How to Create a New Property Manager Account
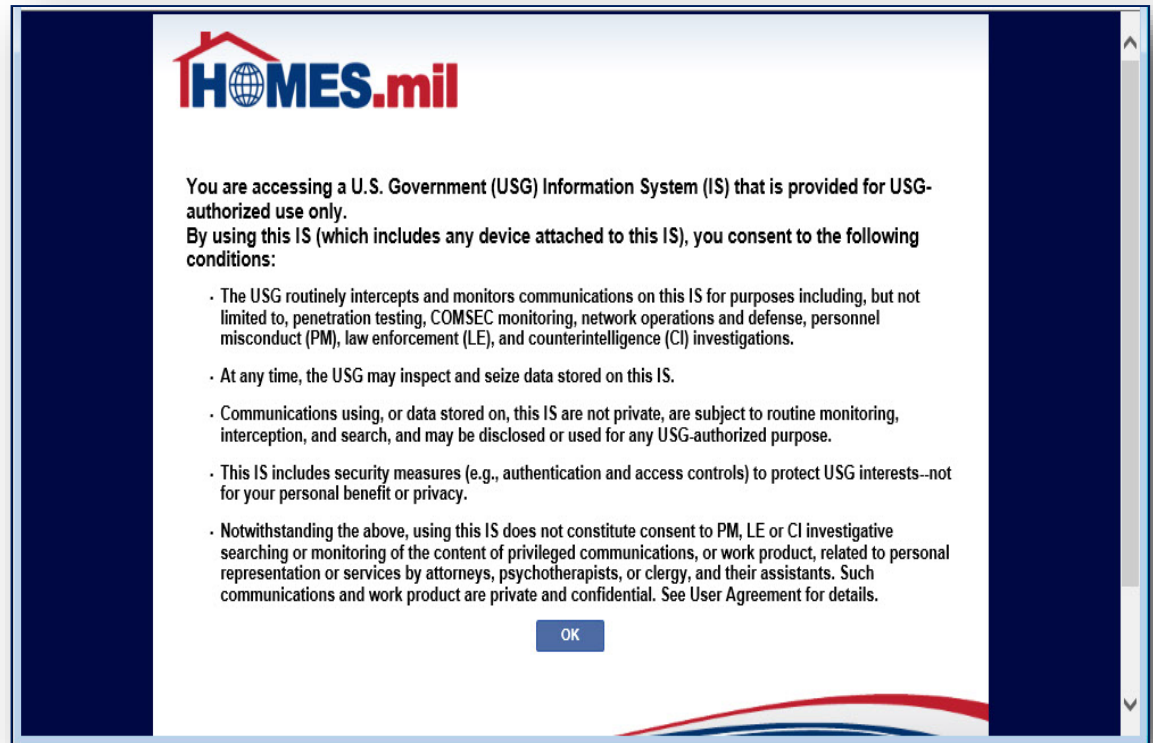
The following are guidelines to create a new HOMES.mil account.

Create an Account

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.

