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[www.mbhp.org](http://www.mbhp.org)

## **WELCOME TO THE MBHP PROPERTY OWNER'S PORTAL**

If you are new to MBHP, have recently signed up for direct deposit, or have not registered on the MBHP Owner's Portal website, below is some basic information about our Owner's Portal.

Did you know that you can access HAP payment information for your tenants on the MBHP Owner's Portal Web site? Payment information is displayed for all HAP transactions, whether paid by direct deposit or paper check. Prior month's payment information also can be displayed.

When you sign on with the username(s) provided to you by MBHP, you will be able to view all payments paid to a single Taxpayer ID Number (TIN) or Social Security Number (SSN). If you have multiple TINs or SSNs you will need separate usernames for each ID number.

You may access the MBHP Owners Portal from any Web-enabled computer. Microsoft's Internet Explorer browser works best with this Web site. The address of the site is <http://www.portal.mbhp.org>. You will be prompted to enter your username and password.

**Your username is: portal\#### as provided to you by MBHP.**

**NOTE: Make sure you use the backslash “\” (above the Enter key) between the word “portal” and your username.**

**The username to the right of the “\” begins with the letter “o” or the letter “t”.**

**The remainder of the username is one to six digits long and may or may not match what you currently know is your MBHP owner number.**

**Your password is: the last four digits of your Tax ID Number or Social Security Number.**

On your first login attempt please select “Registration” from the menu on the left side of the screen. You register only once for each account you have. The registration process asks for an e-mail address, to enter a new password (simply your MBHP-provided the password if you don't want to change it). Finally, you need to read the usage agreement and click “I agree” at the bottom of the page to complete the registration process.

For assistance with sorting, printing and exporting your payment information, please refer to the “Help” feature on the site. Problems accessing the site or obtaining your user name and password can be directed to Howard Clayman to [Howard.Clayman@mbhp.org](mailto:Howard.Clayman@mbhp.org) or (617) 425-6632. Questions relating to the actual payment amounts should be directed to Dale Burnett at [Dale.Burnett@MBHP.org](mailto:Dale.Burnett@MBHP.org) or (617) 425-6781.

Sincerely,

MBHP

*Everyone deserves a place to call home*