

How to Create a New Property Manager Account



The following are guidelines to create a new HOMES.mil account.



When you first access www.HOMES.mil, you will see this disclosure page.

Read this information and then select **ACCEPT** if you agree to the disclosure and consent statements.





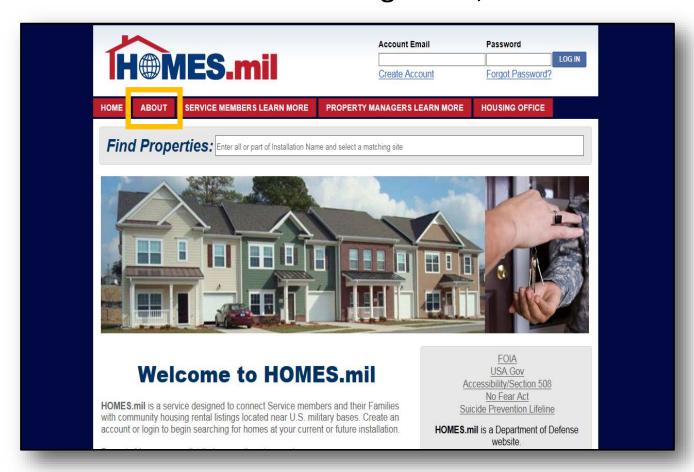
This is the Welcome to HOMES.mil page.

You can return to this screen at any time by clicking the **HOMES.mil logo** or the **HOME** tab.





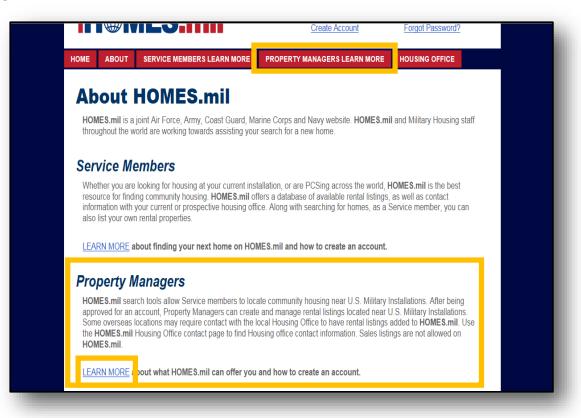
To learn more about HOMES.mil in general, click the **ABOUT** tab.





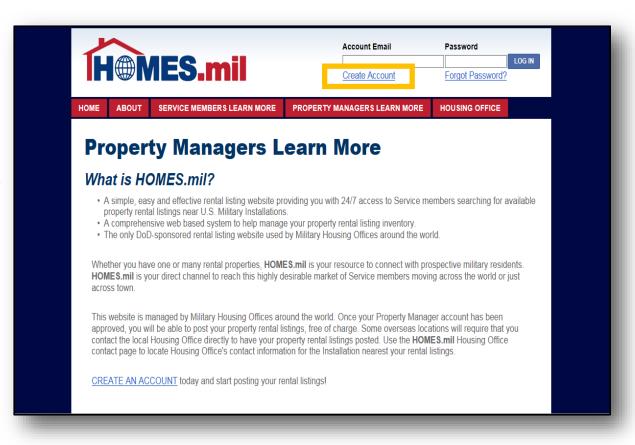
You are now at the **About HOMES.mil** page. The
bottom section contains
information for Property
Managers.

To learn more, you can either click the LEARN MORE link or the PROPERTY MANAGERS LEARN MORE tab at the top of the page.





You are now at the Property Managers
Learn More page.
When ready to create your Property Manager account, click the CREATE
ACCOUNT link at the top of the page.





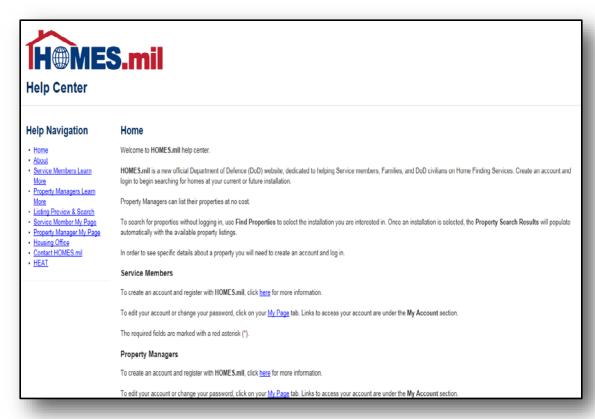
You will be taken to the registration page, where you can create an account.
Make sure that the **Property Manager** tab is selected.

You can select the CLICK HERE link to display the help document in a new window.

