



## Registration (How to Make a User Account)

### START

#### A. Navigate to RENTCafé applicant portal website:

1. Go to [www.phamyportal.peninsulapha.org](http://www.phamyportal.peninsulapha.org)
2. Click on the “Register Now” button



3. Then, click on “Register Now” on the bottom right of the screen

4. Choose an option:

- a. I have a registration code (**continue to Section B: Register with a registration code**)
- b. I do NOT have a registration code (**continue to Section C: Complete the fields and register**)

**B. Register with a registration code (skip this step if you don't have a registration code)**

5. Enter the registration code into the field provided

Create An Account

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

Enter Your Registration Code

Go

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

6. Click "Go"

**C. Complete the fields and register**

7. Enter First Name, Last Name, SSN# and Phone Number

a. SSN# must match our records if using a registration code

b. SSN# must not match our records if not using a registration code

Personal Details

First Name\*

First Name

Last Name\*

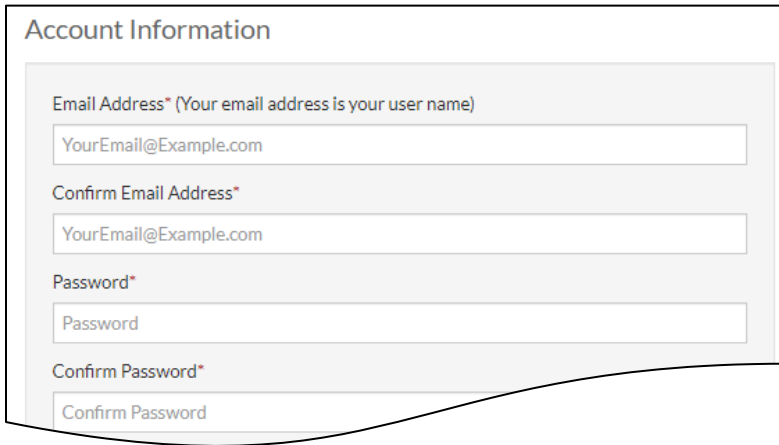
Last Name

SSN#\*\*

Phone (Home)\*

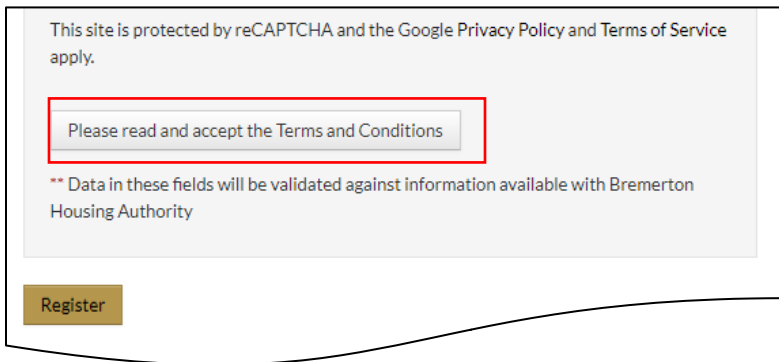
(555) 555-5555

8. Enter a valid email address and password, then confirm both
  - a. The email address must be active and accessible



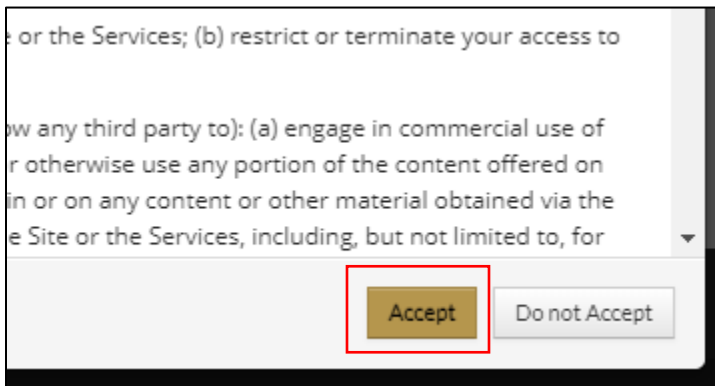
The screenshot shows a registration form titled "Account Information". It contains four input fields: "Email Address\* (Your email address is your user name)" with the placeholder "YourEmail@Example.com", "Confirm Email Address\*" with the same placeholder, "Password\*" with the placeholder "Password", and "Confirm Password\*" with the placeholder "Confirm Password".

