



How to Create an Account for Returning Legacy Property Managers

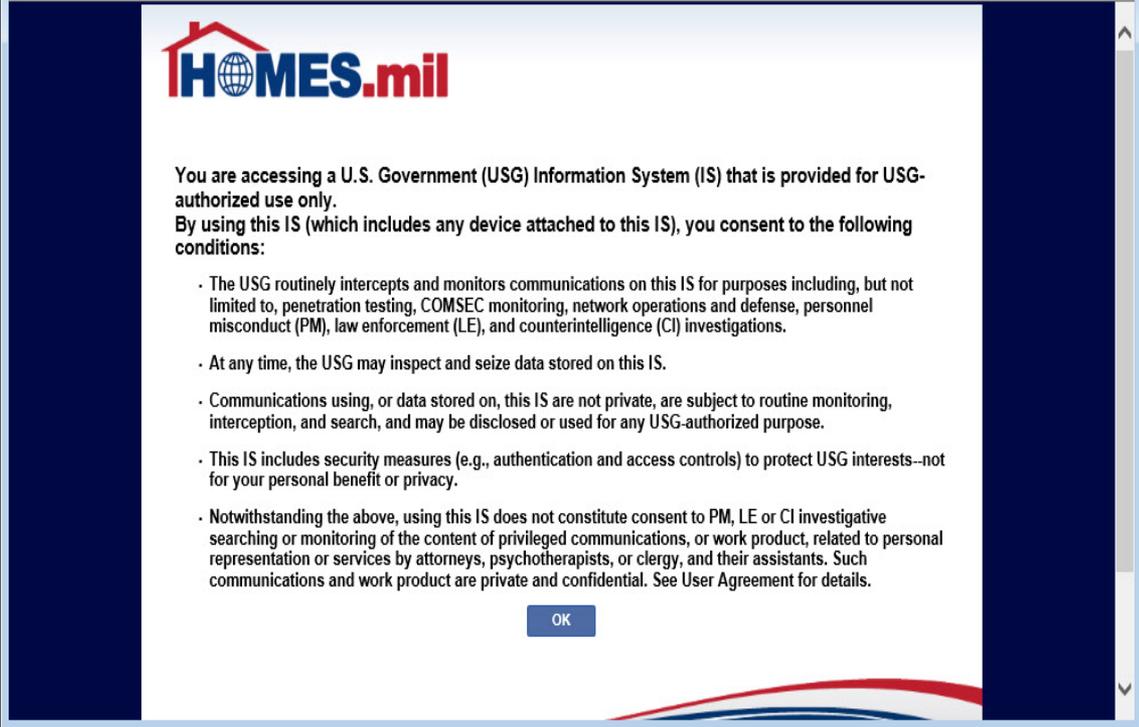


The following are guidelines to create a new HOMES.mil account for Returning Legacy Property Managers.

Guidelines for Legacy Property Managers

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

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

A screenshot of a web browser window displaying a disclosure page. The page has a white background with a dark blue border. At the top left is the HOMES.mil logo. Below the logo is a paragraph of text stating that the user is accessing a U.S. Government Information System (IS) for authorized use only and that by using it, they consent to the following conditions. There are five bullet points detailing these conditions. At the bottom center, there is a blue button with the text "OK".



You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.
By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Guidelines for Legacy Property Managers

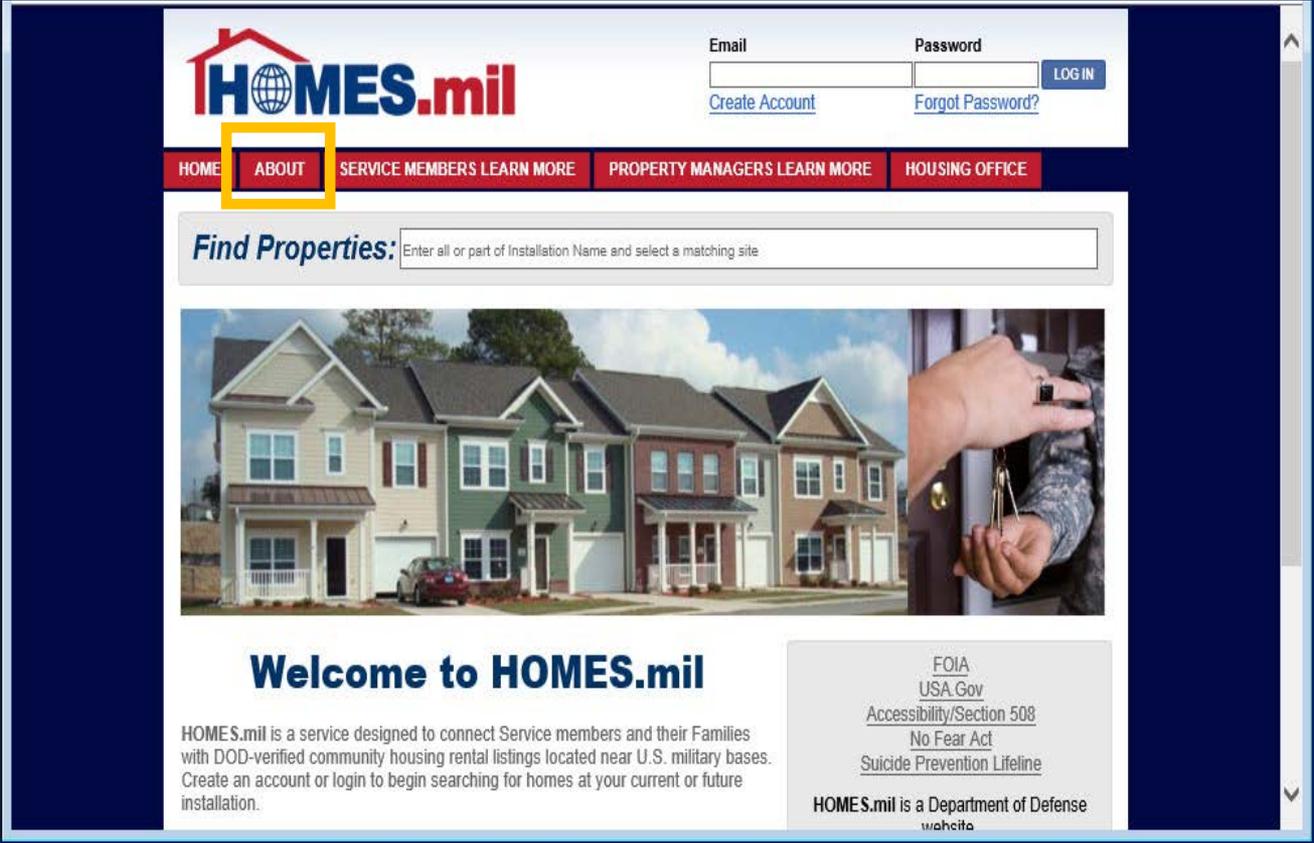
This is the Welcome to HOMES.mil page.

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

A screenshot of the HOMES.mil website interface. At the top left is the HOMES.mil logo. To the right are input fields for "Email" and "Password", a "LOG IN" button, and links for "Create Account" and "Forgot Password?". Below this is a dark blue navigation bar with several tabs: "HOME" (highlighted with a yellow box), "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE", and "HOUSING OFFICE". Underneath the navigation bar is a search bar labeled "Find Properties:" with a placeholder text "Enter all or part of Installation Name and select a matching site". Below the search bar is a large image showing a row of colorful townhomes and a close-up of a hand holding keys. At the bottom, there is a "Welcome to HOMES.mil" heading, a paragraph of introductory text, and a sidebar with links for "FOIA", "USA.Gov", "Accessibility/Section 508", "No Fear Act", and "Suicide Prevention Lifeline". At the very bottom right, it states "HOMES.mil is a Department of Defense website".

