

Registration (How to Make a User Account)

START

A. Navigate to RENTCafé applicant portal website:

- 1. Go to www.bremertonhousing.org/rentcafe
- 2. Click on the "Register Now" button

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

Email	Register for a Fast, Easy Application		
1	With a free account, you can:		
Password	 Save your application and log in at any time to continue. Check the status of your applications. Use your account with multiple applications. 		
Forgot password? Click here to register Login	▶ Register Now		

- 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)

BREMERTON HOUSING AUTHORITY	Call us: (360) 616 - 7132 www.bremertonhousing.org/rentcate
Create An Account	Don't have an account yet?
I have a registration code	Create your account today, and Apply Online! Image: Submit your application Image: Check out the status of your application Image: Get ready to move intervention



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	Don't have an account yet?
Please contact the leasing office if you don't know your registration code. Enter Your Registration Code Go	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

First Name*	
First Name	
Last Name*	
Last Name	
SSN#**	
	۲
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

ccount 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

or the Services; (b) restrict or terminate your access to			
w any third party to): (a) engage in commercial use of r otherwise use any portion of the content offered on in or on any content or other material obtained via the e Site or the Services, including, but not limited to, for			-
	Accept	Do not Accept]

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

BREMERTON HOUSING AUTHORITY	Call us: (360) 616 - 7132 www.bremertonhousing.org/rentcafe
*	â (+
	Logged in as: .
ANNOUNCEMENTS X	QUICK LINKS
New Waitlists are currently closed. Thank you for registering! Although all waitlists are currently closed, they will be opening on Log back into your account at that time to complete the application and save your spot on the BHA and/or Housing Kitsap Housing Choice Voucher (Section 8) waitlists.	I want to: Update Contact Details

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

BREMERTON HOUSING AUTHORITY			Call us: (360) 616 - 7132 www.bremertonhousing.org/rentcafe
Applications & Ce	rtifications Bremerton Housing Authority 600 Park Ave Bremerton, WA 98337-1544		
We are sorry, but we are not acce	pting applications at this time. All of our waiting lists are curren	ntly closed.	

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

END

