## **MyTenancy GUIDE**

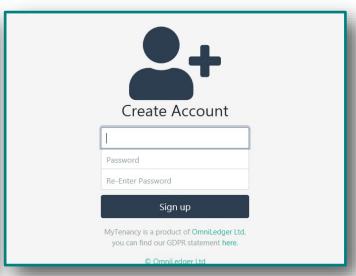


## **Getting Started**

- 1. Click on the link in the MyTenancy section of the Habinteg website or go to: <a href="https://habinteg-ulster.mytenancy.co.uk">https://habinteg-ulster.mytenancy.co.uk</a>
- 2. Click to Create an account then enter your email and create a password.

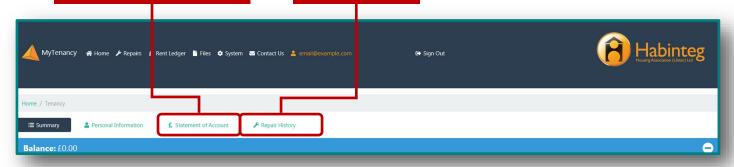
  NB Your email address and date of birth must be registered with Habinteg.





## **Accessing your Account**

- 3. After completing steps 1 and 2, an email will be sent to the email address you provided, containing a link for you to validate your account.
- 4. Click the link then enter your Tenant Key (account code) and date of birth. You will now be logged in to the Landing Page.
- 5. From the Landing Page, you can access a range of features, including your Statement of Account and Repair History



Statement of Account shows you the balance on your account along with any transactions. If your Balance is in arrears a Red box with x will be displayed. If your Balance is prepaid the box will appear Green with a ✓

Repair History shows the repairs that have been raised on your property and can be expanded to show you details about the work carried out. Repairs can also be requested by clicking the Request a Repair button

You can click on Files to access any documents we have uploaded for you.