H@MES.n	nil	Account Email Create Account	Password Log IN Forgot Password?					
HOME ABOUT SERVICE MEMBE	RS LEARN MORE PROPER	TY MANAGERS LEARN MORE	HOUSING OFFICE					
SERVICE MEMBER PROPERTY MANAGER								
Register With HOMES.mil								
installation nearest to your rental listing(s) to begin. If you do not see your local installation, please contact the Housing Office directly for assistance in getting your rental listing posted. At least one rental listing must be included in your new account request. After verifying your Account Email address and adding at least one rental listing, the local Military Housing Office will review your new account request and notify you of approval or disapproval by email, typically in less than two business days. For additional help with the registration process, pleas click here.								
Country: First Name:								
Last Name:	:							
Work Phone:								
Alternate Phone		<u> </u>						
Company Name Website								

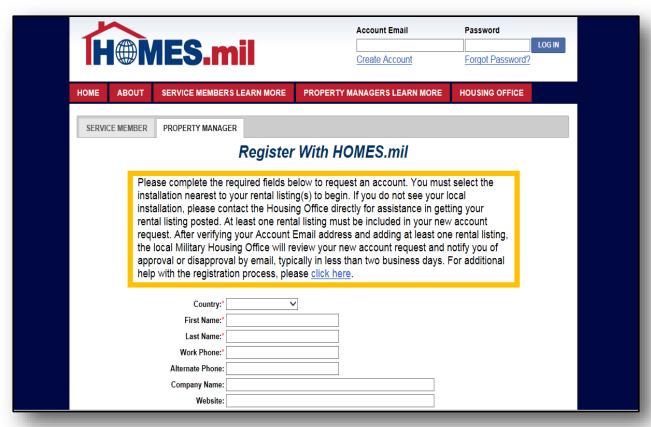


This is the HOMES.mil Help Center. When done, close the window by selecting "X" and you will return to the previous screen.





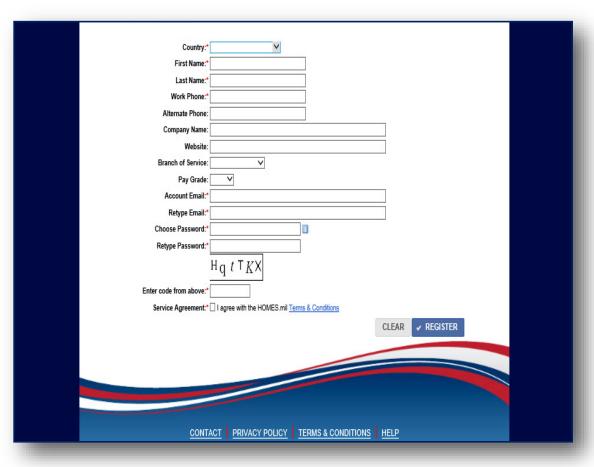
To create a Property Manager account, first read the instructions on the page before proceeding.





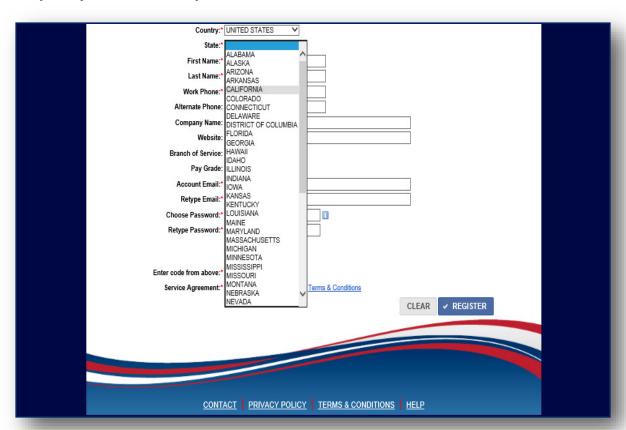
To locate the Installation nearest to your rental listing(s), first, select the Country.

red "*" are required.
Although other fields
are not mandatory,
please fill out as much
information as possible.



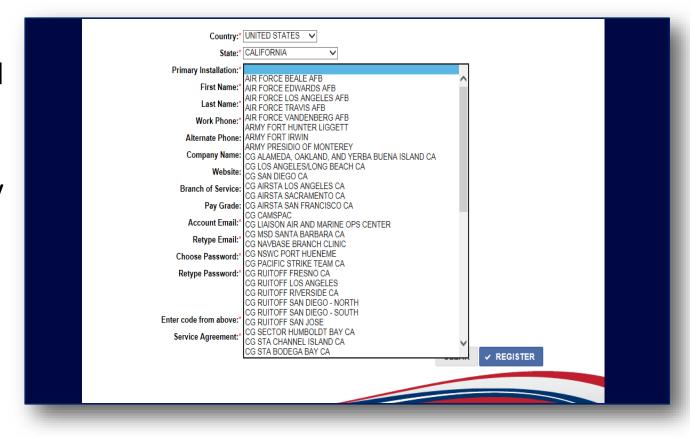


The State field appears once you select the Country. Click the down arrow to display the dropdown list.