9. Click "Please read and accept the Terms and Conditions" button



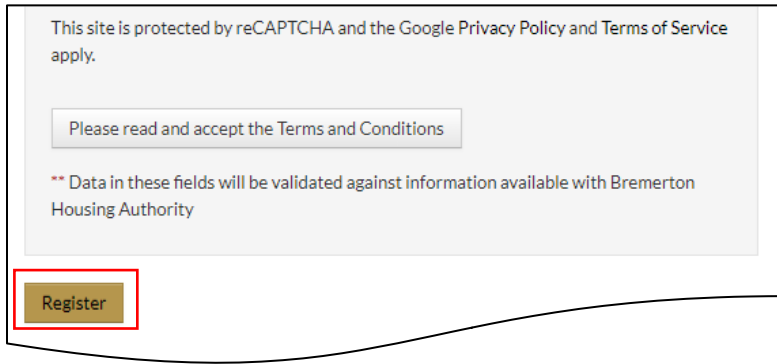
This screenshot shows the registration form with a reCAPTCHA notice at the top: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." Below the notice is a button labeled "Please read and accept the Terms and Conditions", which is highlighted with a red rectangular box. Below the button is a note: "\*\* Data in these fields will be validated against information available with Bremerton Housing Authority". At the bottom left of the form is a "Register" button.

10. Click "Accept" in the Terms and Conditions pop-up box



The screenshot shows a Terms and Conditions pop-up box. The text is partially visible, including "or the Services; (b) restrict or terminate your access to" and "ow any third party to): (a) engage in commercial use of" and "r otherwise use any portion of the content offered on" and "in or on any content or other material obtained via the" and "e Site or the Services, including, but not limited to, for". At the bottom of the pop-up box are two buttons: "Accept" and "Do not Accept". The "Accept" button is highlighted with a red rectangular box.

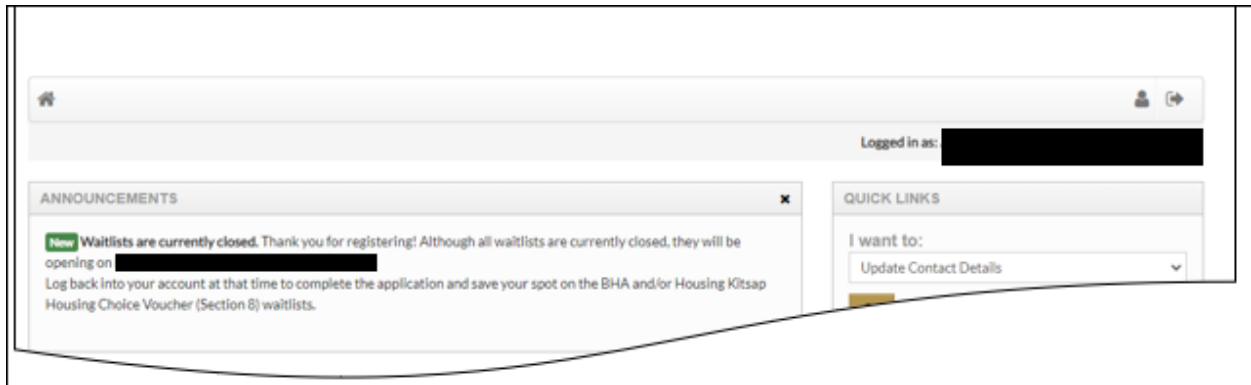
11. Click “Register” when taken back to the registration screen



**D. Confirmation of successful registration**

11. Once “Registration Successful,” registration is confirmed in one of two ways:

- a. If using a registration code (you were already in the system), you will see a “Resident” portal screen where you can:
  - i. See their waiting list status
  - ii. Update their contact details
  - iii. Apply to open waitlists



- b. If not using a registration code, you will see the online application where you can apply to open waitlists.

50058 Online  
Application

Application Progress 0%

Application C. Certification | Hi, Wendy  
Call us: (360) 616 - 7132

\* Denotes a required field

Select your preferred language

Preferred Language\*

English

Next

Language Selection

- Welcome Page
- Contact Information
- Household Information
- WL Preferences
- Waiting Lists
- Review & Submit
- Log Out

c. You will also receive a confirmation email in your inbox of the email you signed up with.

END