Create an Account
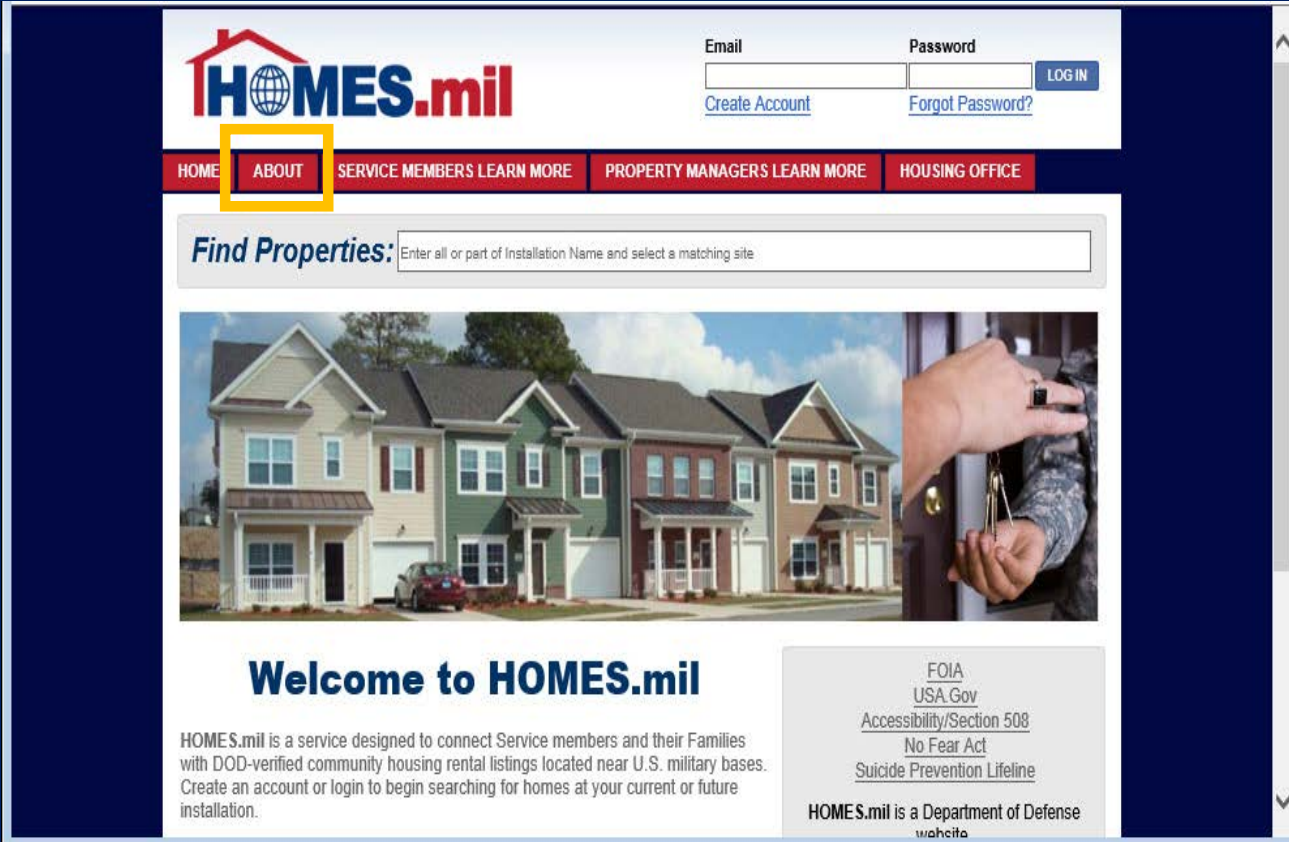
This is the Welcome to HOMES.mil page.

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

Create an Account

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

Create an Account

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.

Create an Account

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.

Create an Account

You will be taken directly to this page where you can create a Property Manager account.

You can click the **CLICK HERE** link to display the help doc in a new window.

Create an Account

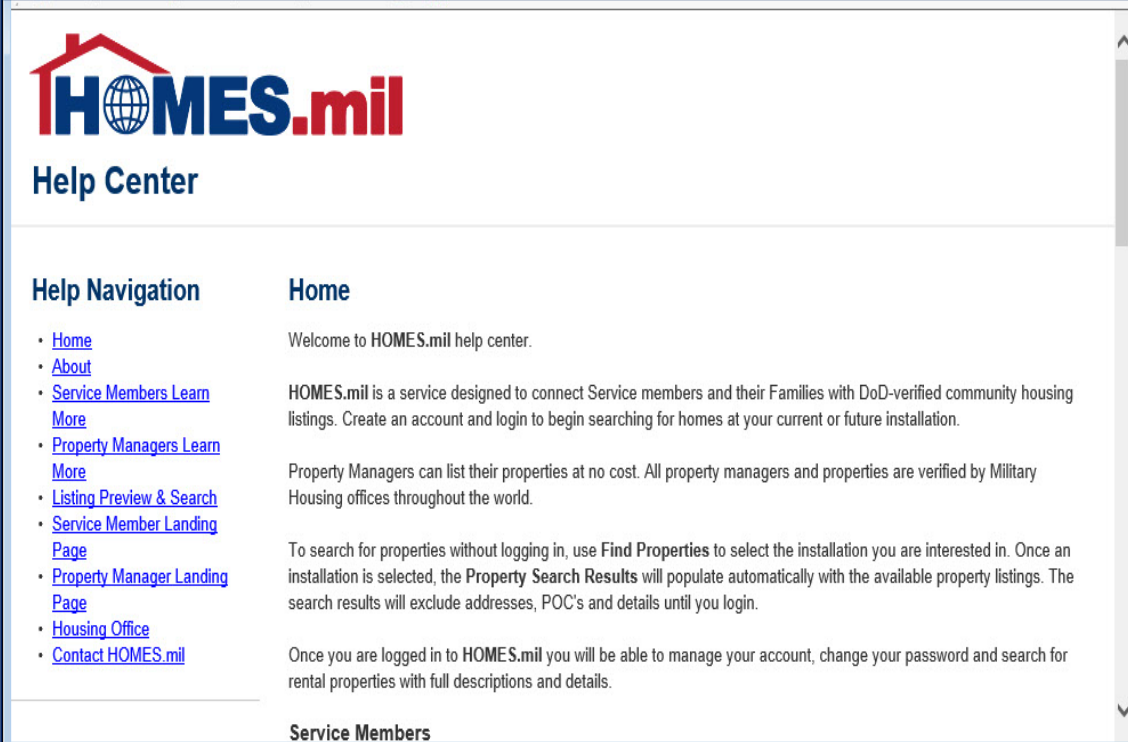This is the HOMES.mil Help Center.
When done, close the window by selecting "**X**" and return to the previous screen.

