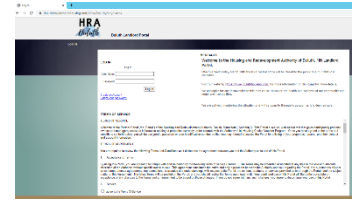


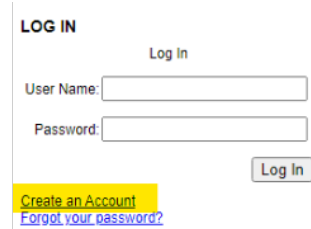


-Open up a web browser and go to the Duluth HRA Partner Portal:

<https://duluthhra.partnerinhousing.com>



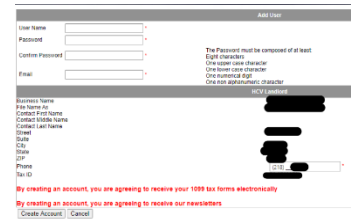
-From the login screen select the option to Create An Account under the login fields:



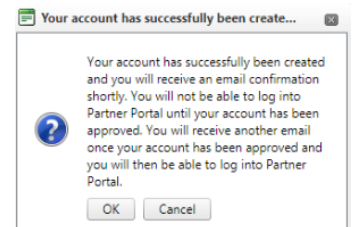
-On the Create An Account initial screen enter in either your Social Security Number or the TIN used for when you signed up for payments from Duluth HRA; enter in the letters or numbers shown in the CAPTCHA window under the Tax ID fields and select the Match Landlord option



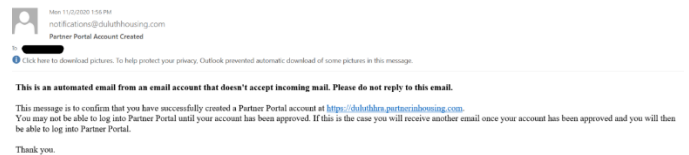
-Enter in the User Name you'd like to use, along with a password and your email address



-Enter in or confirm your phone number and select the Create Account option at which point you'll see the following screen, select OK to return to the login screen



-Once your account has been created and email will be sent to the email address you provided on the Create Account screen that looks like the following:



-Once an HRA Employee has received and approved the request for the new account you will receive a second email confirming that your account has been activated and you can log in to the Duluth HRA Partner Portal to view previous payments, 1099's, and unit and tenant information.