Guidelines for Legacy Property Managers

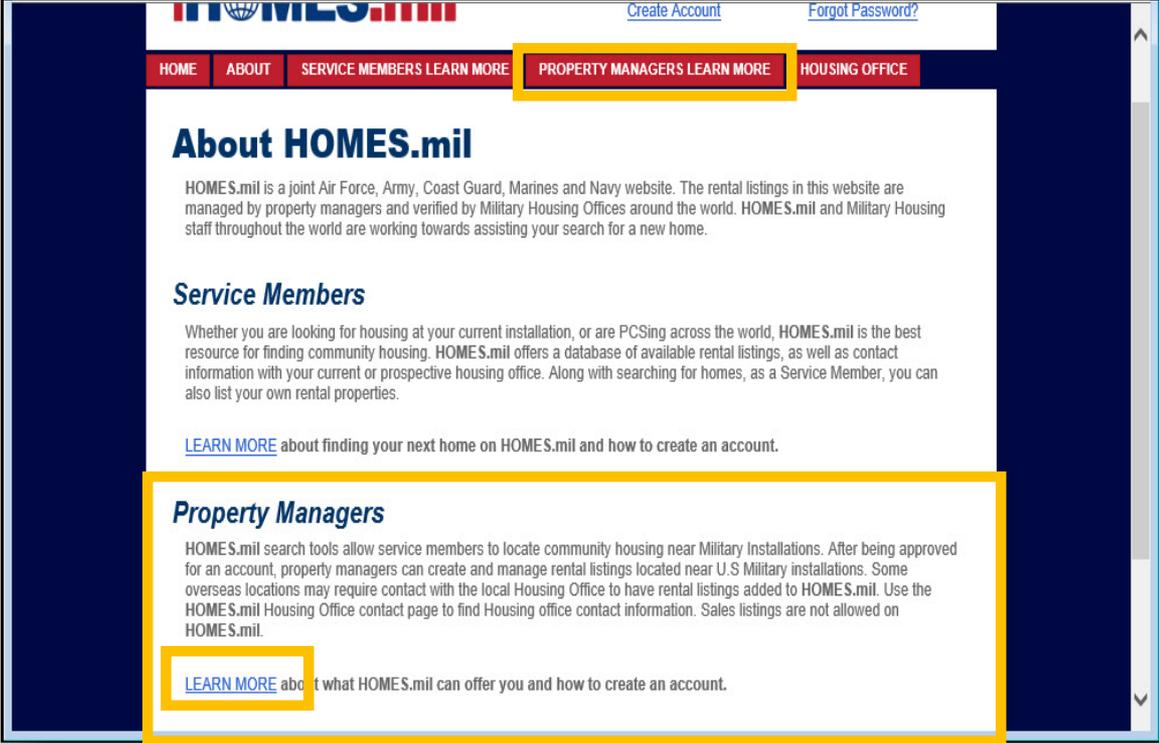
Click the **ABOUT** tab to learn more about HOMES.mil.

A screenshot of the HOMES.mil website interface. The top navigation bar is dark blue with white text for "HOME", "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE", and "HOUSING OFFICE". The "ABOUT" tab is highlighted with a yellow box. Below the navigation bar is a search bar labeled "Find Properties:" with a placeholder text "Enter all or part of Installation Name and select a matching site". Below the search bar is a large image showing a row of colorful townhouses on the left and a close-up of hands exchanging keys on the right. Below the image is the heading "Welcome to HOMES.mil" and a paragraph of text: "HOMES.mil is a service designed to connect Service members and their Families with DOD-verified community housing rental listings located near U.S. military bases. Create an account or login to begin searching for homes at your current or future installation." To the right of this text is a list of links: "FOIA", "USA.Gov", "Accessibility/Section 508", "No Fear Act", and "Suicide Prevention Lifeline". At the bottom right, it says "HOMES.mil is a Department of Defense website". The top right of the page has a login section with "Email" and "Password" fields, a "LOG IN" button, and links for "Create Account" and "Forgot Password?".

Guidelines for Legacy Property Managers

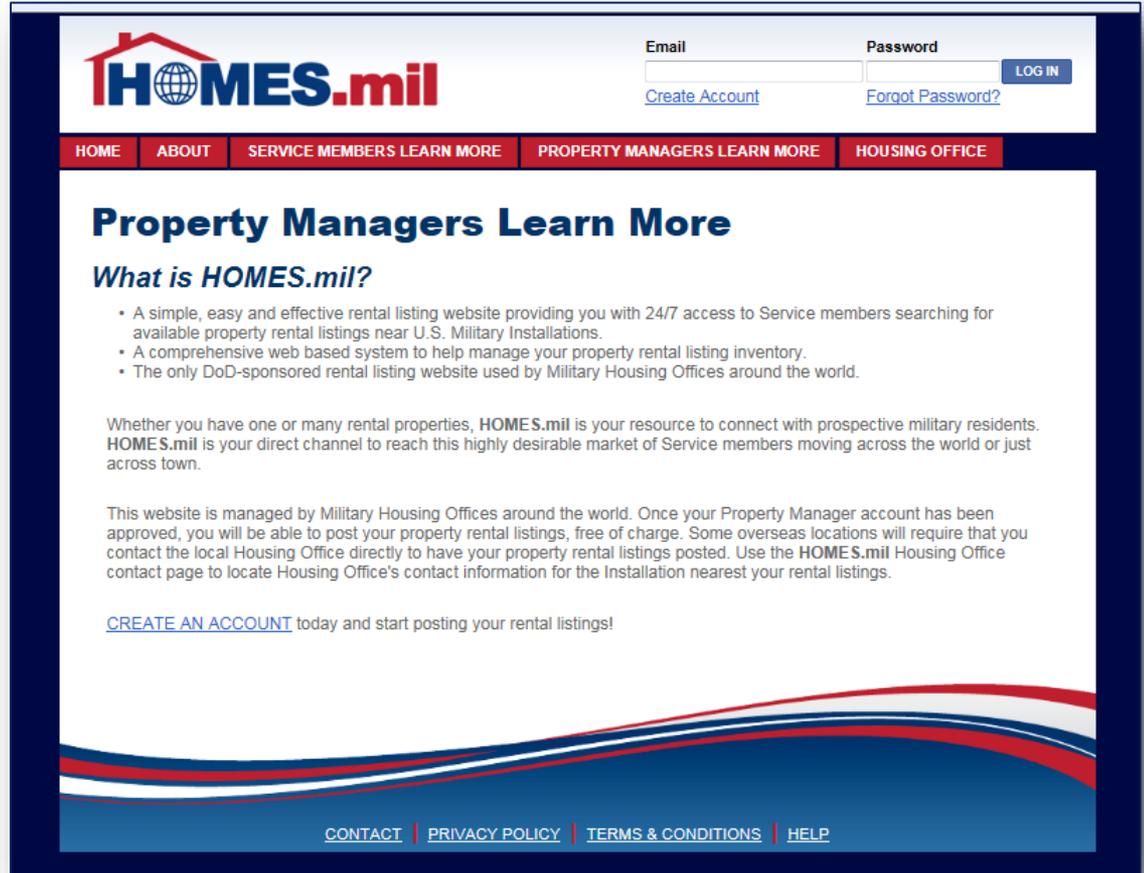
You are now at the **About HOMES.mil** page. The bottom section contains information for Property Managers.

