



**Housing Authority
City of Pittsburgh**

**412 Boulevard of the Allies
Pittsburgh, PA 15219
412-456-5000**

www.HACP.org

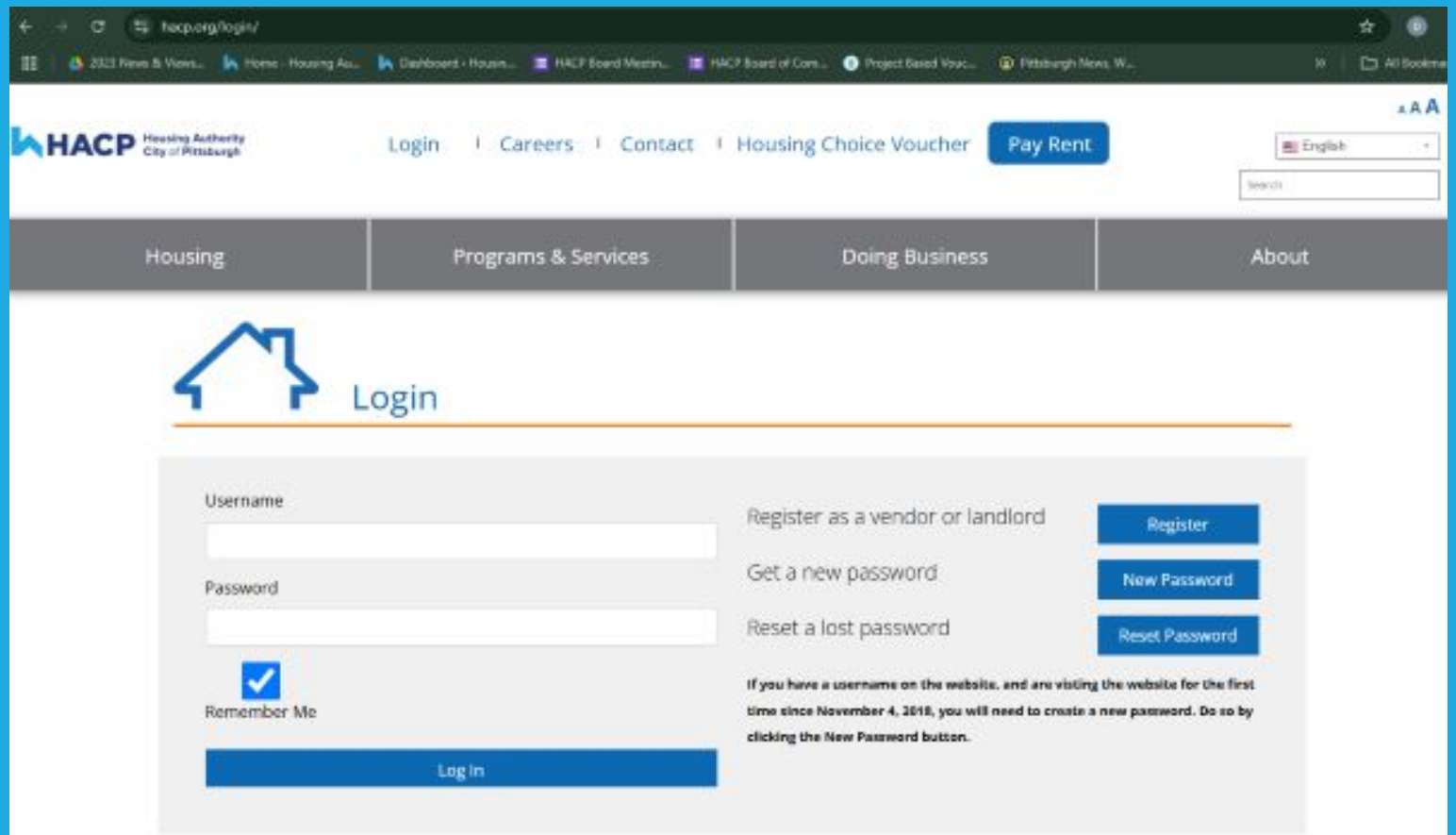
**A place
to live.
A path
to launch.**

Posting Your Properties

How to List Your HCV Properties on the HACP Website

Step #1

Visit www.hacp.org/login.



