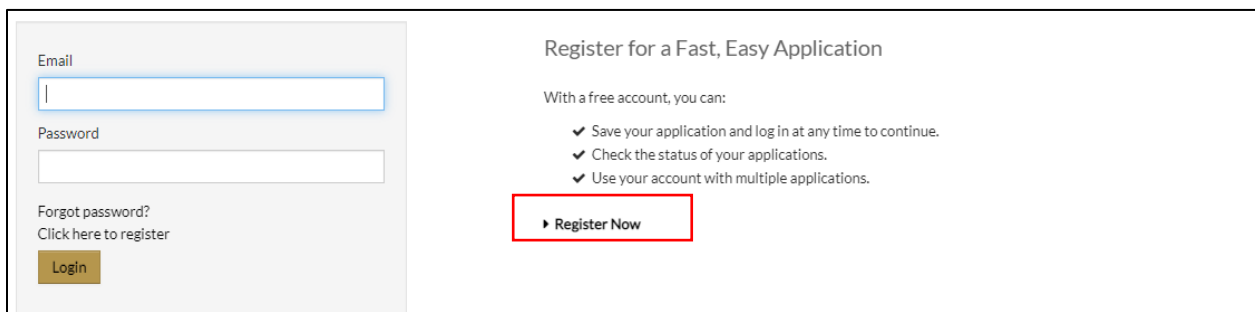
### START

#### A. Navigate to RENTCafé applicant portal website:

1. Go to [www.bremertonhousing.org/rentcafe](http://www.bremertonhousing.org/rentcafe)
2. Click on the “Register Now” button

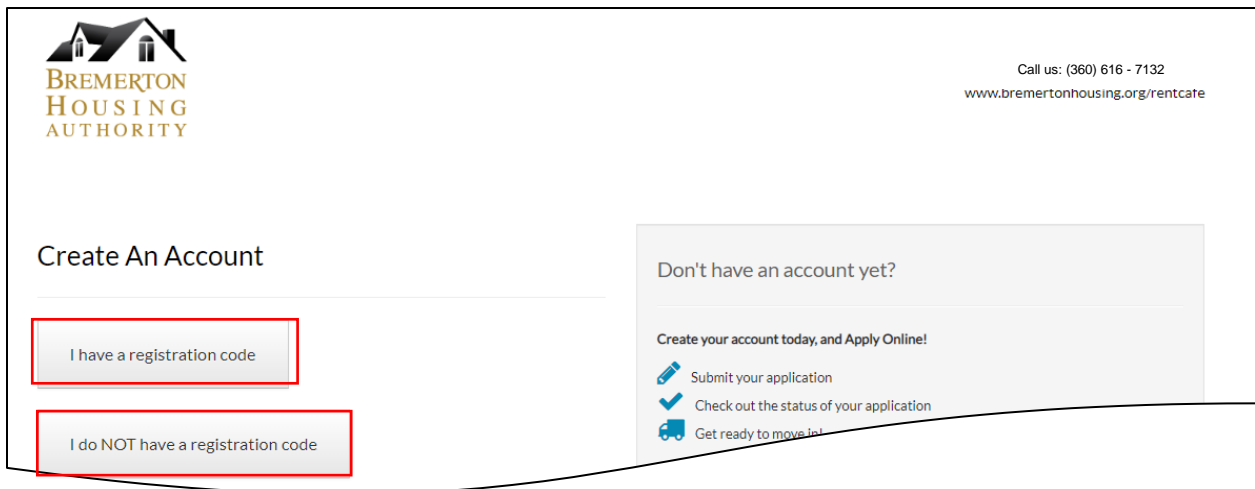


3. Then, click on “Register Now” on the bottom right of the screen



4. Choose an option:

- a. I have a registration code (**continue to Section B: Register with a registration code**)
- b. I do NOT have a registration code (**continue to Section C: Complete the fields and register**)



**B. Register with a registration code (skip this step if you don't have a registration code)**

5. Enter the registration code into the field provided

Create An Account

Please contact the leasing office if you don't know your registration code.

Enter Your Registration Code

Go

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

6. Click "Go"

**C. Complete the fields and register**

7. Enter First Name, Last Name, SSN# and Phone Number
  - a. SSN# must match the BHA records if using a registration code
  - b. SSN# must not match BHA records if not using a registration code

