

Portal Landlord Tools – Ledger

Landlords now have a tool available to them that displays their ledger online. This tool is described in this document.

The Landlord Ledger Tool is accessed through the THA Portal at <http://portal.thafl.com>. To use it, you must be registered in the Portal, and have your vendor number attached to your Portal account. Before we describe the Ledger, we will describe how to register and attach your vendor number.

Registration.

Registration is simple, and only needs to be done once. It requires providing only a first and last name, a unique email address, and a password you would like to use to log into the Portal with. The registration page is accessed at the login screen.

Click Login.



Click 'Register Here'.



Fill out registration.



After registering, the login screen will appear where you must log in. After logging in for the first time, you will need to attach your account to the Portal. This only needs to be done once.

Attach landlord vendor account to the Portal.

Click the 'Landlords' button. If you do not see the button, you can click 'Portal Home' to get to it.



Click 'Attach your Vendor Number to your Portal Account'.



To prove your identity, you must provide your vendor number (v-code) and the federal ID you do business under.



The screenshot shows the Tampa Housing Authority Portal. At the top left is the logo for Tampa Housing Authority with the tagline "Building a World Class Community, One Family and One Neighborhood at a Time". Below the logo is a navigation menu with links for "Portal Home", "Dashboard", "THA Website", and "Contact Us". The main content area features a large banner image of a city skyline at dusk. Below the banner is a registration form with the following text: "Before we can bring up the Landlord Tools available to you, we need to attach your landlord account here. Please enter your Vendor Number below, and also the Federal ID you use to do business with us, and we will look up your account. Your Vendor Number can be found on any past statements you received from Tampa Housing Authority." The form includes two input fields: one for the Vendor Number and one for the Federal ID (with a note "(9-digits only)"). A "Find Account" button is positioned to the right of the Federal ID field. At the bottom of the page, there is a copyright notice: "© Copyright 2006 - Present, Tampa Housing Authority www.THAFI.com".

If the vendor number exists, and it is associated with your federal ID, you will get a message that the account was attached successfully. The next time you log in, you will be brought to your Dashboard where the Landlord Ledger Tool will appear as a button in your tools menu.

Ok. That's the registration process and the account attachment process. Now we can move on to the Portal's Landlord Ledger Tool.

Landlord Ledger.

After clicking on the ledger tool, you will see the last 5 ACH deposits made to the account associated with the v-code you attached in the previous step. A search section allows you to select a specific date range for deposits.

If you are a **property manager**, and serve several property owners, you may want to view the ledgers of all those that you manage. To do that, you must add the additional accounts you want to view in the tool. The top section will show the accounts that you have already added, and you can simply select the one you wish to view. To add another account, you must know the vendor number (v-code) for that account, and the federal ID associated with it. Enter both of these in the boxes provided for adding additional accounts, and click the Add button. The new account will now appear in the account list.

Payments made to you

Choose an Account to View

v0889999	Sanavi Housing, LLC
v1111444	Marins, Hose
v0222898	Loschez, Launa

For Property Managers - Add an Additional Account to View

<input type="text"/>	<input type="text"/>	<input type="button" value="Add"/>
<small>V-Code</small>	<small>Federal ID</small>	

Sanavi Housing, LLC **V0889999**

Select a Date Range

From: To:

Your last 5 payments

Date	Check Number	ACH	Amount
Mar 02, 2017	200562210	313067	\$593.00
Feb 01, 2017	200558501	310399	\$593.00
Jan 03, 2017	200554898	307728	\$555.00
Dec 02, 2016	200551014	305046	\$555.00
Nov 02, 2016	200547485	302387	\$555.00

Clicking on one of the ACH entries brings up the details for that payment.

Payments made to you

Choose an Account to View

v0889999	Sanavi Housing, LLC
v1111444	Marins, Hose
v0222898	Loschez, Launa

For Property Managers - Add an Additional Account to View

V-Code	Federal ID	Add
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Print
X

Payment Details - ACH Control # 307728 Issued on Jan 03, 2017

Date	Reference #	Inv #	Description	Amount
Jan 01, 2017	P-1526603		:HAP 01/17 Graff, Lee 21 Main	555.00

Total deposit amount: \$555.00

You will notice two buttons in the light green bar above the details list, 'Print' and 'X'. The 'X' button closes the details display, and goes back to the previous list of deposits. The 'Print' button brings up a new page with a print-friendly statement. This page can be printed right from your browser using the file->print function.

Jerome D. Ryans Executive Director	 <p style="font-size: small;">5301 West Cypress Street Tampa, FL 33607 Ph: (813) 341-9101 Fax: (813) 471-3434 www.thafl.com</p>	Board of Commissioners Hazel S. Harvey Susan Johnson-Velez - Chairperson James A. Clear Bill Johnson-Griffin Rubin E. Padgett Ben Wacksman - Vice-Chairperson Bemetra L. Simmons
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Sanavi Housing, LLC - v0889999
 c/o Trusty Management, LLC
 Tampa, FL 33606

Account # ending with 2440
 Check # 200554898
 ACH Control # 307728

Date	Reference #	Inv #	Description	Amount
Jan 01, 2017	P-1526603		:HAP 01/17 Lam, Tommy 507 S Berm	555.00

Total Deposit Amount: \$555.00