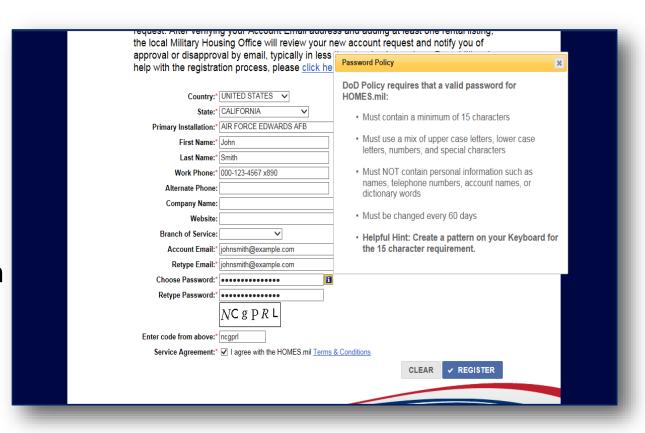
The Primary
Installation field
now appears.
Click the down
arrow to display
the available
Installations.





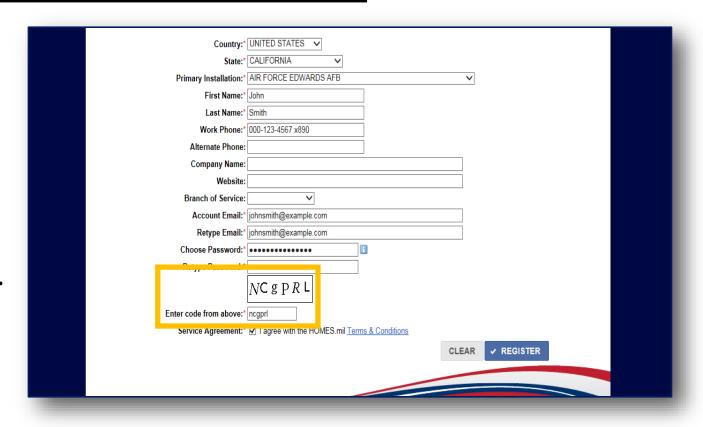
For password information, click the **Info** button.

This **Password Policy** window will be displayed. When done, click here to close the window.





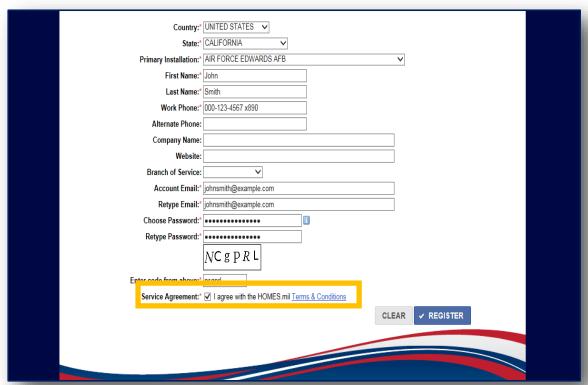
The text you enter in the highlighted section to the right needs to match the code shown above it. It is not case sensitive.





Check the **SERVICE AGREEMENT** box if you agree with the HOMES.mil Terms & Conditions.

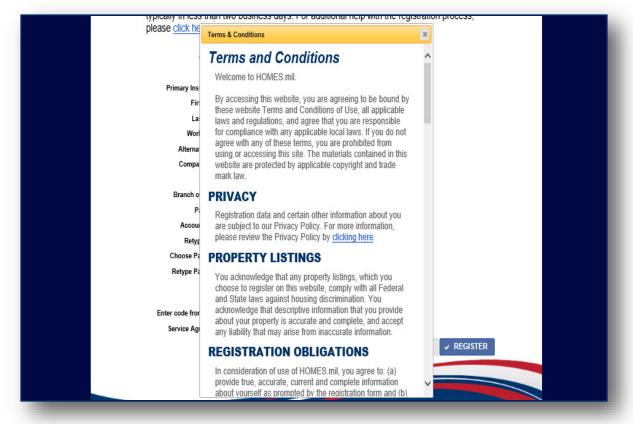
To view the HOMES.mil Terms & Conditions, click the TERMS & CONDITIONS link.





The Terms and Conditions are now displayed. Scroll down to view the rest of the information. When done, select the "X" to close the

window.





