

## RentCafe Registration

To register for RentCafe

1. Fill out *Personal Details*
2. Under *Account Information* make sure you **tab** after entering your email address. This allows RentCafe to check to see if you have already registered.
3. Wait just a second before going to the password section to see if you already have an account.

Create an Account

\* Denotes a required field

Personal Details

First Name\*


  
Last Name\*  
SSN#\* (if you do not have a SSN, please enter 999-99-9999)  
Confirm SSN#\*  
Account Information

Email Address\*

 ← TAB  
Confirm Email Address\* ← TAB  
User Name (must be email address)\* ← TAB  

Password must be a minimum of 10 characters long and must contain all of the following: one lower case letter, one uppercase letter, one number and one symbol

Password\*

  
Confirm Password\*  
 I'm not a robot   
 I have read and accept the [Terms and Conditions](#)

Wait for a second

If you do already have an account and you don't wait and click directly on password, you will see this: **Duplicate username**

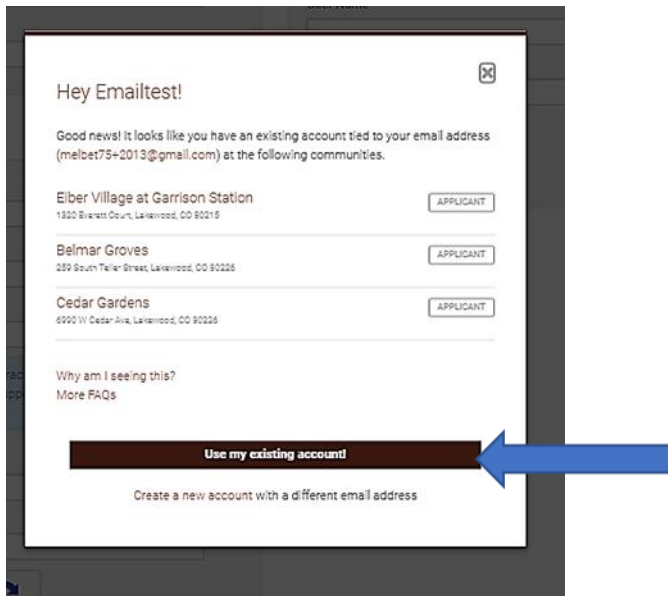
And you will have to start over.

The screenshot shows a web browser with multiple tabs. The active tab is 'RENTCafé Site Manager'. The URL is 'n-senior/register.aspx?myOlePropertyId=611696&FloorPlanID=0&sMoveInDate=&sRent=&RentableItemTypeId=&sbeds=&sLeaseTerm=&UnitID=0&isFrom'. The browser's address bar shows several tabs: 'MHS | Apar...', 'Metro West Housin...', 'HCV RECERT', 'CB Comcast Business S...', 'Project Updates | G...', 'RENTCafé Site Man...', 'Yardi', and 'Welcome'.

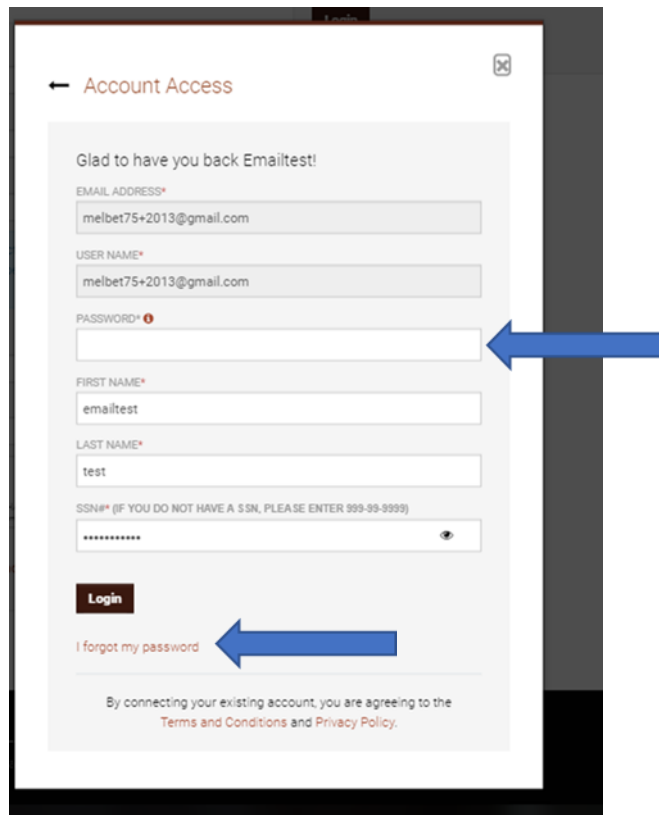
The main content area displays a registration form. At the top, there is a pink error message box that says 'Duplicate Username' with a close button (x). A blue arrow points to this message. Below the error message, the registration form is partially visible, showing fields for 'Last Name\*' (with 'test' entered), 'SSN#\*' (with a note: '(If you do not have a SSN, please enter 999-99-9999)'), and 'Confirm SSN#\*'. Below these is the 'Account Information' section, which includes fields for 'Email Address\*' (with 'melbet75+2013@gmail.com' entered), 'Confirm Email Address\*', 'User Name (must be email address)\*' (with 'melbet75+2013@gmail.com' entered), 'Password\*', and 'Confirm Password\*'. A blue box contains a password requirement: 'Password must be a minimum of 10 characters long and must contain all of the following: one lower case letter, one uppercase letter, one number and one symbol'. Below the password fields is a reCAPTCHA widget with the text 'I'm not a robot' and a checkbox. At the bottom of the form, there is a checkbox for 'I have read and accept the Terms and Conditions' and a 'Register' button.

To the right of the registration form is a login form titled 'Already have an account? Login Now!'. It includes fields for 'User Name' and 'Password', a 'Forgot password?' link, and a 'Login' button.

4. When you wait and you already have an account you will see this pop up box with your name in it:



5. Click *Use my existing account* and on the next screen enter your password and that will take you into the application



6. If you don't remember your password, click *I forgot my password* and that will bring you to this screen

- Enter your email address as their Username
- Click I am not a robot
- Click submit
- This will send you a password reset email
- After you reset their password, you will have to go through the registration process again – Start at #1 in this procedure entering the new password

## Password Reset

Please enter your user name and we'll send you a link to reset your password.

User Name

I'm not a robot



**Submit**