The screenshot shows the login page of the Housing Authority of the City of Pittsburgh (HACP). The page has a dark blue header with the HACP logo and navigation links: Login, Careers, Contact, Housing Choice Voucher, and Pay Rent. Below the header is a search bar and a language selector set to English. The main content area features a large blue house icon and the word "Login". The login form includes fields for Username and Password, a "Remember Me" checkbox (checked), and a "Log In" button. To the right of the form are links for "Register as a vendor or landlord", "Get a new password", and "Reset a lost password", each with a corresponding button. A note at the bottom right states: "If you have a username on the website, and are visiting the website for the first time since November 4, 2018, you will need to create a new password. Do so by clicking the New Password button."

HACP Housing Authority City of Pittsburgh

Login | Careers | Contact | Housing Choice Voucher | Pay Rent

English

Search

Housing | Programs & Services | Doing Business | About

 Login

Username

Password

☒ Remember Me

Log In

Register as a vendor or landlord

Get a new password

Reset a lost password

Register

New Password

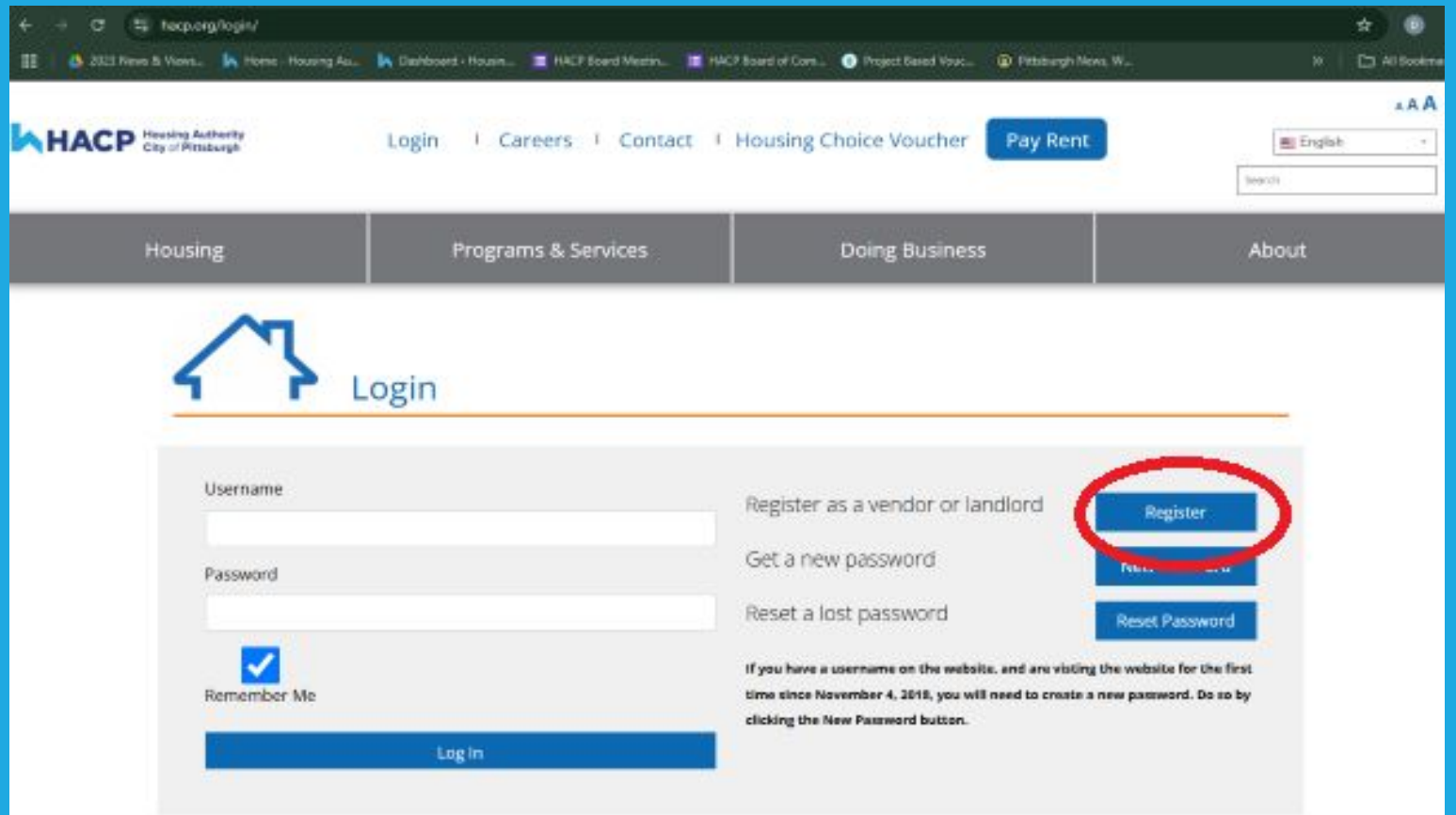
Reset Password

If you have a username on the website, and are visiting the website for the first time since November 4, 2018, you will need to create a new password. Do so by clicking the New Password button.

Step #2

Register your account.

(If you already have an account, please log in & skip to slide #7).



The screenshot shows the HACP (Housing Authority City of Pittsburgh) login page. The page has a header with the HACP logo, navigation links (Login, Careers, Contact, Housing Choice Voucher, Pay Rent), and a search bar. Below the header is a main navigation bar with links to Housing, Programs & Services, Doing Business, and About. The main content area features a large blue house icon and the word "Login". Below this is a login form with fields for Username and Password, a "Remember Me" checkbox, and a "Log In" button. To the right of the login form are links for "Register as a vendor or landlord", "Get a new password", and "Reset a lost password". The "Register" button is circled in red.

hacp.org/login/

2023 News & Views... Home - Housing Au... Dashboard - Housin... HACP Board Meetin... HACP Board of Com... Project Based Voac... Pittsburgh News, W...