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

A screenshot of the HOMES.mil website. The top navigation bar includes links for "HOME", "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE" (highlighted with a yellow box), and "HOUSING OFFICE". Above the navigation bar are links for "Create Account" and "Forgot Password?". The main content area has a heading "About HOMES.mil" followed by a paragraph. Below that is a section titled "Service Members" with a paragraph and a "LEARN MORE" link. At the bottom is a section titled "Property Managers" with a paragraph and a "LEARN MORE" link (highlighted with a yellow box). The entire screenshot is framed by a dark blue border.

Guidelines for Legacy Property Managers

Selecting the **PROPERTY MANAGERS LEARN MORE** tab provides additional information for Property Managers.

A screenshot of the HOMES.mil website's "Property Managers Learn More" page. The page has a dark blue header with the HOMES.mil logo on the left and a login section on the right. The login section includes fields for "Email" and "Password", a "LOG IN" button, and links for "Create Account" and "Forgot Password?". Below the header is a navigation bar with tabs for "HOME", "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE" (which is highlighted), and "HOUSING OFFICE". The main content area has a heading "Property Managers Learn More" and a sub-heading "What is HOMES.mil?". It contains a bulleted list of three points, a paragraph explaining the website's purpose, another paragraph about account management, and a call to action to "CREATE AN ACCOUNT". The footer contains links for "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".

HOMES.mil

Email Password **LOG IN**

[Create Account](#) [Forgot Password?](#)

HOME | **ABOUT** | **SERVICE MEMBERS LEARN MORE** | **PROPERTY MANAGERS LEARN MORE** | **HOUSING OFFICE**

Property Managers Learn More

What is HOMES.mil?

- A simple, easy and effective rental listing website providing you with 24/7 access to Service members searching for available property rental listings near U.S. Military Installations.
- A comprehensive web based system to help manage your property rental listing inventory.
- The only DoD-sponsored rental listing website used by Military Housing Offices around the world.

Whether you have one or many rental properties, **HOMES.mil** is your resource to connect with prospective military residents. **HOMES.mil** is your direct channel to reach this highly desirable market of Service members moving across the world or just across town.

This website is managed by Military Housing Offices around the world. Once your Property Manager account has been approved, you will be able to post your property rental listings, free of charge. Some overseas locations will require that you contact the local Housing Office directly to have your property rental listings posted. Use the **HOMES.mil** Housing Office contact page to locate Housing Office's contact information for the Installation nearest your rental listings.

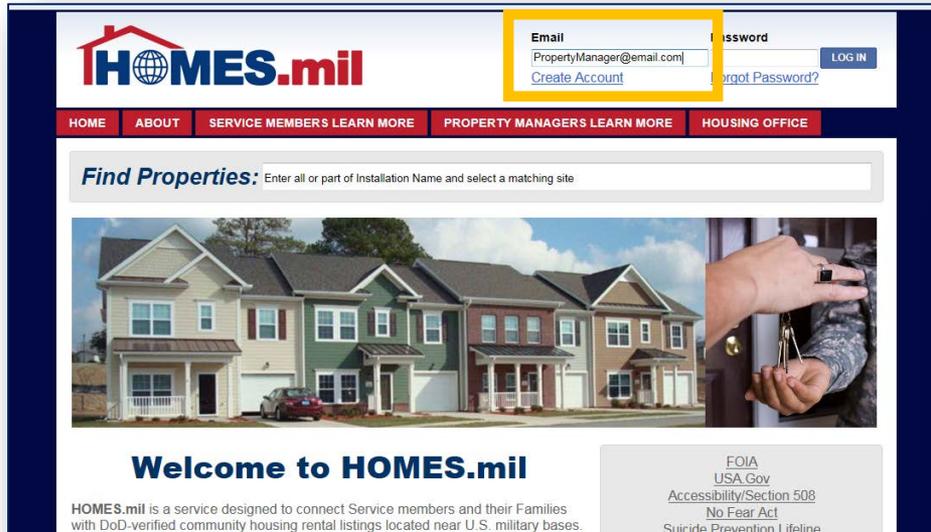
[CREATE AN ACCOUNT](#) today and start posting your rental listings!

[CONTACT](#) | [PRIVACY POLICY](#) | [TERMS & CONDITIONS](#) | [HELP](#)

Guidelines for Legacy Property Managers

When you are ready to create your Property Manager account:

Step 1: Type in your legacy account email at the top of the page.

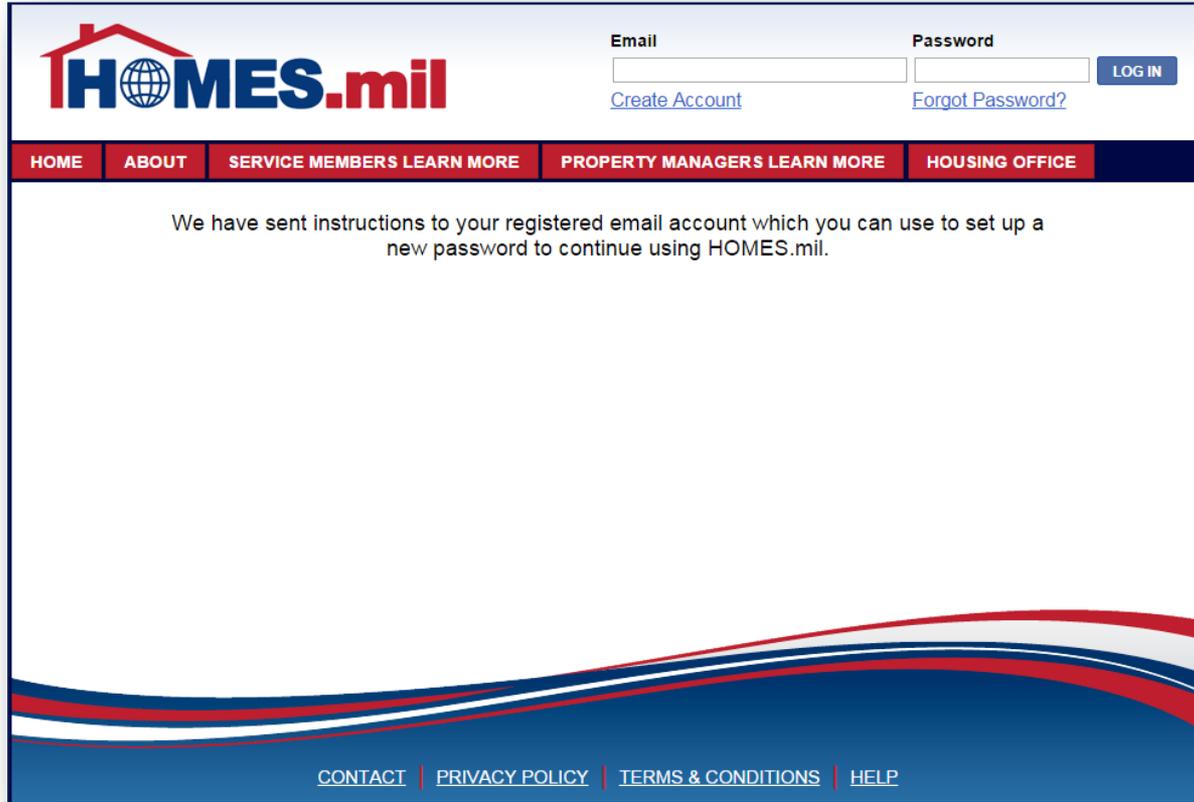


Step 2: Leave the Password field blank and click **LOG IN**.



Guidelines for Legacy Property Managers

You will be instructed to check your email for additional instructions.

