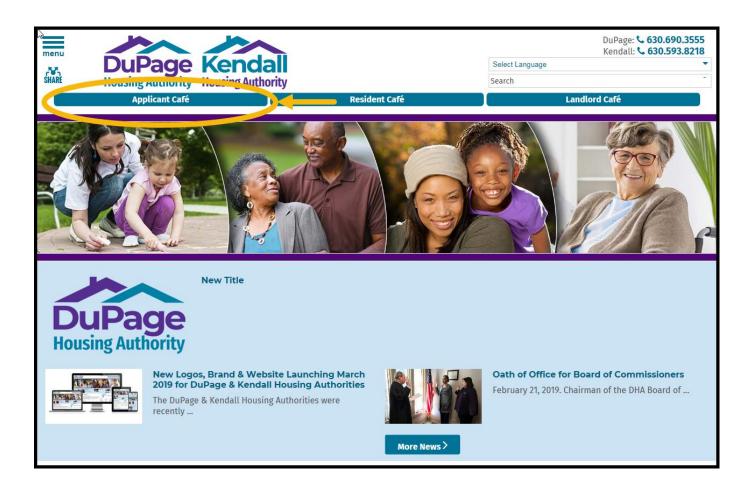


<u>Creating a DuPage Housing Authority Online RENTCafe Account</u> without a Registration Code

1a.) **If you are using a computer or tablet**, once on the landing page at <u>www.dupagehousing.org</u>, click or tap 'Applicant Cafe' located at the upper left-hand side of the page.

Important: If you are using a mobile device, skip this step and proceed to the next step.





1b) **If you are using a mobile device**, once on the landing page at www.dupagehousing.org, click or tap 'Applicant Cafe' located at the upper left-hand side of the screen.





2.) The login page will then appear. Click or select 'Click here to register'.

Housing Authority	
Login	
	oucher Wait List is now CLOSED and applications ar org and www.kendallhousing.org, for future annound
The DHA Project-Based Wait List and Kendall Hou Please follow our websites, www.dupagehousing.	using Authority Wait List are now CLOSED. org or www.kendallhousing.org, for future announce
User Name	Welcome to the Housing Café for the Authorities.
Password	 With a free account, you can: The Housing Café website is used to apply for an as a wait list Applicant, or as a Housing Choice Vouct To use the Housing Café website, you need a Use
Click here to register	✓ If you are applying for an OPEN Wait List, Simply and then select "Create My Account" You will move IMPORTANT: YOUR USER NAME MUST BE YOUR



3.) The page shown below will then appear. Click or select **'Create My Account'**.

	DuPage Housing Authority		
Cre	Create My Account		



4.) The page shown below will then appear. Click or select 'I do NOT have a registration code'.

	Housing Authority
Cr	reate an Account
	I have a registration code
	I do <u>NOT</u> have a registration code



5.) An online registration form as shown on the next two pages will then appear. Complete all the fields, and then select both the 'I have read and accept the **'Terms and Conditions'** box and the **'I'm not a Robot'** box, then click or select **'Register'** at the bottom of the page.

The registration process is required only one time. After registering, you will only need to login, using your User Name (which is your Email address) and your Password, to access your online account.

Important:

- Please note that going forward your email address will become your User Name and it will be one of the two credentials (the other being the password described below) that are needed to log into your account.
- Passwords must be a minimum of ten characters in length and must contain at least one of each of the following:
 - at least one capital (upper-case) letter
 - at least one small (lower-case) letter
 - at least one number
 - at least one symbol
 - a minimum of 10 characters
- When entering your SSN, do not include any dashes; enter numbers only.



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www.DuPageHousing.org

Upper Half of Registration Screen

Example 2 Fourier Authority		
Create an Account		
Personal Details		
First Name*		
First Name		
Last Name*		
Last Name		
SSN#* (If you do not have a SSN, pleas	se enter 999-99-9999)	
Confirm SSN#*	۲	In the SSN and Phone fields, enter numbers only, no
Phone (Home)* (555) 555-5555		dashes or parentheses.
2001000000		



Lower half of Registration Screen

Email Address* (Your email address is your user name)	
YourEmail@Example.com	
Confirm Email Address*	
YourEmail@Example.com	
Password*	
Password	
Confirm Password*	
Confirm Password	
l'm not a robot	After entering the required
I have read and accept the Terms and Conditions	information in all the form fields, select both the 'I'm n a robot' and 'I have read an accept the Terms and
* Required fields	Conditions' boxes, then clic or select 'Register' at the bottom of the page to

* **Important**: RENTCafe is a nationwide platform through which property management firms, housing authorities and other similar firms can manage their accounts.

As it's a shared platform used by many, a given email address can be used only once to create an account, and the account is then specific to that email address, and it cannot be used to create another RENTCafe account.

If you should have an existing account with the DuPage & Kendall Housing Authorities, you will receive a pop-up message (as shown on the following page) after entering your email address indicating there is an existing account.

If this occurs, see the instructions on the following page as to the next step.



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Note: If you've received a pop-up message like the one shown below after entering your email address during the registration process, there is an existing account in the RENTCafe system tied to this email address, and the pop-up message will identify the online community where your account exists.

se enter 999-99-9	999)
	Hey !
	Good news! It looks like you have an existing account tied to your email address @gmail.com) at the following communities. Management Services, LLC
s your user n	Des Molnes, IA Why am I seeing this?
	More FAQs Use my existing account!
	Create a new account with a different email address

	User Name	
	Password	
C	Forgot password?	
	Login	

If the pop-up message indicates that you have an account with the DuPage & Kendall Housing Authorities, go back to the Login page and request a password reset (if difficulties with the reset process arise, you can contact the DuPage & Kendall Housing Authorities for assistance)

* **Important:** If your account is with an online community other than the DuPage & Kendall Housing Authorities, you will have to either use a different email address to create your account or have the account with the other community deleted so that you can reuse that email address.



6.) After clicking / selecting **'Register'**, you will be taken into your online account and the 'Home' screen shown below will appear. When future Wait List openings occur, the application process will take place online, within your account. When applying for an open Wait List, log into your account and the Wait List application process will begin automatically.

DuPage and Kendall Housing Authorities posts notifications of Wait List openings on their webpages, <u>www.dupagehousing.org</u> and <u>www.kendallhousing.org</u>, as well as information regarding other social service agencies. Please follow our websites to learn of future Wait List openings.

	Rousing Authority		Call us : 6306903555
			Hi, J 🔻
My A	Applications & Certifi	cations	
	upage Kendal sing Authority Housing Authority	DuPage Housing Authority 711 E Roosevelt Rd Wheaton, IL 60187	
Wea	are sorry, but we are not accep	ting applications at this time. All of our waiting lists are currently closed.	



7.) Now that registration is complete, from this point forward, all you will need to do is enter your User Name (which is your email address) and password into the fields on the Login screen (accessed by clicking or selecting the 'Applicant Café' button on the <u>www.dupagehousing.org</u> website) and clicking or selecting 'Login' to access your account.

Housing Authority	
Login	
The DuPage Housing Authority Housing Choice Vo	ucher Wait List is now CLOSED and applicat
Please follow our websites, www.dupagehousing.o wait lists.	rg and www.kendallhousing.org, for future a
The DHA Project-Based Wait List and Kendall Hous Please follow our websites, www.dupagehousing.o	
Please follow our websites, www.dupagehousing.o	org or www.kendallhousing.org, for future and Welcome to the Housing Café f

Thank you for creating an account with the DuPage & Kendall Housing Authorities!