Create an Account

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

Create an Account

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

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

Create an Account

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

Create an Account

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

Create an Account

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

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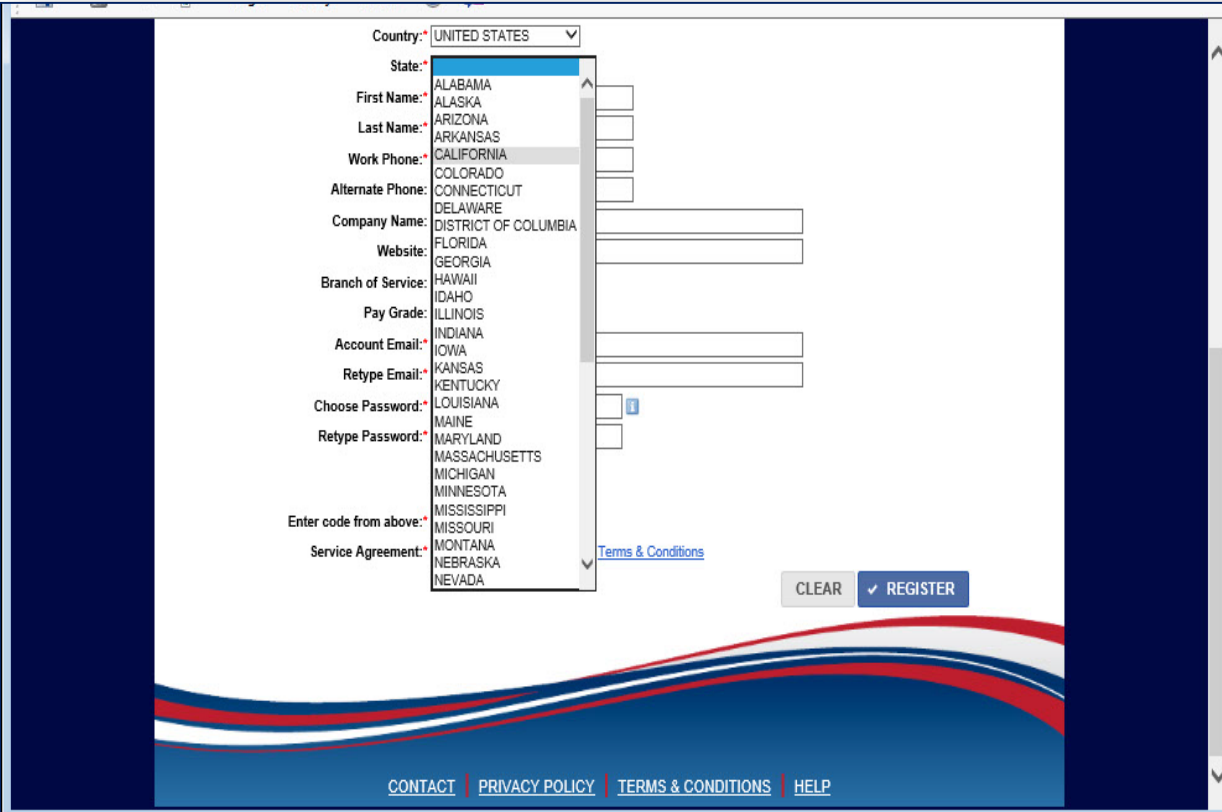When done, click here to close the window.

Create an Account

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

Create an Account

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.

