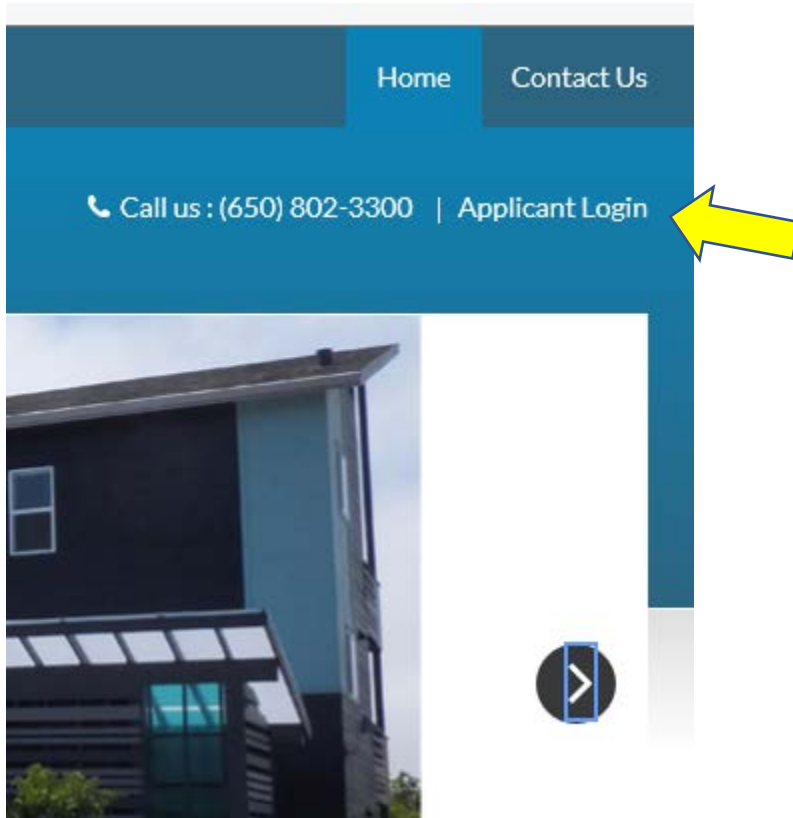
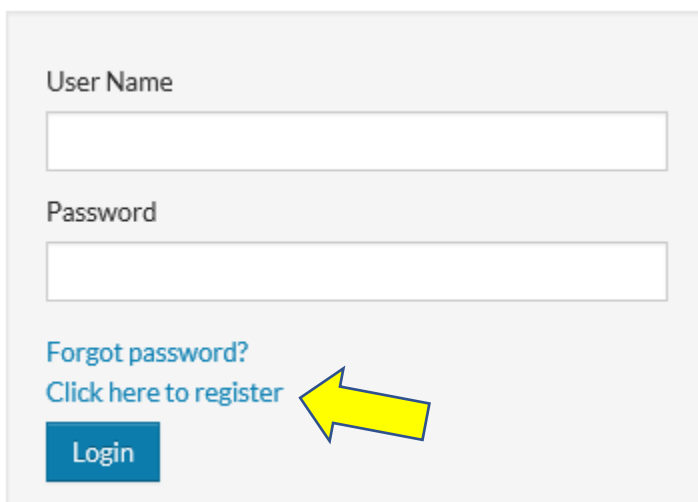


## Instructions for Rent Café Registration

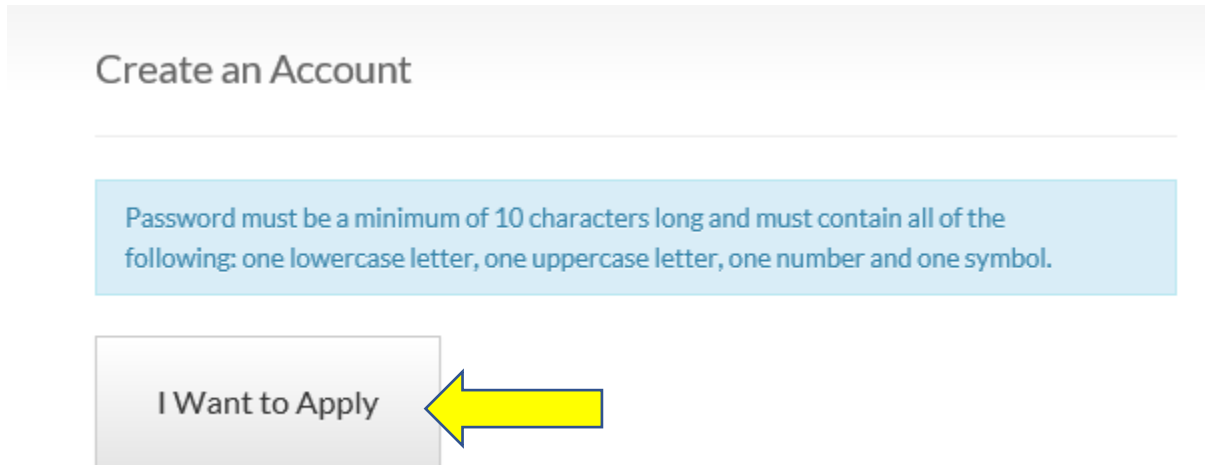
1. At the Home page of [www.mysmchousing.com](http://www.mysmchousing.com), click on Applicant Login (upper right-hand corner of screen):



2. At the Login screen, click on the [Click here to register](#) link

A screenshot of the login form. It has a light gray background. At the top, it says 'User Name' above a white input field. Below that, it says 'Password' above another white input field. At the bottom left, there are three links: 'Forgot password?' in blue, 'Click here to register' in blue, and a blue 'Login' button. A yellow arrow points to the 'Click here to register' link.

