
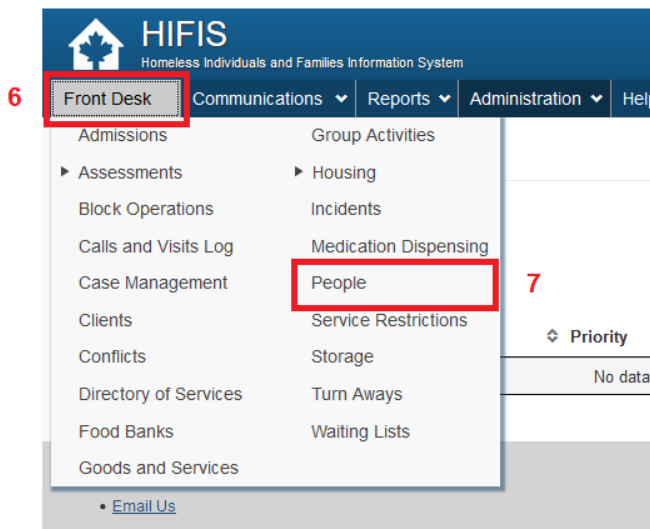


How to Create a Landlord Record



1. From the HIFIS log-in screen, enter your **User Name**.
 2. Enter your **Password**.
 3. Select the **Service Provider** from the drop-down list.
- ◆ **NOTE:** If nothing appears in the Service Provider drop-down list, click the **Refresh** button .
4. Select **Log In**.
 5. If you have forgotten your password, you can request to have it reset by selecting **Forgot Password?**



6. Select **Front Desk**.
7. Select **People**.

HIFIS
Homeless Individuals and Families Information System

Front Desk ▾ Communications ▾ Reports ▾ Administration ▾ Help ▾ My Account ▾

People List

Full Name	Gender	Role(s)
Affordable Housing, Affordable Housing	Other	Landlord
Alberni, Towers	Other	Landlord
Andersen, Julie	Female	BC Housing Admin
Anonymous, Anonymous	Male	
Bc Housing, Bc Housing	Other	Landlord
Berrios, Sonia	Female	Staff
Berrios, Tania	Female	2 Roles
Blackport, Jo	Female	Staff
Conversion, Conversion	Unknown	Staff
Doerr, Gesa	Female	2 Roles

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8. Select **Add Person**.

Add Person

Last Name ★ 9
First Name ★ 10
Middle Name
Gender ★ 11
Alias 1
Alias 2
Date of Birth Known
Date of Birth
Roles + - 12
Active

- Landlord
- Pharmacist
- Probation/Parole Officer
- Volunteer

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9. Enter the **Last Name** of the landlord.
10. Enter the **First Name** of the landlord.
11. Enter **Gender**.
12. From the drop-down list, select the **Roles**: Landlord.
13. Select **Save**.