HACP Housing Authority City of Pittsburgh

Login | Careers | Contact | Housing Choice Voucher Pay Rent

English

Housing Programs & Services Doing Business About

Login

Username

Password

☒ Remember Me

Log In

Register as a vendor or landlord

Get a new password

Reset a lost password

Register

Forgot Password

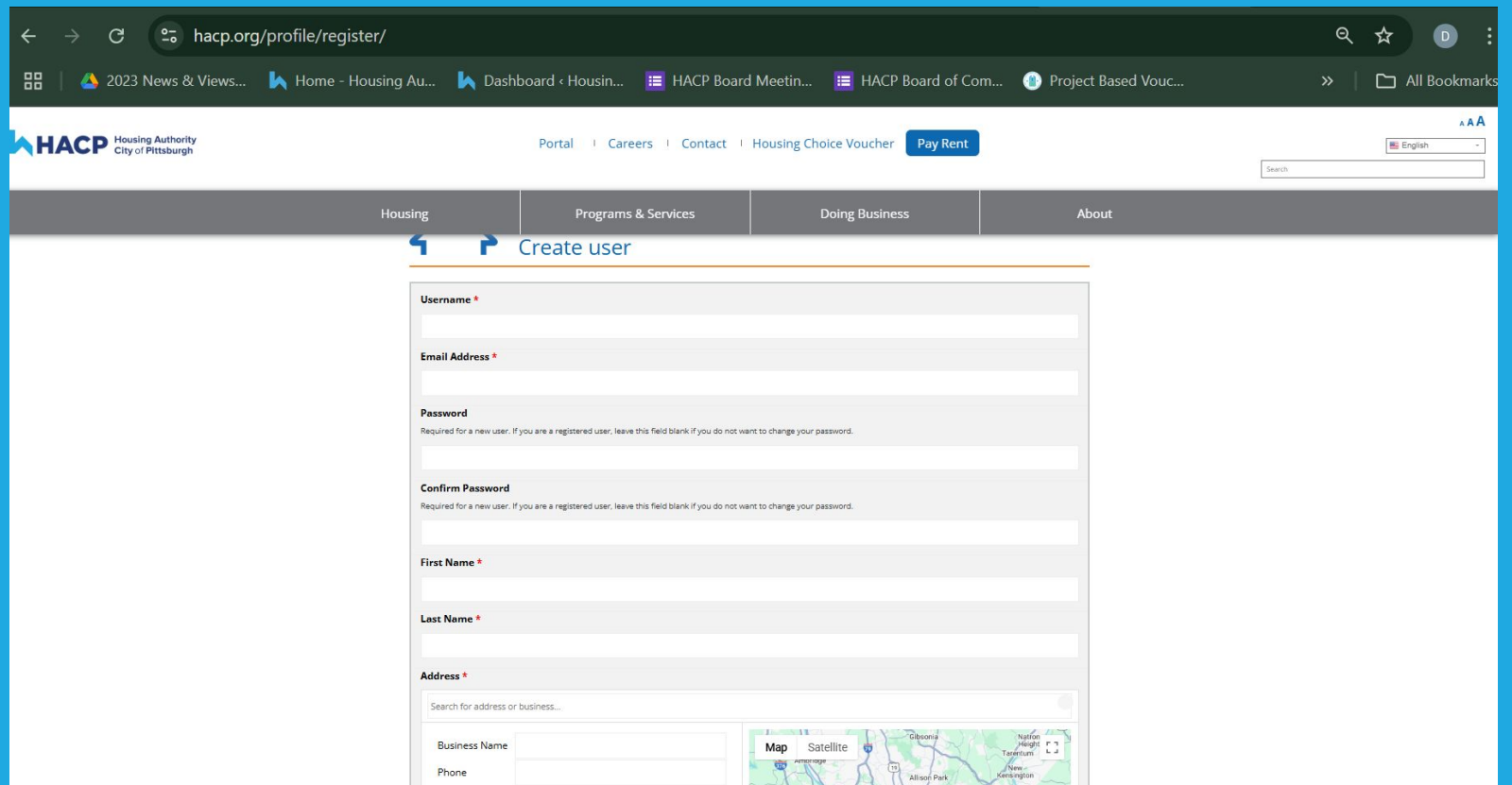
Reset Password

If you have a username on the website, and are visiting the website for the first time since November 4, 2018, you will need to create a new password. Do so by clicking the New Password button.

Step #3

Fill in all fields marked with a red asterisk, click blue **REGISTER** button at bottom of page.