3. On the Create an Account page, click the 'I Want to Apply' box:



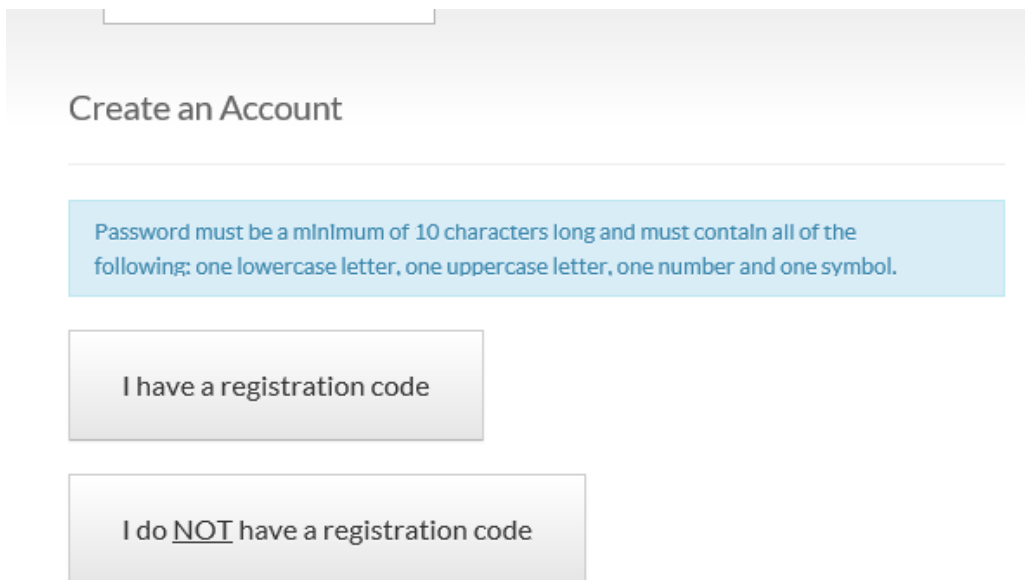
Create an Account

---

Password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol.

I Want to Apply

4. If Applicant has a Registration Code, click "I have a registration code"



Create an Account

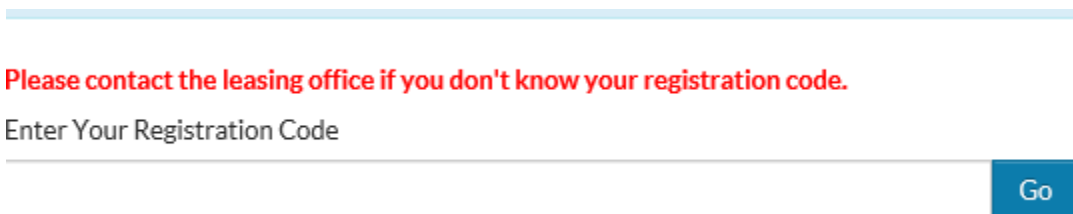
---

Password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol.

I have a registration code

I do NOT have a registration code

5. A box will appear for the Applicant to Enter Your Registration Code:



---

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

Enter Your Registration Code

Go

The Registration code is an alpha-numeric code listed in the outreach letter sent to the Applicants and should be entered exactly as shown in the letter. Once the code is entered, the Applicant presses the blue "Go" box to the right of the Registration code.


\*If Applicants do not have a Registration Code, they click “I do NOT have a registration code” and continue process.

6. The Personal Details and Account Information sections appear:

## Personal Details

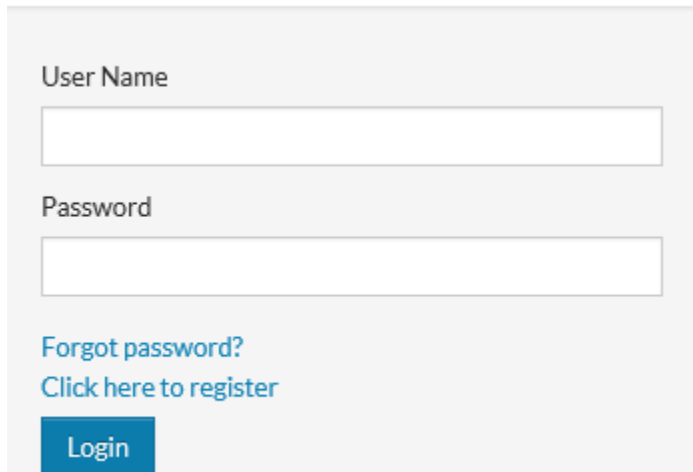
First Name*	<input type="text" value="First Name"/>
Last Name*	<input type="text" value="Last Name"/>
SSN#* (If you do not have a SSN, please enter 999-99-9999)	<input type="text" value="XXX-XX-XXXX"/>
Phone (Home)*	<input type="text" value="(555) 555-5555"/>

## Account Information

Email Address*	<input type="text" value="YourEmail@Example.com"/>
User Name (must be email address)*	<input type="text" value="User Name"/>
Password*	<input type="password" value="Password"/>
Confirm Password*	<input type="password" value="Confirm Password"/>
<input type="checkbox"/> I'm not a robot	 reCAPTCHA <a href="#">Privacy</a> - <a href="#">Terms</a>
<input type="checkbox"/> I have read and accept the <a href="#">Terms and Conditions</a>	

7. Once all sections have been completed, click the box next to “I’m not a robot” and the “I have read and accept the Terms and Conditions”, then press the blue Register box.

8. The Applicant will receive an e-mail confirming the registration.
9. For future logins, Applicants will use their User Name and Password at the Login screen:



User Name

Password

[Forgot password?](#)  
[Click here to register](#)

Login