

INSTRUCTIONS FOR LANDLORDS TO ACCESS PAYMENT INFORMATION

Go to:

<https://www.hmsforweb.com/pal/login.php>

Click on Register

Type in a User Name

Password

Re-enter Password **Please write down your name & password . You'll need this each time you log on.**

Email address

Re-enter your Email address

Tax ID # or SS #

Type in the numbers/letters in the box in the area underneath the box

Once you are logged on, you can access your detailed payment information. There may be more than one entry for each date if you have numerous tenants. There is a "Printer-Friendly" box to use for printing the information.

You can also click on "Frequently Asked Questions" for further information. (how to request email notification for your payments)

PLEASE KEEP THIS FOR YOUR RECORDS – DO NOT MAIL BACK TO BHA