Create an Account

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.
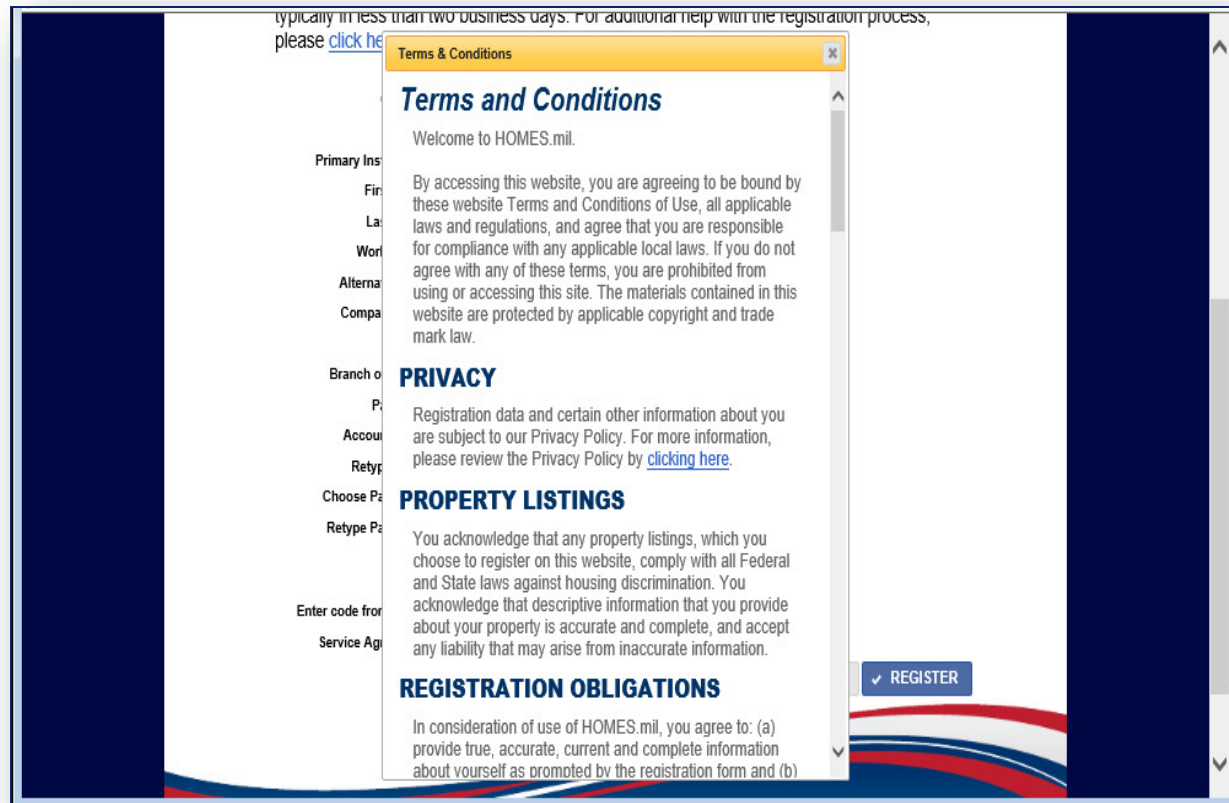
Create an Account

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

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

Create an Account

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.

Create an Account

Once your registration information is accepted, you will see this screen.
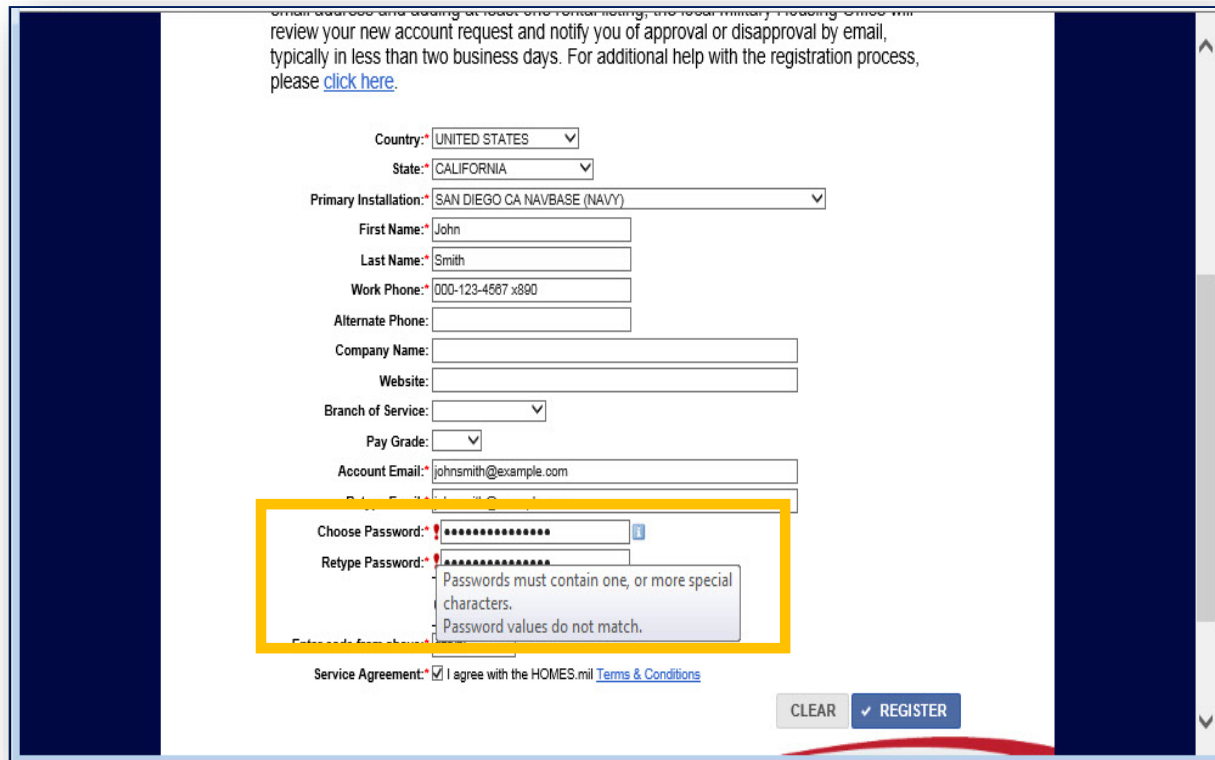
The next step is to check your email for a message from HOMES.mil to continue the registration process.