***Note:** Please add your business address & number here.

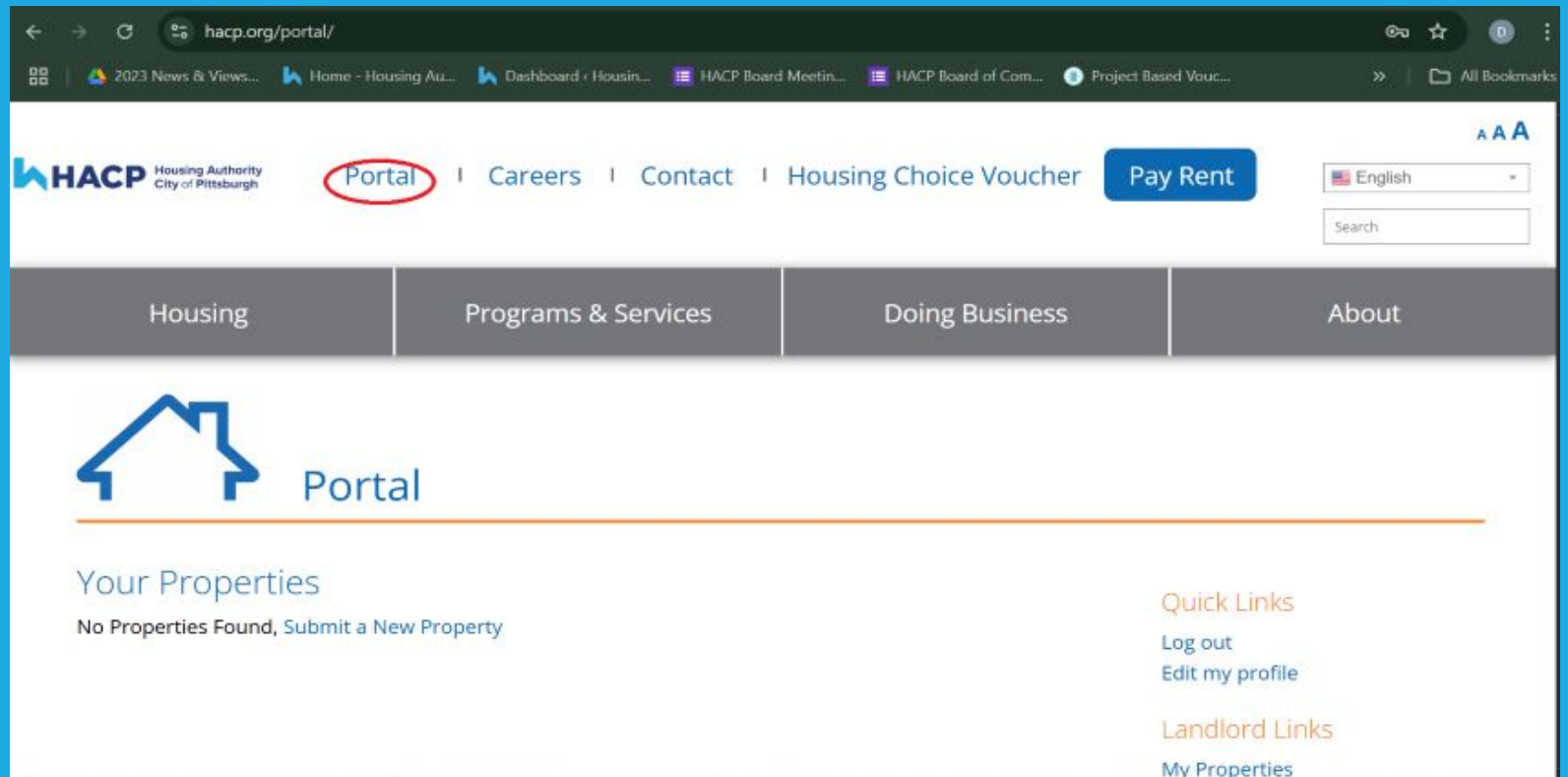


The screenshot shows a web browser at the URL `hacp.org/profile/register/`. The page header includes the HACP logo (Housing Authority City of Pittsburgh) and navigation links: Portal, Careers, Contact, Housing Choice Voucher, and a Pay Rent button. A search bar is also present. The main navigation bar has four tabs: Housing, Programs & Services, Doing Business, and About. Below this, a 'Create user' link is visible. The registration form itself contains several fields, each with a red asterisk indicating it is required: Username, Email Address, Password (with a note: 'Required for a new user. If you are a registered user, leave this field blank if you do not want to change your password.'), Confirm Password (with the same note), First Name, Last Name, and Address. The Address field includes a search bar with the placeholder 'Search for address or business...'. Below the address field, there are fields for Business Name and Phone. To the right of these fields is a map showing the area around Allison Park, with labels for Glenora, Allison Park, and New Kensington.

Step #4

Click **Portal** at the top of the page once you click Register.