A screenshot of the HOMES.mil website's login page. The page features the HOMES.mil logo in the top left. To the right of the logo are input fields for "Email" and "Password", a "LOG IN" button, and links for "Create Account" and "Forgot Password?". Below the login fields is a navigation bar with links for "HOME", "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE", and "HOUSING OFFICE". The main content area contains a message: "We have sent instructions to your registered email account which you can use to set up a new password to continue using HOMES.mil." The footer contains links for "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".

HOMES.mil

Email Password **LOG IN**

[Create Account](#) [Forgot Password?](#)

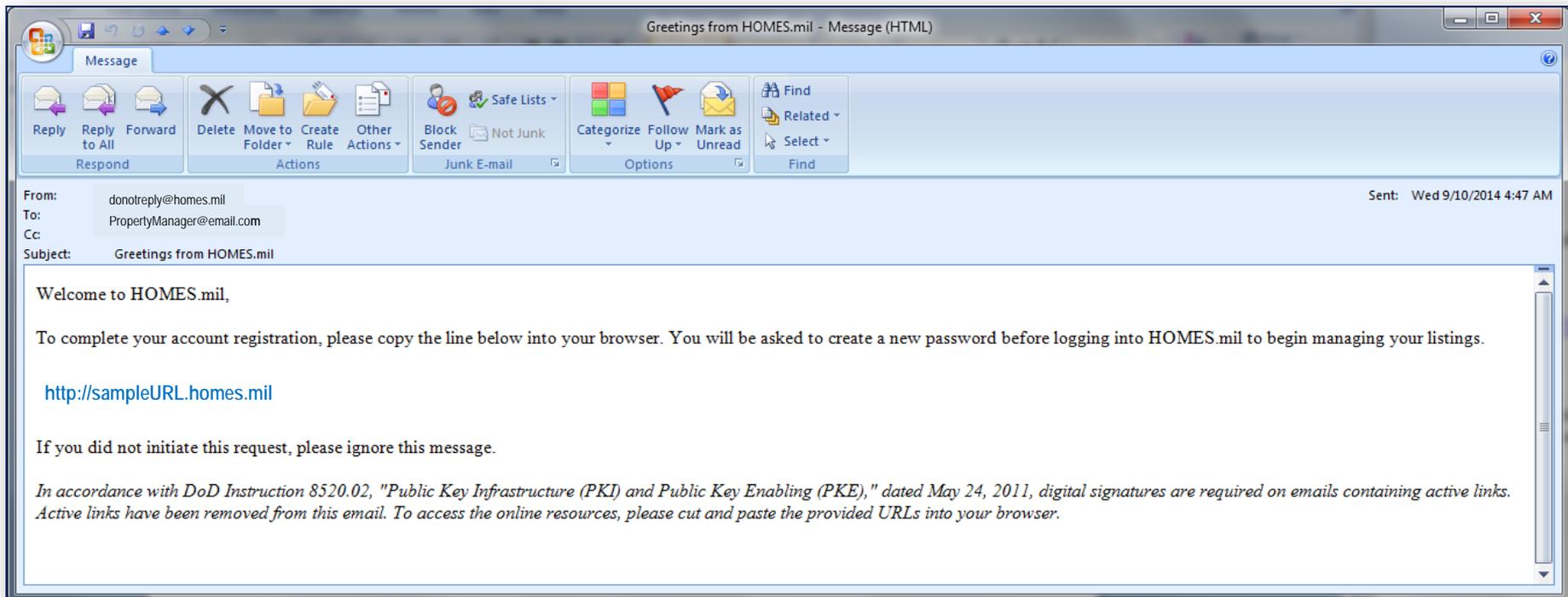
HOME **ABOUT** **SERVICE MEMBERS LEARN MORE** **PROPERTY MANAGERS LEARN MORE** **HOUSING OFFICE**

We have sent instructions to your registered email account which you can use to set up a new password to continue using HOMES.mil.

[CONTACT](#) | [PRIVACY POLICY](#) | [TERMS & CONDITIONS](#) | [HELP](#)

Guidelines for Legacy Property Managers

Below is a sample of the email you will receive. Copy and paste the link to continue the HOMES.mil registration process.



Guidelines for Legacy Property Managers

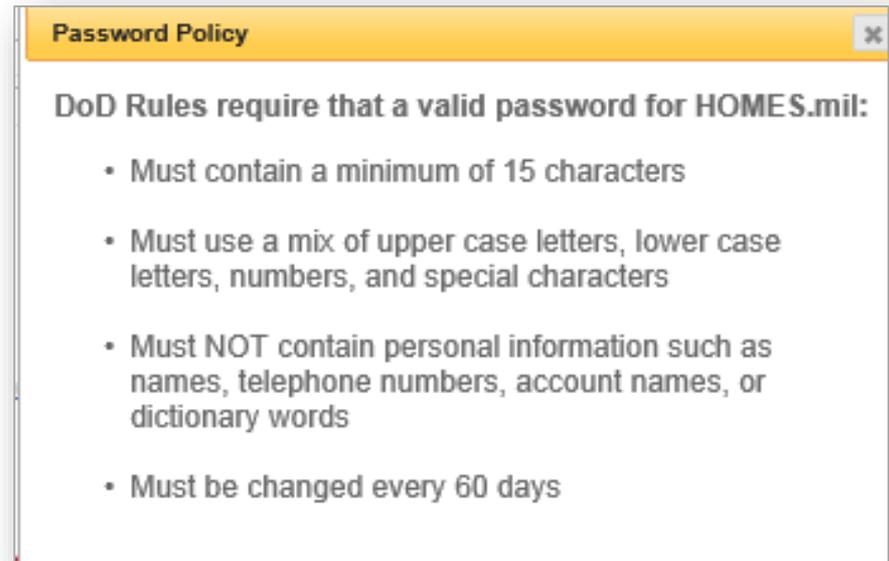
The email link will take you to the **Change Password** page. To view the guidelines to create a password, select the “i” information box.

A screenshot of the HOMES.mil website's "Change Password" page. The page features the HOMES.mil logo at the top left. To the right of the logo are input fields for "Email" and "Password", with a "LOG IN" button. Below these are links for "Create Account" and "Forgot Password?". A navigation bar contains links for "HOME", "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE", and "HOUSING OFFICE". The main heading is "Change Password" with the instruction "Choose a new Password." Below this are three input fields: "Enter New Password:", "Retype New Password:", and "Service Agreement:" with a checked checkbox and a link to "Terms & Conditions". A yellow box highlights an information icon (an "i" in a square) on the right side of the "Enter New Password:" field. At the bottom right are "CLEAR" and "CHANGE" buttons. The footer contains links for "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".