Make sure to close your browser window after using HOMES.mil by clicking the "**X**".
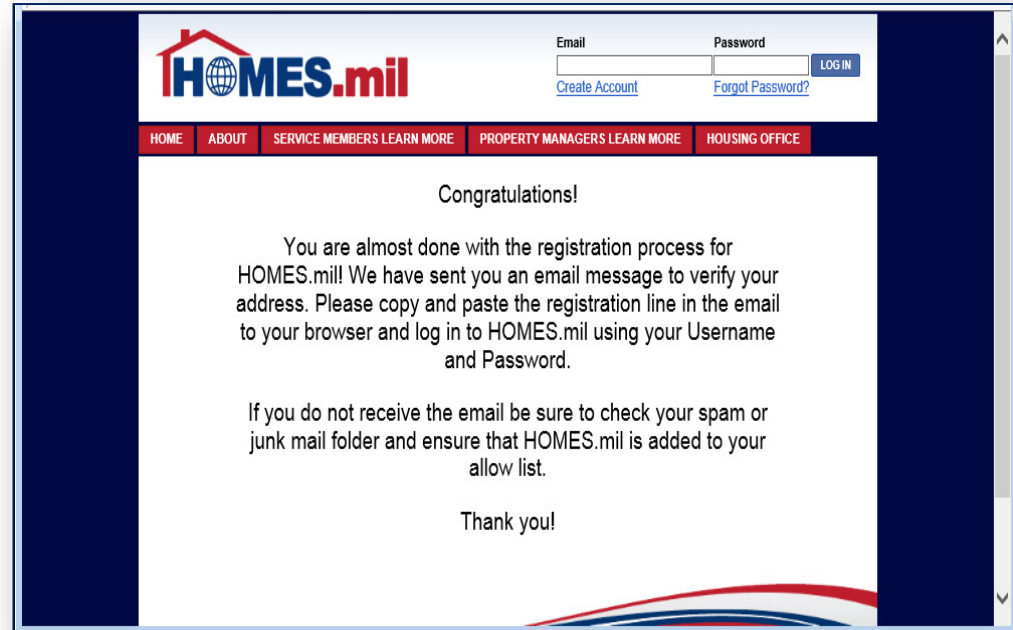
Create an Account