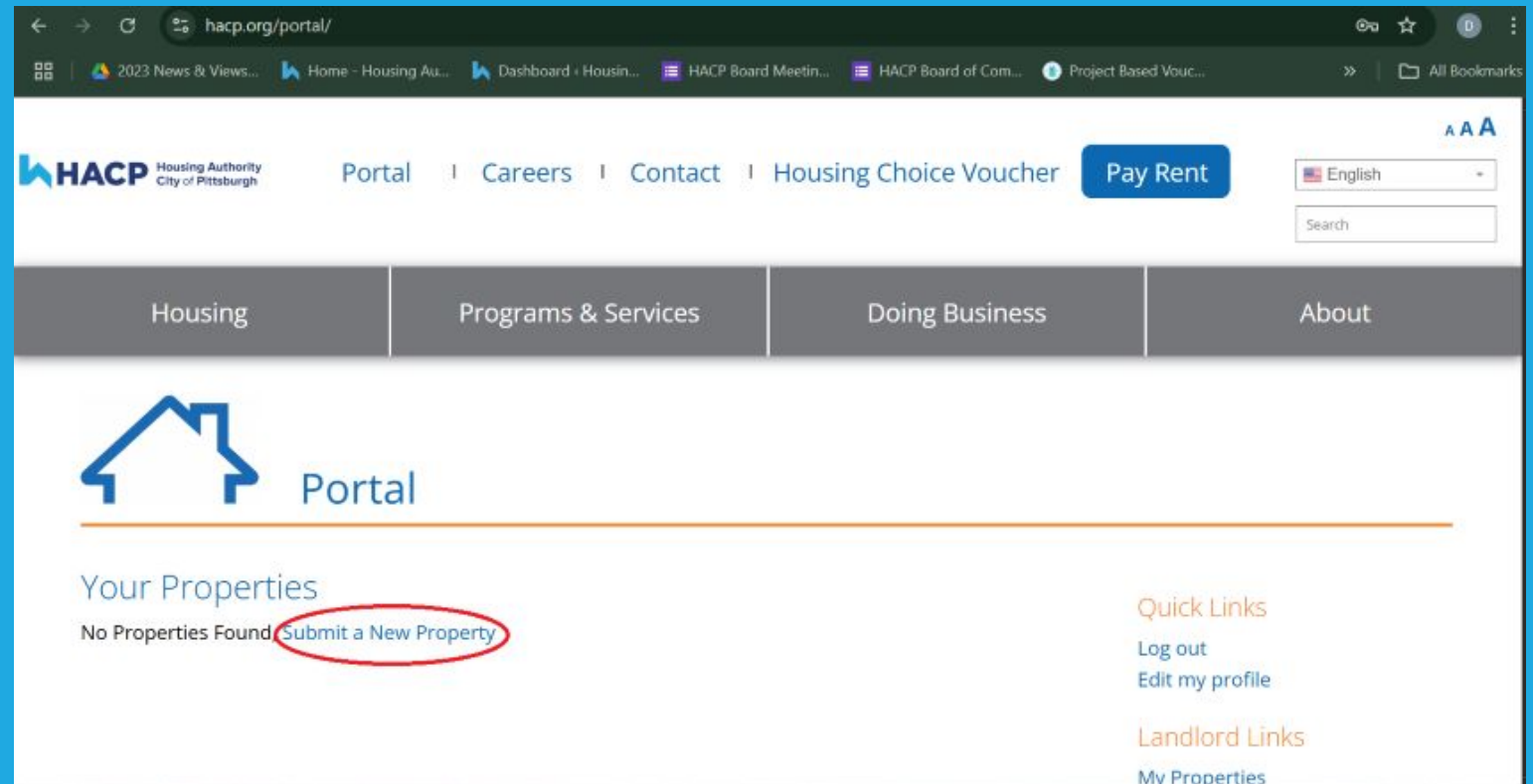
Note: The rest of the screen will not look like this if you're just registering your account.



Step #5

Click “Submit a New Property” under “Your Properties”

Note: Start here after logging in if you have an existing profile.



Step #6

Fill in all details of your property on this page.

- Title (ex. 2-BR Unit in Carrick)
- Property Address
- Neighborhood
- Subsidy Status (Always select Housing Choice Voucher Program)
- Description
- Number of bedrooms, bathrooms
- Apartment Type, Amenities
- Contact Information

Step #6 Continued

hacp.org/properties/new/

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HACP Housing Authority City of Pittsburgh

Portal | Careers | Contact | Housing Choice Voucher **Pay Rent**

English

Housing Programs & Services Doing Business About

Edit Property

Title *

Address *

Search for address or business...