Guidelines for Legacy Property Managers

Once you select the “i” information box, you will see the following DoD policy to create a valid HOMES.mil password:

- DoD Password Policy
 - Minimum of 15 characters
 - Mixture of upper case, lower case, numbers, and special characters
 - Must NOT contain personal information such as names, telephone numbers, account names, or dictionary words
 - Must be changed every 60 days



Guidelines for Legacy Property Managers

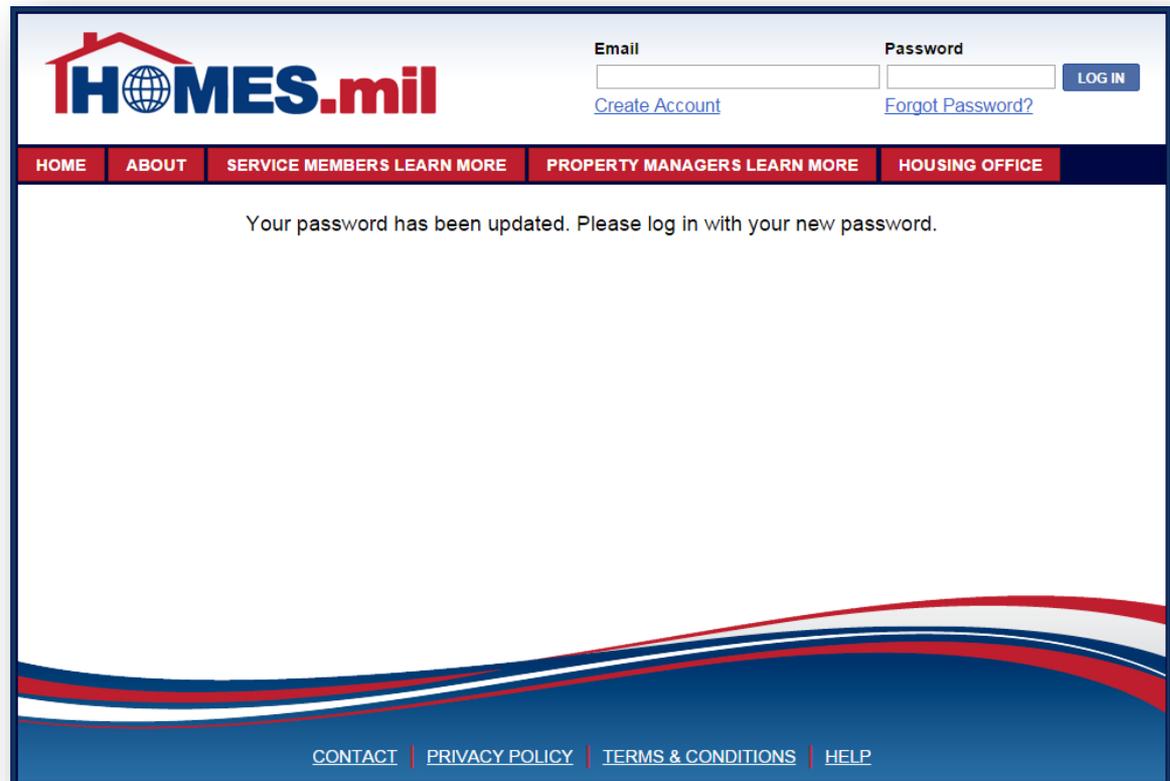
Once you create a password, select the **Service Agreement** checkbox if you agree to the Terms and Conditions. You may view the HOMES.mil **Terms & Conditions** by selecting the link.

Select **CHANGE** to continue.

A screenshot of the HOMES.mil website's "Change Password" page. The page features the HOMES.mil logo at the top left. To the right, there are input fields for "Email" and "Password", with a "LOG IN" button and links for "Create Account" and "Forgot Password?". Below this is a navigation bar with links: "HOME", "ABOUT", "SERVICE MEMBERS LEARN MORE", "PROPERTY MANAGERS LEARN MORE", and "HOUSING OFFICE". The main heading is "Change Password" with the instruction "Choose a new Password.". There are two password input fields: "Enter New Password:" and "Re-type new Password:". Below the second field is a "Service Agreement" checkbox, which is checked, with the text "I agree with the HOMES.mil [Terms & Conditions](#)". To the right of the form are "CLEAR" and "CHANGE" buttons. The "CHANGE" button is highlighted with a yellow border. At the bottom of the page, there is a footer with links: "CONTACT", "PRIVACY POLICY", "TERMS & CONDITIONS", and "HELP".

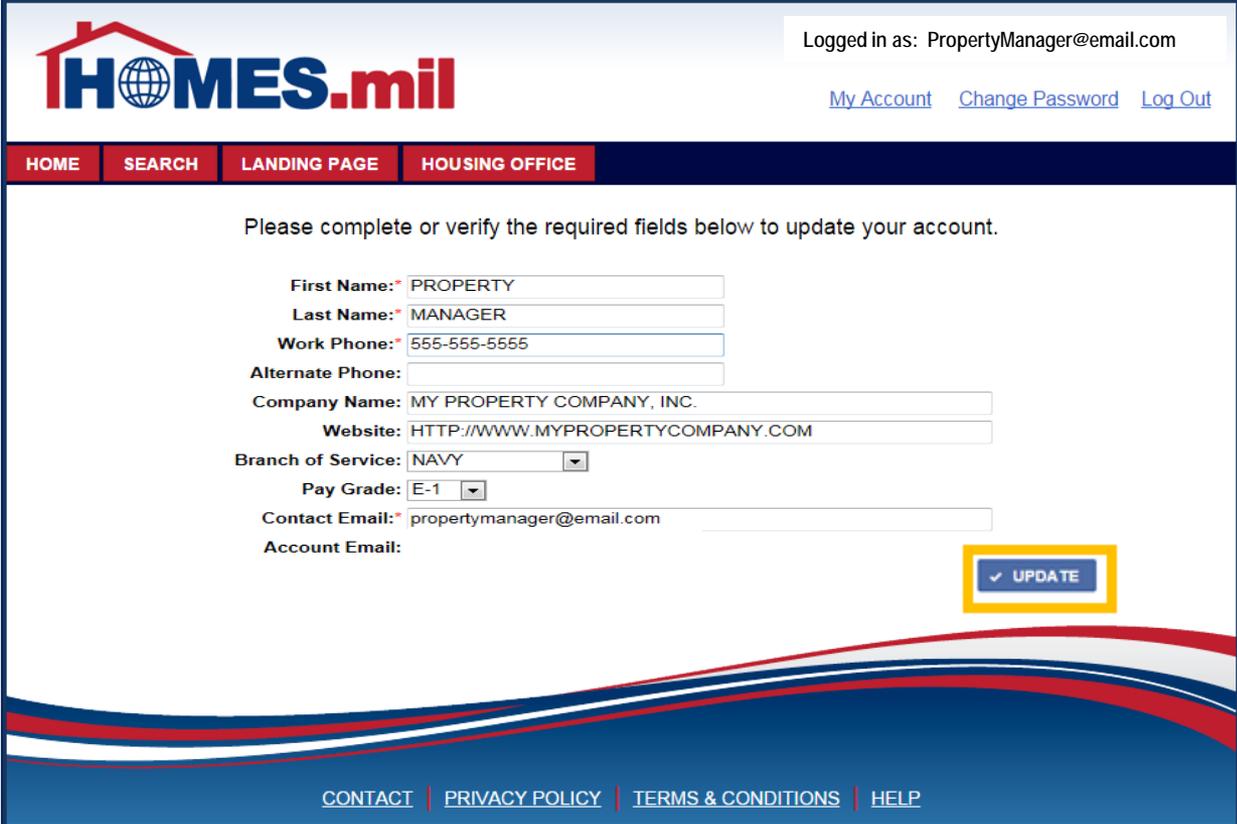
Guidelines for Legacy Property Managers

After successfully creating a new password, you will be instructed to log into HOMES.mil with your email account and new password.



Guidelines for Legacy Property Managers

On first login, you will be directed to your account detail page. Please update your existing data if necessary and/or complete any required fields before clicking the **UPDATE** button.

A screenshot of the THOMES.mil web application showing an account update form. The page has a dark blue header with the THOMES.mil logo on the left and 'Logged in as: PropertyManager@email.com' on the right. Below the header is a navigation bar with buttons for HOME, SEARCH, LANDING PAGE, and HOUSING OFFICE. The main content area contains a form with the following fields: First Name (PROPERTY), Last Name (MANAGER), Work Phone (555-555-5555), Alternate Phone (empty), Company Name (MY PROPERTY COMPANY, INC.), Website (HTTP://WWW.MYPROPERTYCOMPANY.COM), Branch of Service (NAVY), Pay Grade (E-1), Contact Email (propertymanager@email.com), and Account Email (empty). A blue 'UPDATE' button with a checkmark is highlighted with a yellow border. The footer contains links for CONTACT, PRIVACY POLICY, TERMS & CONDITIONS, and HELP.