This is an example of the registration email you will receive from HOMES.mil.
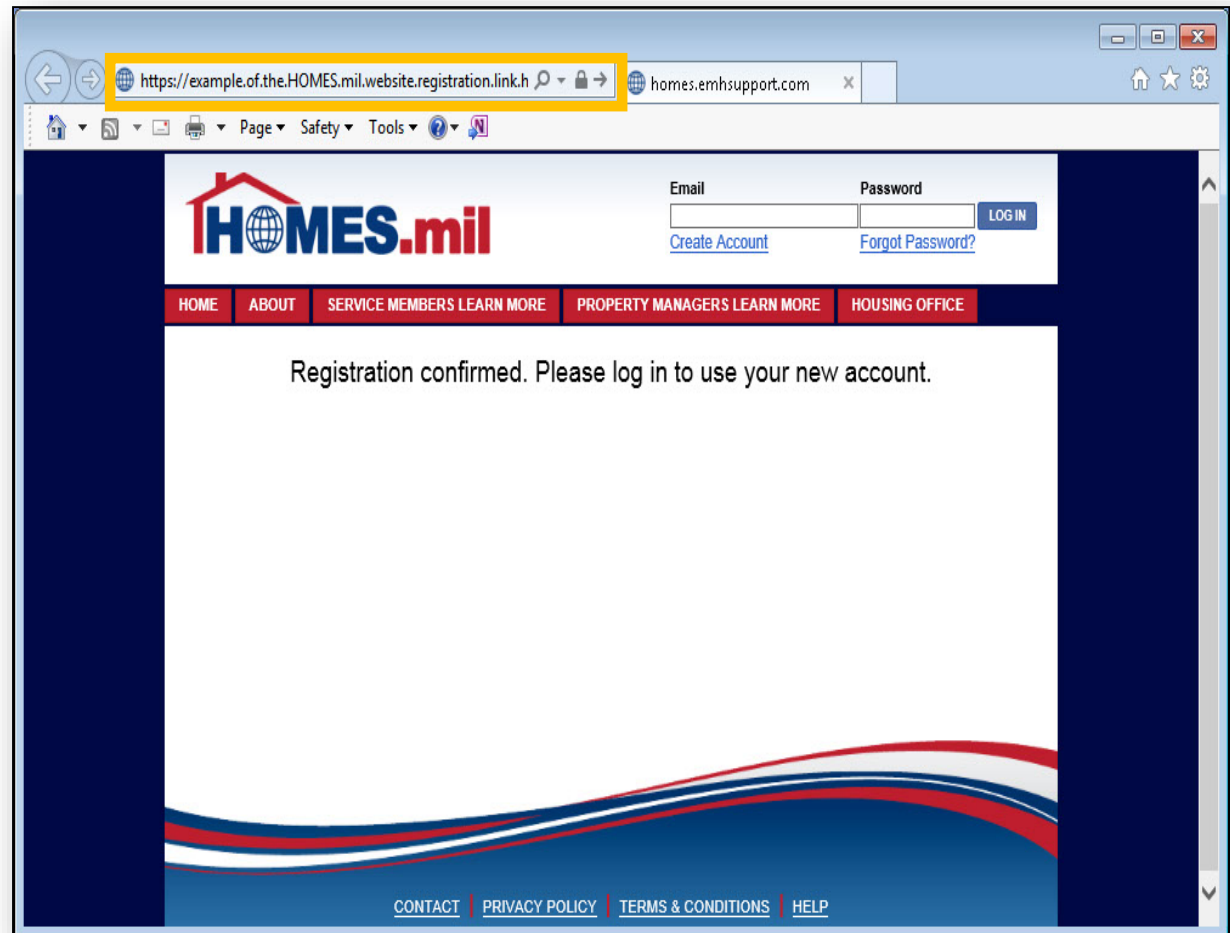
Copy the line from your email into a