

Initial Registration

A landlord needs to be claimed in order to be eligible to create an account. A landlord can only be claimed by one administrator. Administrators are capable of sharing information about a landlord with other members he or she is managing. (See Member Maintenance.)

Claim a Landlord

1. Enter Landlord ID. This usually starts with an L or P.
2. Enter Tax ID. With or without dashes.
3. Enter Security Code. This is a random string of letters and numbers that was included in the letter sent to the address on file or that you received by email. This field is case sensitive.
4. Click Submit to check if the claim is able to occur.

Claim a Landlord. ⓘ

Claim an un-claimed landlord using the following information. You must be able to claim a landlord in order to establish an account.

| | |
|---------------|---|
| Landlord ID | <input type="text" value="L123456"/> |
| Tax ID | <input type="text" value="31-1234567"/> |
| Security Code | <input type="text" value="6GsAb2cehk6r"/> |

A message may appear on the screen above the Landlord ID in the event that the information is incorrect. Correct the information and try again. If you are sure the information is correct, please contact CGI Federal for assistance at 614-421-4505.

- **Landlord not found or information does not match.**

Once you have claimed a landlord successfully, you will be required to contact information including an Administrator name, phone number, etc.

After that, your account is set up and you may claim additional Landlord ID's (if you have any) under Maintenance > Landlords.

You may then create member login accounts, if you so choose, to help manage your business under Maintenance > Members.