THOMES.mil

Logged in as: PropertyManager@email.com

[My Account](#) [Change Password](#) [Log Out](#)

HOME SEARCH LANDING PAGE HOUSING OFFICE

Please complete or verify the required fields below to update your account.

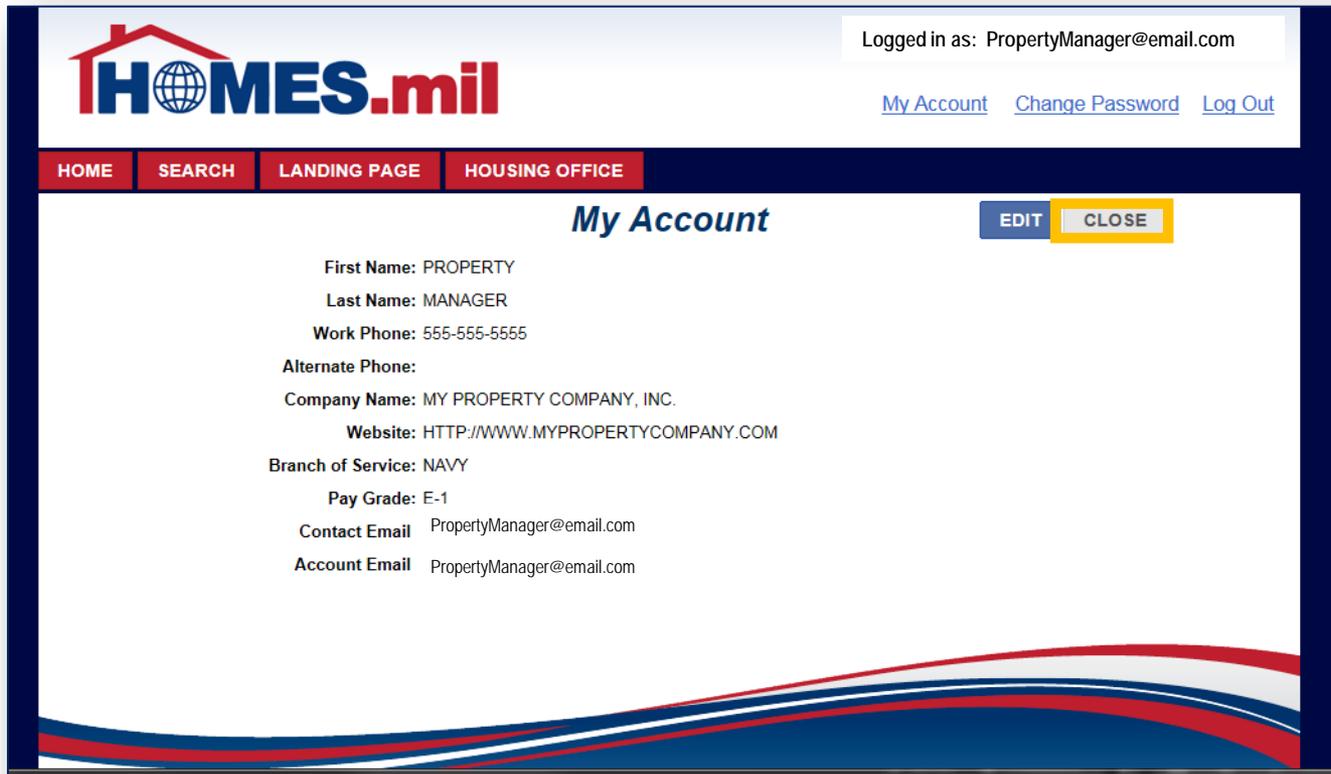
First Name:* PROPERTY
Last Name:* MANAGER
Work Phone:* 555-555-5555
Alternate Phone:
Company Name: MY PROPERTY COMPANY, INC.
Website: HTTP://WWW.MYPROPERTYCOMPANY.COM
Branch of Service: NAVY
Pay Grade: E-1
Contact Email:* propertymanager@email.com
Account Email:

✓ UPDATE

CONTACT | PRIVACY POLICY | TERMS & CONDITIONS | HELP

Guidelines for Legacy Property Managers

HOMES.mil will display your updated account information. Click **CLOSE** to proceed to your Landing Page.

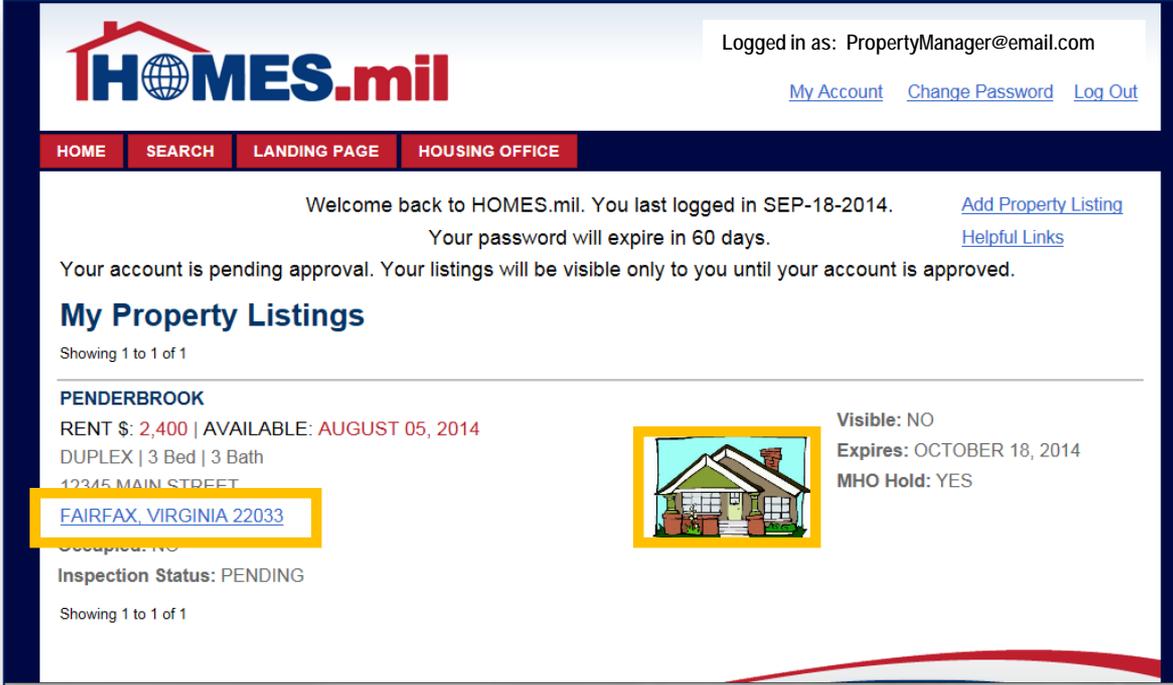


The screenshot shows the 'My Account' page on the THOMES.mil website. At the top left is the THOMES.mil logo. At the top right, it says 'Logged in as: PropertyManager@email.com' with links for 'My Account', 'Change Password', and 'Log Out'. Below this is a navigation bar with 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE'. The main content area is titled 'My Account' and has 'EDIT' and 'CLOSE' buttons. The account information is as follows:

