

# MY TENANCY

## HOW TO USE YOUR ONLINE ACCOUNT

### WHY SHOULD YOU REGISTER?

MyTenancy offers many services including the following:

- Pay your rent online
- View your rent statement
- View your repair order history (if we provide this service for you)
- Report a repair online (if we provide this service for you)
- View the personal information we have about you
- View a breakdown of your rent charges

### GETTING SET UP

#### how to register...

1. Go to [www.coophomes.coop](http://www.coophomes.coop)
2. Click the **My Tenancy** logo (shown right)
3. **Register** your details in the prompted fields and click **submit** (shown right)
4. Once submitted you will receive an **email** within 48 hours with your:
  - username
  - temporary password

- CONGRATULATIONS -  
You're now registered



Registration form fields:

- First Name \*
- Last Name \*
- Full postal address \*
- Postcode \*
- Your Landlord \*



Setup User Account form:

Housing Co-operative Ltd care of co-op H O M E S

Account ID: DFTEST

Email Address:

Username:

Current Password:

Old Password:

New Password:  Password must be at least 6 characters long.

Confirm New Password:

### NOW YOU'RE REGISTERED

#### what to do next?

1. Go to [www.coophomes.coop](http://www.coophomes.coop)
2. Click the **My Tenancy** logo
3. Click the **'CLICK HERE'** logo (shown left)
4. Login by entering your: **username and temporary password**
5. The **setup** for user account will appear (shown in the left). **You will be prompted to set a new password here.**

- GREAT WORK -  
Life is about to get easier online!

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### HOW TO NAVIGATE AROUND MY TENANCY

here's what each tab can do