If needed, the **CLEAR** button will erase all information already entered.

When ready, click **REGISTER** to create your account.

Country:	* UNITED STATES V
	CALIFORNIA
	AIR FORCE EDWARDS AFB ✓
First Name:	
Last Name:	
	* 000-123-4567 x890
Alternate Phone	
Company Name	
Website	
Branch of Service	
	* johnsmith@example.com
	* johnsmith@example.com
Choose Password:	· ····································
Retype Password:	*
	NC g P R L
Enter code from above:	* ncgprl
Service Agreement:	* ▼ I agree with the HOMES.mil Terms & Conditions
	CLEAR ✓ REGISTER



If there is a problem with any of the required fields, a red "!" will appear next to the problem field.

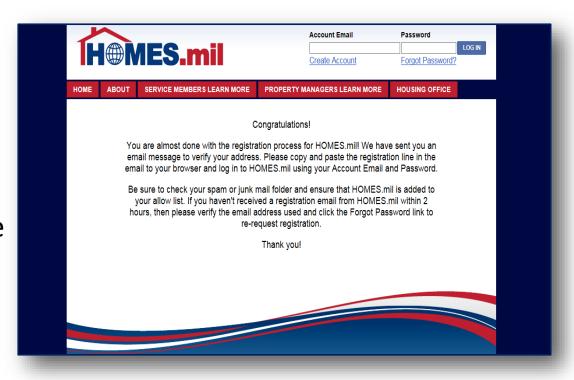
Use your mouse to roll over the red "!" to display an explanation of the problem.

Country*	UNITED STATES 🗸				
* 1					
	CALIFORNIA				
Primary Installation:*	AIR FORCE EDWARDS AFB				
First Name:*	JOHN				
Last Name:*	SMITH				
Work Phone:*	000-123-4567 X890				
Alternate Phone:					
Company Name:					
Website:					
Branch of Service:	V				
Account Email:*	johnsmith@example.com				
Retype Email:*	johnsmith@example.com				
Choose Password:*		1			
Retype Password:*		upper case			
l l	letters. Passwords must contain one, or more	numeric digits.			
<u> </u>	Passwords must contain one, or more :				
Enter code from above:*	characters. Password values do not match.				
	✓ I agree with the HOMES.mil <u>Term</u>	s & Conditions			
			CLEAF	R ✓ REGISTER	
			5==/11		



Once your registration information is accepted, you will see this screen.

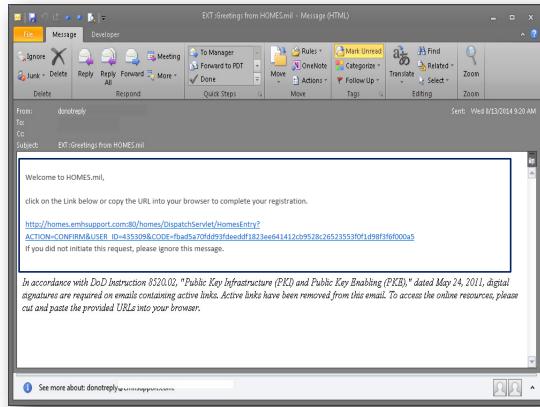
The next step is to check your email for a message from HOMES.mil to continue the registration process.





This is an example of the registration email you will receive from HOMES.mil.

Copy and paste the link from your email into your browser to continue the registration process. You may need to add https://tothe beginning of the link.





Once you paste the link from your email into your browser window, click **Enter**.

You should see this screen.





Enter your Email and Password at the top of the screen, then click

LOG IN.

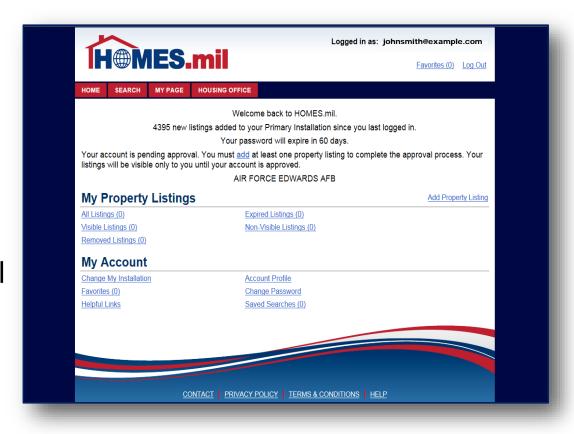




You have now completed the registration process and your account is pending approval by your local Military Housing Office.

You must add at least one property before your account will be considered for approval.

Please see the HOMES.mil Add A Property Listing presentation for more information.





Make sure to **Log Out** and close your browser window when done working with HOMES.mil