First Name:	PROPERTY
Last Name:	MANAGER
Work Phone:	555-555-5555
Alternate Phone:	
Company Name:	MY PROPERTY COMPANY, INC.
Website:	HTTP://WWW.MYPROPERTYCOMPANY.COM
Branch of Service:	NAVY
Pay Grade:	E-1
Contact Email	PropertyManager@email.com
Account Email	PropertyManager@email.com

Guidelines for Legacy Property Managers

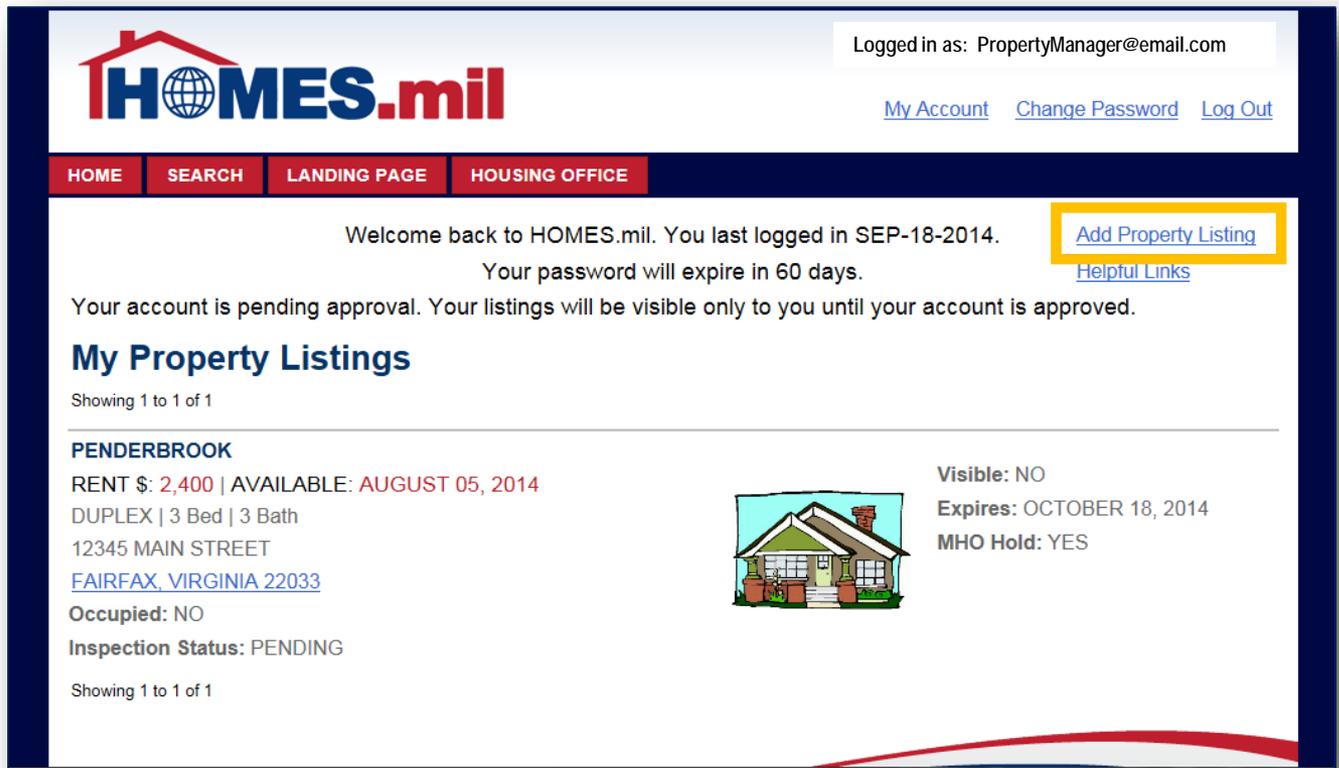
Rental properties from the legacy website (as of December 2013) have been migrated into HOMES.mil. From your Landing Page, you may begin updating your listings by clicking on the address link or the photo box. Please see the HOMES.mil **Edit a Property Listing** presentation for more information.



The screenshot shows the HOMES.mil user interface. At the top right, it says "Logged in as: PropertyManager@email.com" with links for "My Account", "Change Password", and "Log Out". A navigation bar contains "HOME", "SEARCH", "LANDING PAGE", and "HOUSING OFFICE". The main content area displays a welcome message: "Welcome back to HOMES.mil. You last logged in SEP-18-2014. Your password will expire in 60 days." Below this, it states "Your account is pending approval. Your listings will be visible only to you until your account is approved." The section is titled "My Property Listings" and shows "Showing 1 to 1 of 1". A single listing is shown for "PENDERBROOK" with a rent of \$2,400, available on August 05, 2014. The address is "12345 MAIN STREET, FAIRFAX, VIRGINIA 22033", which is highlighted with a yellow box. To the right of the address is a small house icon. Further right, it indicates "Visible: NO", "Expires: OCTOBER 18, 2014", and "MHO Hold: YES". The listing also shows "Occupied: NO" and "Inspection Status: PENDING".

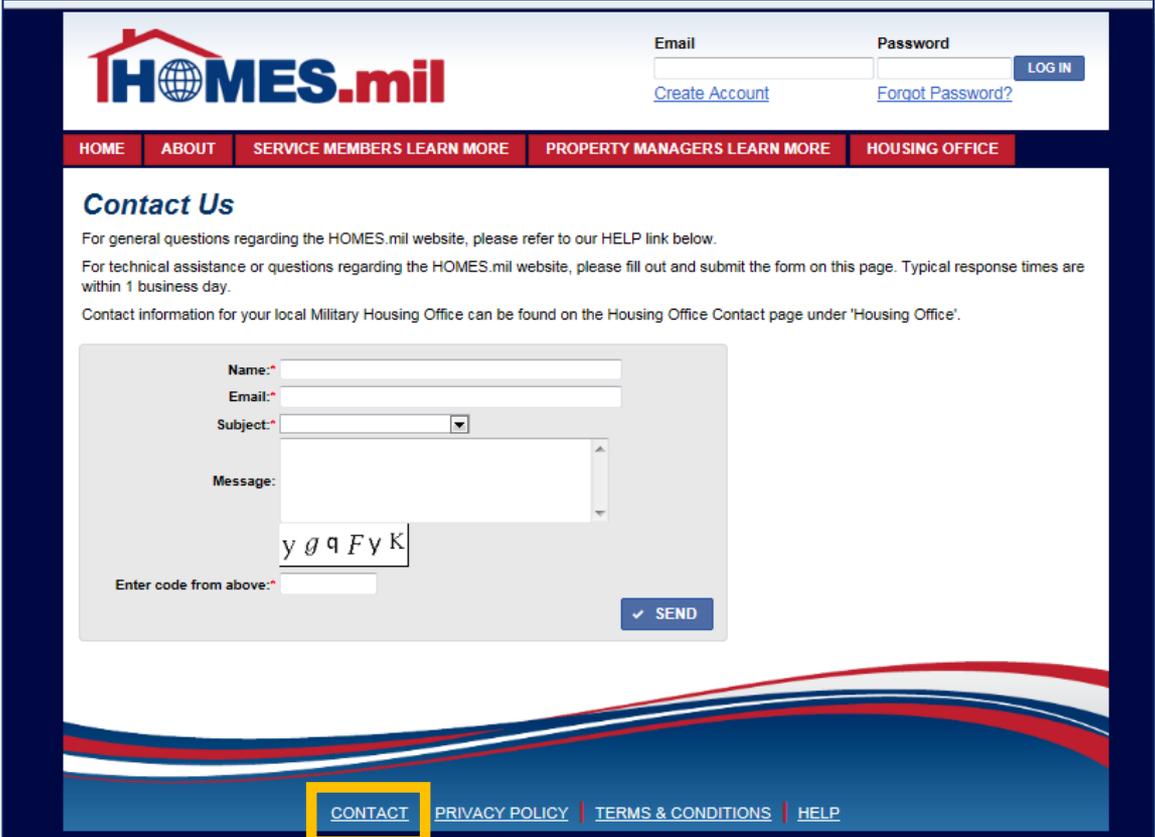
Guidelines for Legacy Property Managers

To add new listings, click on the **Add Property Listing** link. Please see the HOMES.mil **Add A Property Listing** presentation for more information.

