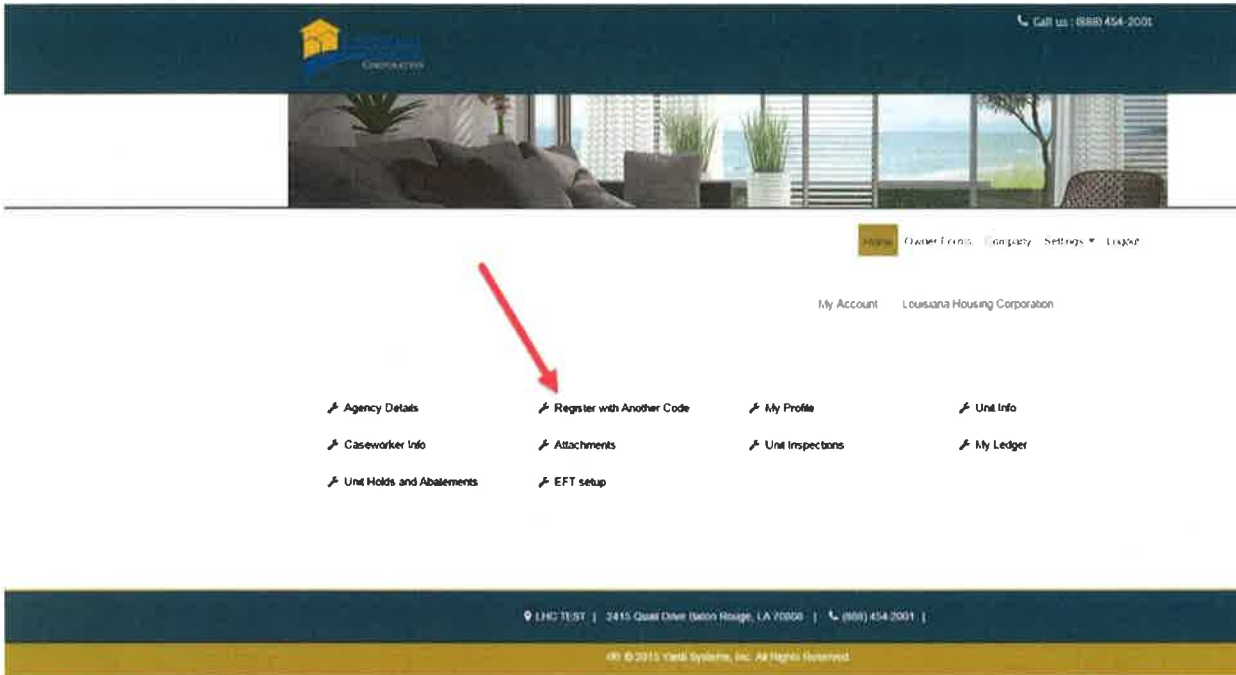


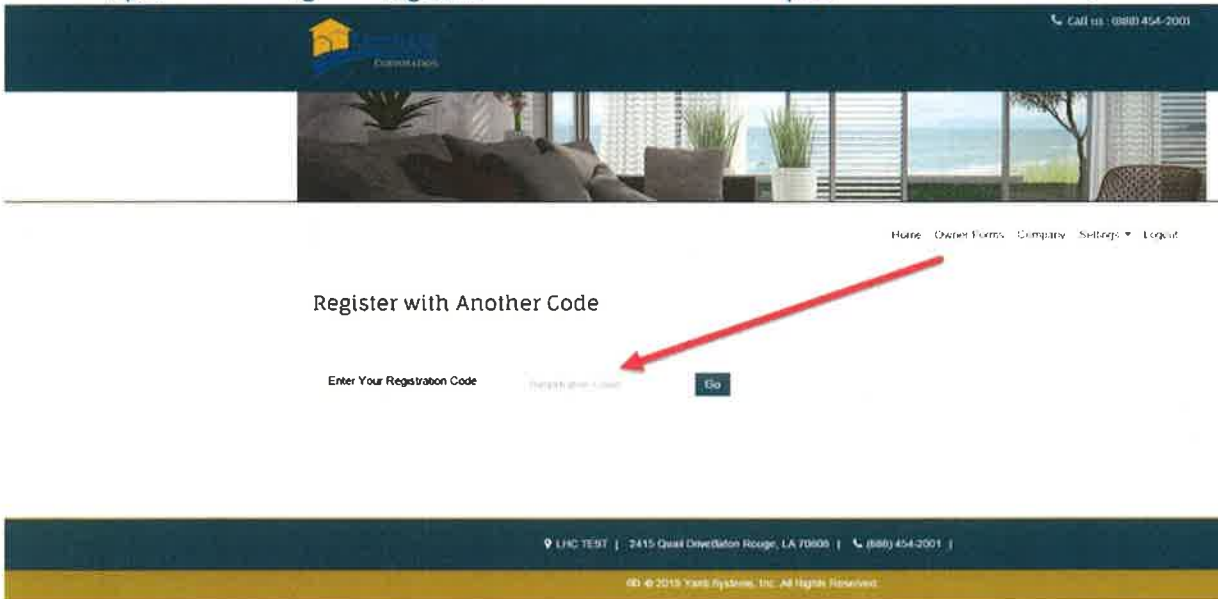
## Instructions: Landlords with multiple companies (registering multiple accounts in RentCafe' (multiple "Registration Codes")

A landlord can have multiple companies "linked" under one account. If a Landlord has multiple "accounts" (multiple registration codes) they can tie those to one Housing Café account. They would follow the steps below:

1. Log into your account and click the, "Register with Another Code" button.



2. Input the Housing Café registration code associated with your *additional* "account".



3. You will then be asked to enter the required information in the screenshot below. You can choose to make the new record the **default** account (the one that will show when you first login).

The screenshot shows the 'Register with Another Code' form. At the top, there is a navigation bar with the Louisiana Housing Corporation logo and a phone number: 'Call us : (888) 454-2001'. Below the navigation bar is a banner image of a modern living room. The form itself is titled 'Register with Another Code' and contains the following fields and options:

- Enter Your Registration Code:** A text input field containing '1783-LMGM0185' and a 'Go' button.
- Last Name:** A text input field containing 'Last Name'.
- Tax ID/SSN:** A text input field containing 'XXXXXXXXXX'.
- Email Address:** A text input field containing 'Last Name@Example.com'.
- Phone (Office):** A text input field containing '(909) 999-9999'.
- Is Default Account**
- I have read and accept the Terms and Conditions**
- \* Data in these fields will be validated against information available with Louisiana Housing Corporation
- Register** button

4. Now all registration codes will be displayed when you select any of the buttons on your homepage, as seen below, which allows you to switch between records/companies without having to login to a separate account.

The screenshot shows the 'My Profile' page. At the top, there is a navigation bar with the Louisiana Housing Corporation logo and a phone number: 'Call us : (888) 454-2001'. Below the navigation bar is a banner image of a modern living room. The page is titled 'My Profile' and contains the following information:

- Name:** Miles Legacy Homes
- Tax ID#:** 1111116292
- Contact:** Gwendolyn Bennett

On the right side of the page, there is a section titled 'My Account' with a dropdown menu. A red arrow points from the text 'My Account' to the dropdown menu. The dropdown menu is open and shows three options:

- 1783-LPBV0225
- 1783-LMGM0185
- 1783-LPBV0225