new browser window to continue the registration process.
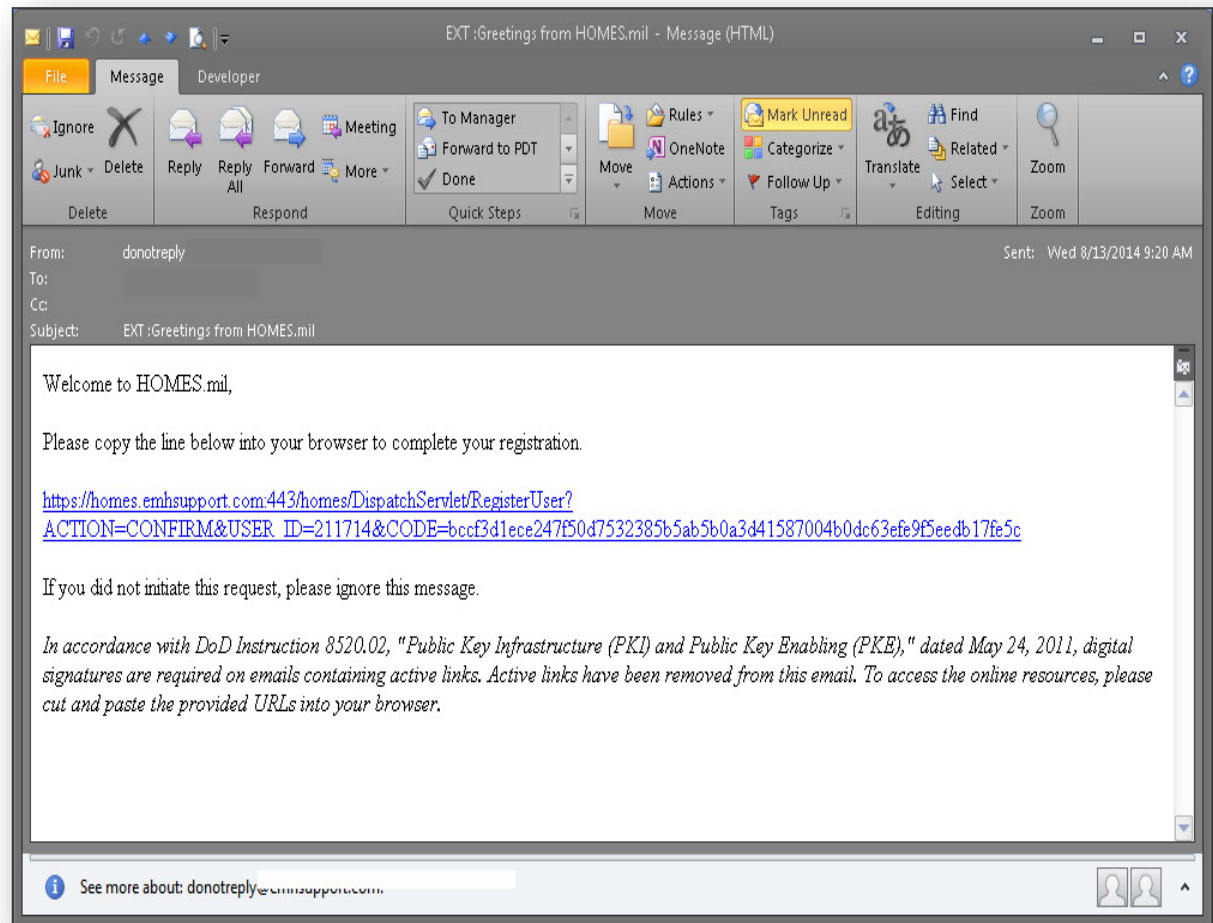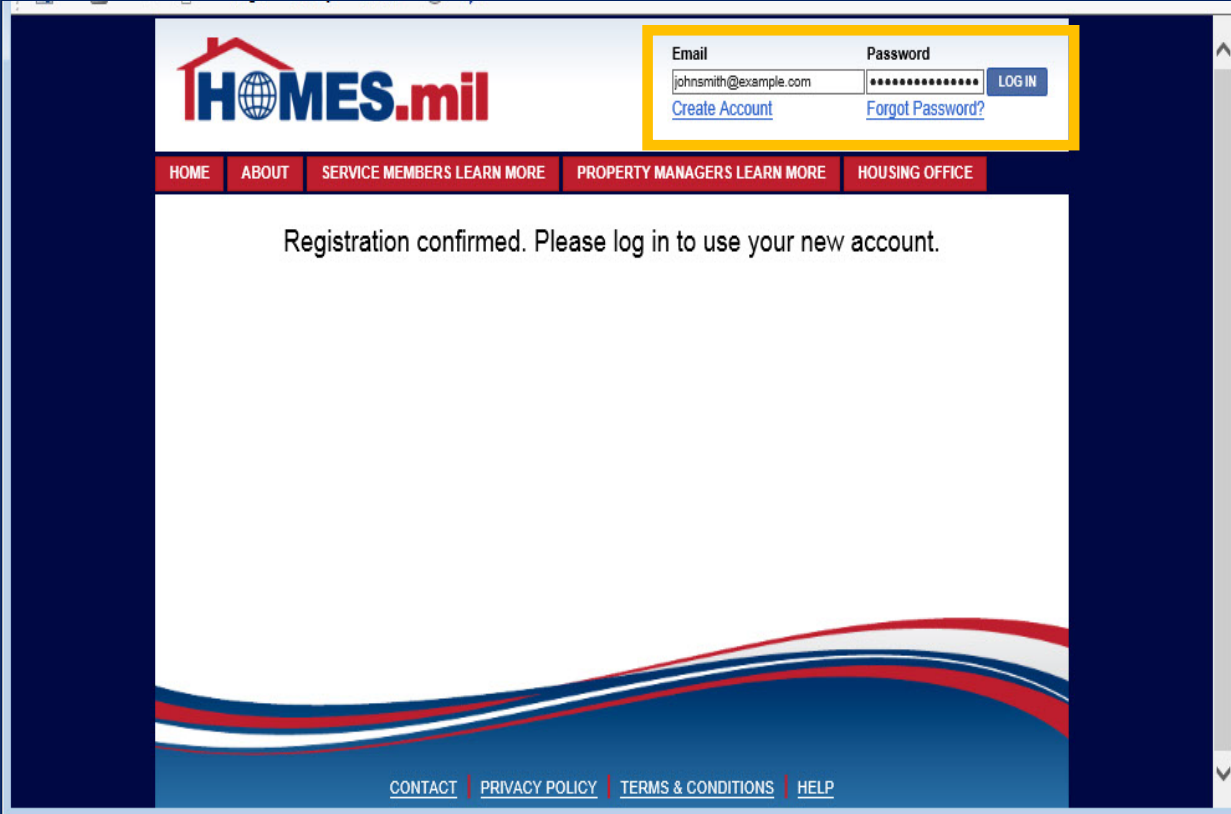
Create an Account