Business Name

Phone

Fax

Website URL Ex: https://hacp.org
* URL requires https://

Address Line 1

Address Line 2

City

State

Zip

Country

Location

Google Map URL



Step #7

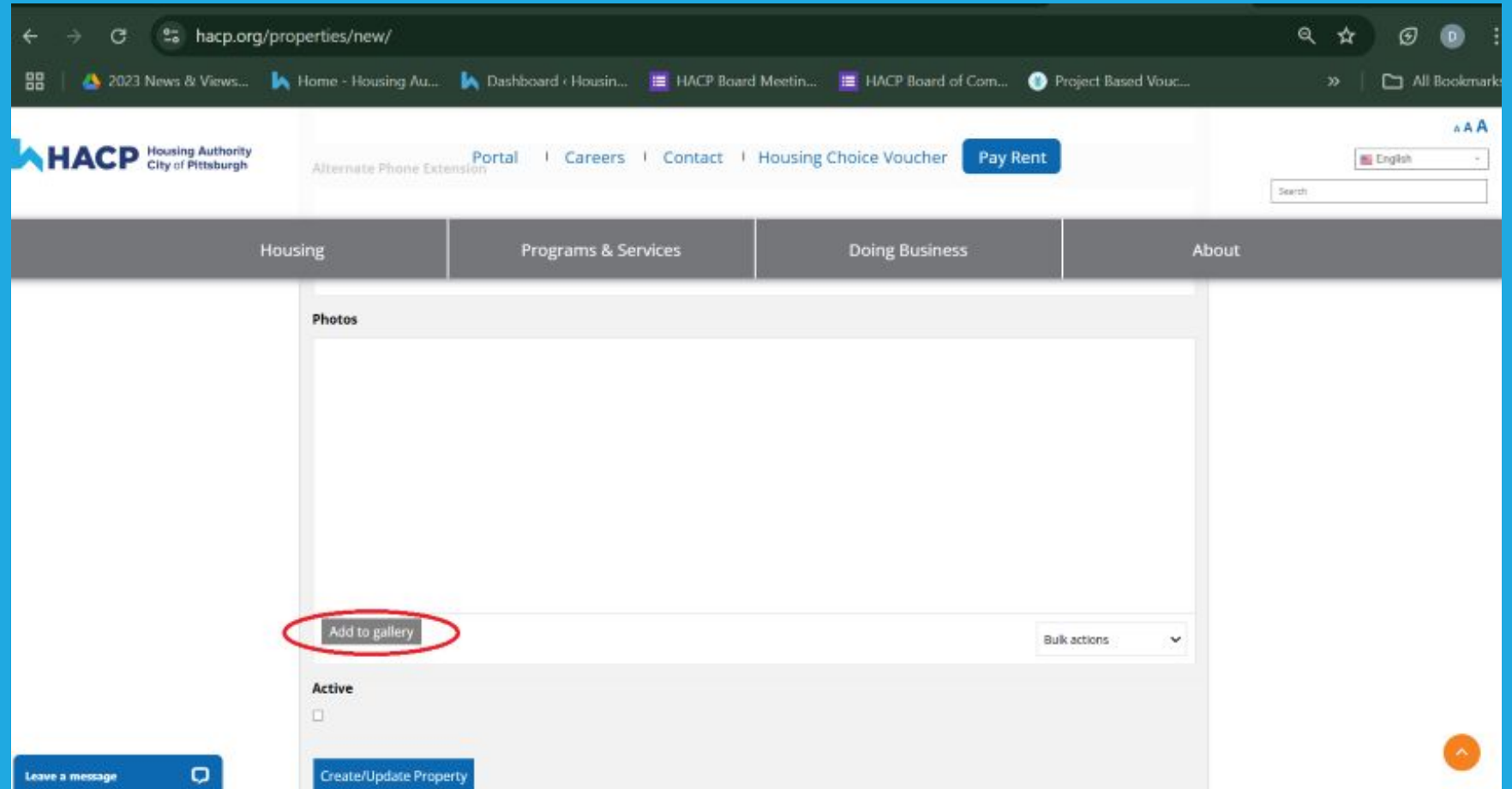
To Post Photos With Your Listing:

- Click “Add to Gallery”
- Click “Select Files”
- Find the photos on your device and select them.
- Once all photos are uploaded, click “Select” at the bottom right.

Note: The system will only accept photos in the following image file formats: .jpg, .png, or .gif.

It will not accept jpeg extensions.