A screenshot of the HOMES.mil website interface. The top navigation bar includes the HOMES.mil logo, a login status "Logged in as: PropertyManager@email.com", and links for "My Account", "Change Password", and "Log Out". Below this is a dark blue navigation bar with buttons for "HOME", "SEARCH", "LANDING PAGE", and "HOUSING OFFICE". The main content area displays a welcome message: "Welcome back to HOMES.mil. You last logged in SEP-18-2014. Your password will expire in 60 days." A yellow box highlights the "Add Property Listing" link. Below the message, it states "Your account is pending approval. Your listings will be visible only to you until your account is approved." The section "My Property Listings" shows one listing for "PENDERBROOK" with details: "RENT \$: 2,400 | AVAILABLE: AUGUST 05, 2014", "DUPLEX | 3 Bed | 3 Bath", "12345 MAIN STREET", and "FAIRFAX, VIRGINIA 22033". A small house icon is shown next to the listing. To the right of the listing, it says "Visible: NO", "Expires: OCTOBER 18, 2014", and "MHO Hold: YES". The page also shows "Showing 1 to 1 of 1" at the bottom of the listing section.

Guidelines for Legacy Property Managers

If at any time you need HOMES.mil assistance, please select the **CONTACT** link at the bottom of the page to contact HOMES.mil Support.

A screenshot of the HOMES.mil website's contact page. The page features the HOMES.mil logo at the top left, a navigation bar with links for HOME, ABOUT, SERVICE MEMBERS LEARN MORE, PROPERTY MANAGERS LEARN MORE, and HOUSING OFFICE, and a contact form. The form includes fields for Name, Email, Subject, and Message, along with a CAPTCHA and a SEND button. The CONTACT link in the footer is highlighted with a yellow box.

HOMES.mil

Email Password [LOG IN](#)
[Create Account](#) [Forgot Password?](#)

[HOME](#) [ABOUT](#) [SERVICE MEMBERS LEARN MORE](#) [PROPERTY MANAGERS LEARN MORE](#) [HOUSING OFFICE](#)

Contact Us

For general questions regarding the HOMES.mil website, please refer to our [HELP](#) link below.

For technical assistance or questions regarding the HOMES.mil website, please fill out and submit the form on this page. Typical response times are within 1 business day.

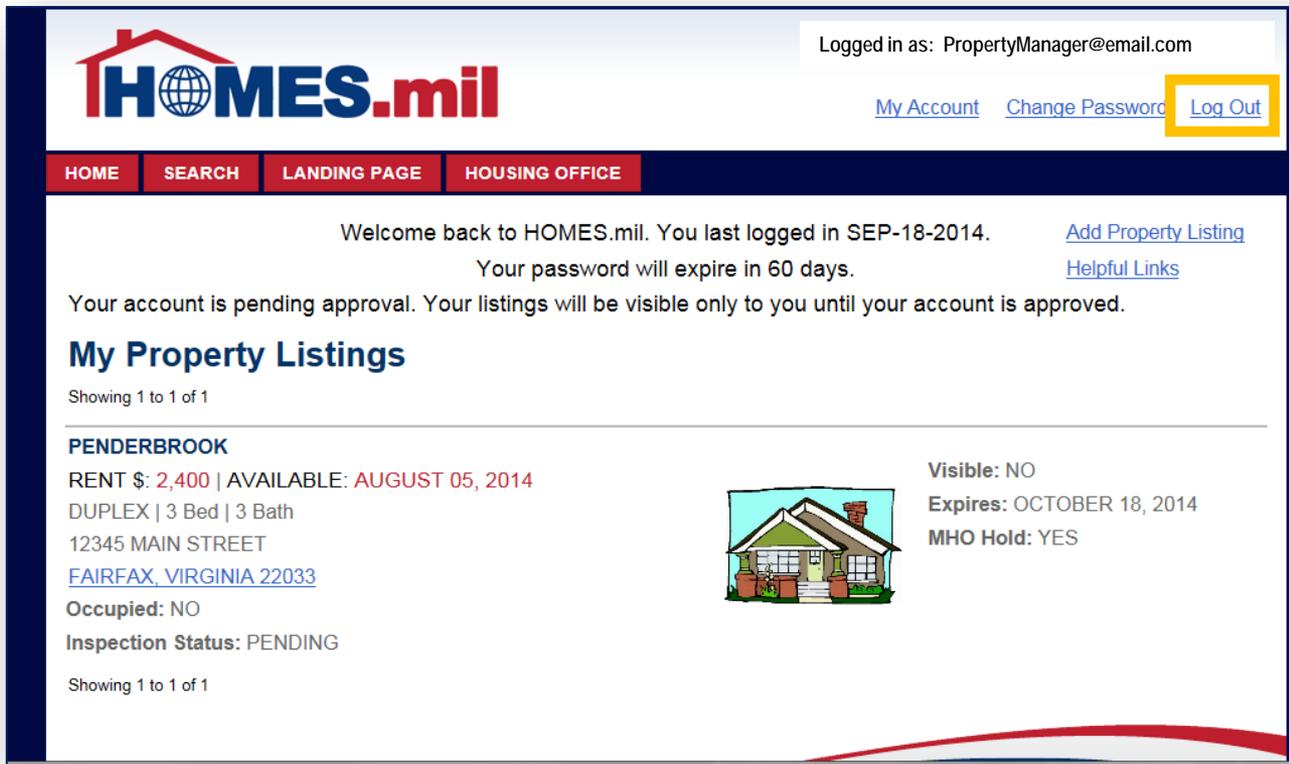
Contact information for your local Military Housing Office can be found on the [Housing Office Contact](#) page under 'Housing Office'.

Name:
Email:
Subject:
Message:
y 0 q F y K
Enter code from above: [SEND](#)

[CONTACT](#) [PRIVACY POLICY](#) [TERMS & CONDITIONS](#) [HELP](#)

Guidelines for Legacy Property Managers

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



The screenshot displays the HOMES.mil user interface. At the top left is the HOMES.mil logo. On the top right, it shows the user is logged in as 'PropertyManager@email.com' with links for 'My Account', 'Change Password', and 'Log Out' (the latter is highlighted with a yellow box). A navigation bar contains 'HOME', 'SEARCH', 'LANDING PAGE', and 'HOUSING OFFICE'. The main content area includes a welcome message: 'Welcome back to HOMES.mil. You last logged in SEP-18-2014. Your password will expire in 60 days. Your account is pending approval. Your listings will be visible only to you until your account is approved.' There are links for 'Add Property Listing' and 'Helpful Links'. Below this is the 'My Property Listings' section, showing one listing for 'PENDERBROOK'. The listing details include: 'RENT \$: 2,400 | AVAILABLE: AUGUST 05, 2014', 'DUPLEX | 3 Bed | 3 Bath', '12345 MAIN STREET', 'FAIRFAX, VIRGINIA 22033', 'Occupied: NO', and 'Inspection Status: PENDING'. A small house icon is shown next to the listing. To the right of the icon, it states: 'Visible: NO', 'Expires: OCTOBER 18, 2014', and 'MHO Hold: YES'. The page footer shows 'Showing 1 to 1 of 1'.