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

You should see the following screen.

Create an Account

Enter your **Email** and **Password** at the top of the screen, then click **LOG IN**.

Create an Account

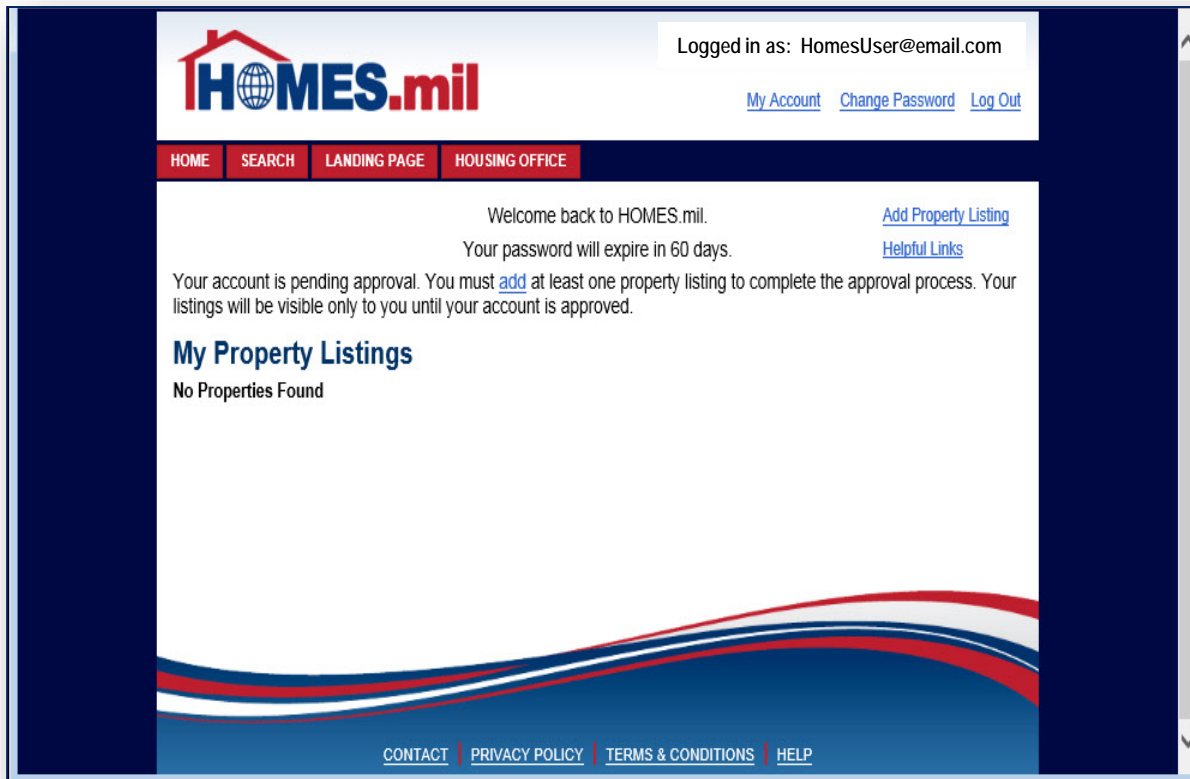You have now completed the registration process and your account is pending approval.

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.
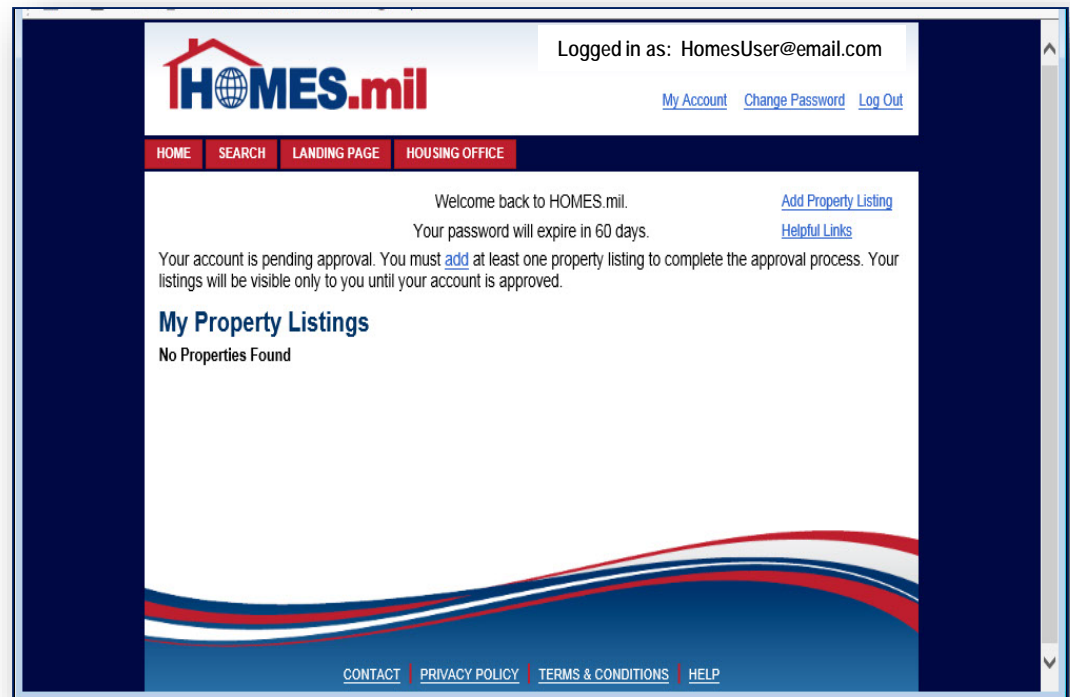
Create an Account

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