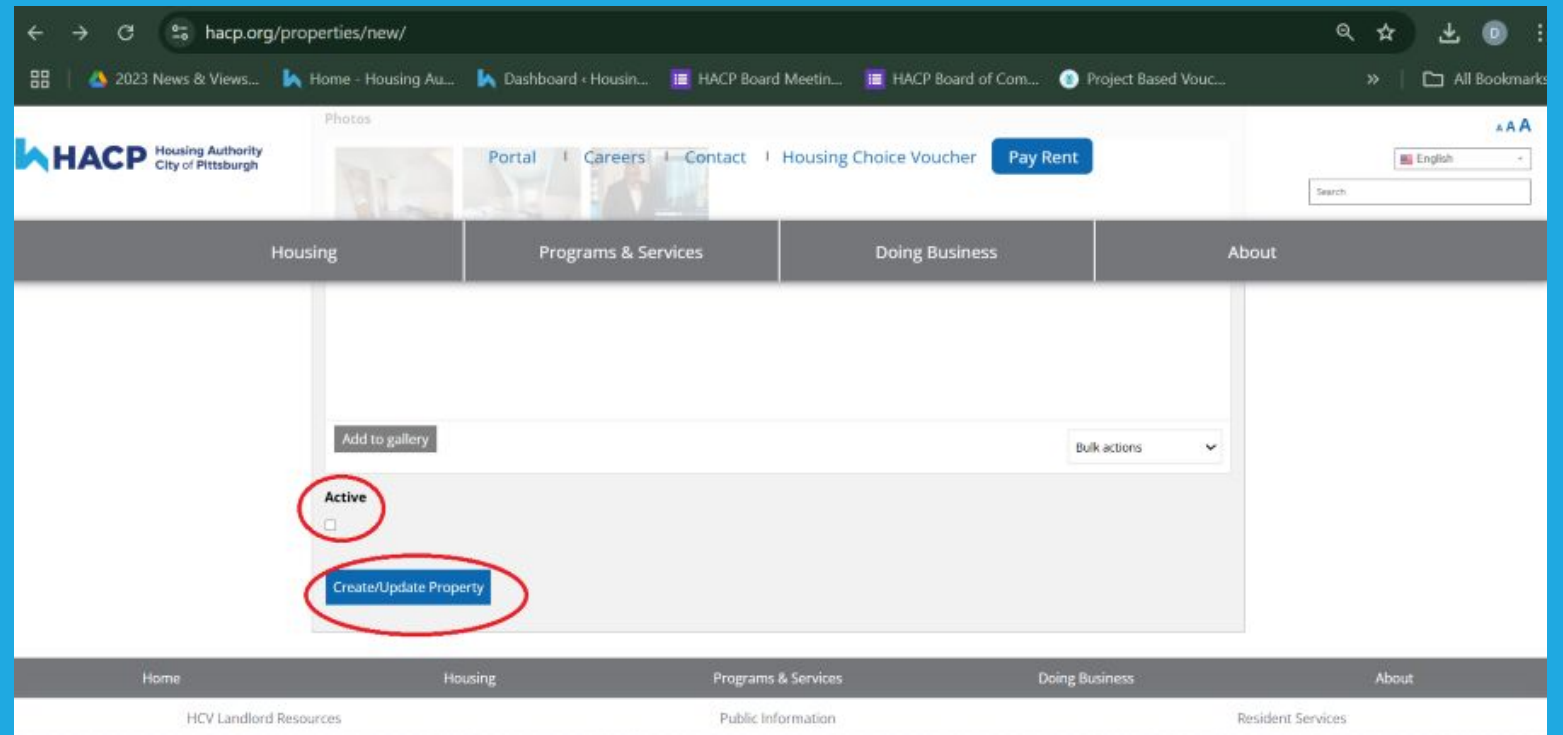
Step #7 Continued



Step #8

Click Create/Update Property.

Make sure that the “Active” Box is checked if you want your listing to be visible in the Property Search results.



You're done!

Now your property is awaiting approval by an HACP employee!

For issues creating profiles or posting properties, please contact the Housing Choice Voucher or Community Affairs Departments.



Community Affairs Contacts



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