Personal Details

First Name\*

First Name

Last Name\*

Last Name

SSN#\*\*

Phone (Home)\*

(555) 555-5555

8. Enter a valid email address and password, then confirm both
  - a. The email address must be active and accessible

Account Information

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

YourEmail@Example.com

Confirm Email Address\*

YourEmail@Example.com

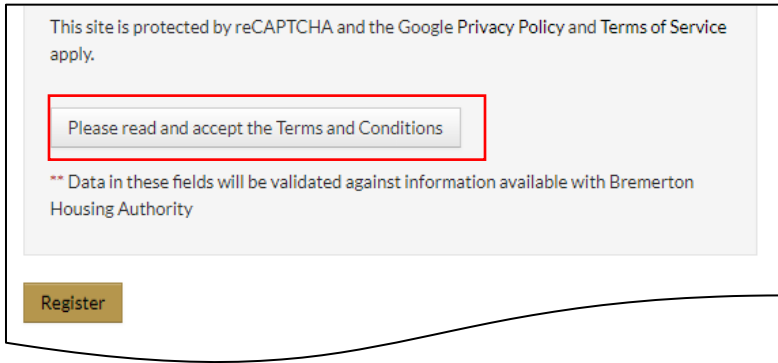
Password\*

Password

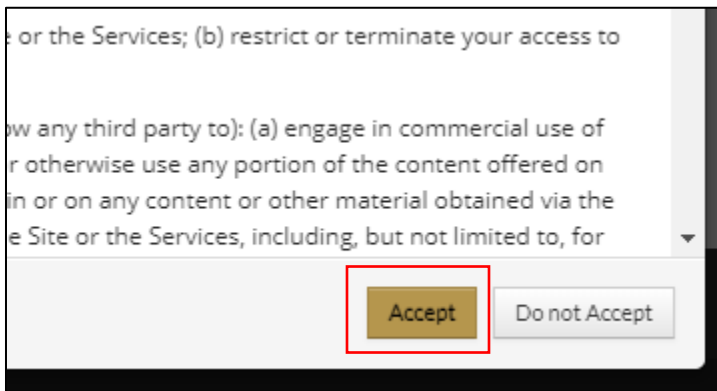
Confirm Password\*

Confirm Password

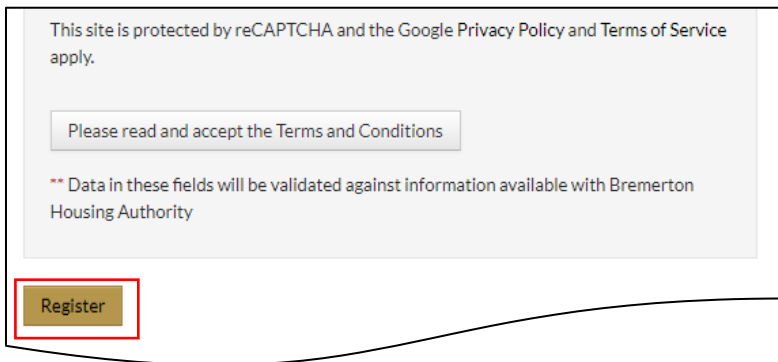
9. Click “Please read and accept the Terms and Conditions” button



10. Click “Accept” in the Terms and Conditions pop-up box



11. Click “Register” when taken back to the registration screen

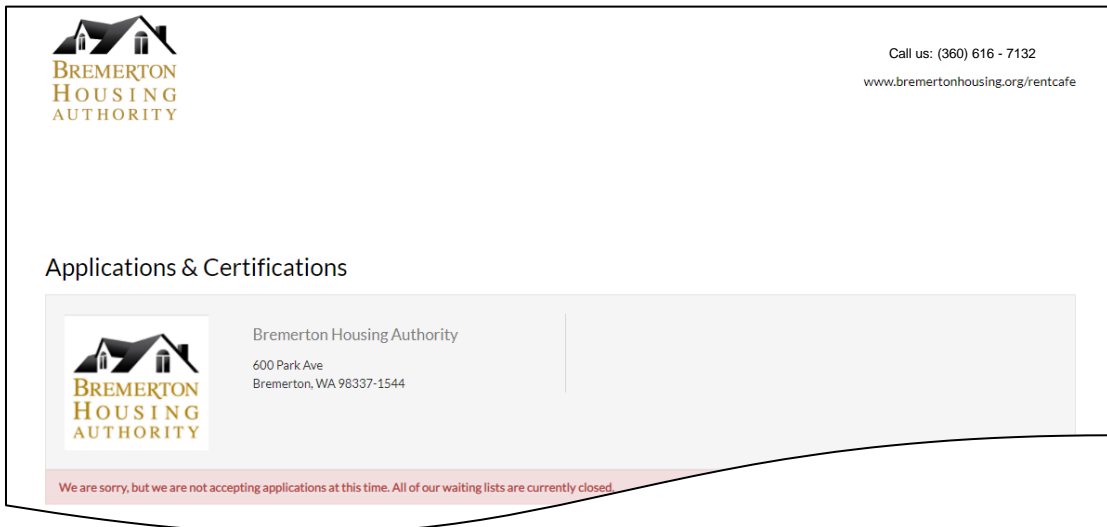


**D. Confirmation of successful registration**

12. Once “Registration Successful,” registration is confirmed in one of two ways:
- a. If using a registration code (you were already in the BHA system), you will see a “Resident” portal screen where you can:
    - i. See their waiting list status
    - ii. Update their contact details
    - iii. Apply to open waitlists



- b. If not using a registration code, you will see an “Applicant” portal screen where you can:
  - i. Apply to open waitlists



- c. You will also receive a confirmation email in your inbox of the email you signed up with.

**END**