



How to Update Your Contact Information

[Existing Applicants]

[Tenants]

[Landlords]

Update phone, mailing address, or email

HOW TO UPDATE MY CONTACT INFORMATION

HOW TO LOGIN

STEP 1

Go to the RentCafe website:

<https://myportal.hacg.org/>



Click [Applicant](#), [Resident](#), or [Landlord Login](#) and then enter your [Email](#) and [Password](#) and click [Sign In](#).

Please Note that this guide is subject to change as updates are made in RENTCafé.

myportal.hacg.org



[Home](#) [Photos](#) [Map](#) [Contact Us](#)

Call us : 9197354226 | [Applicant Login](#) | [Resident Login](#)



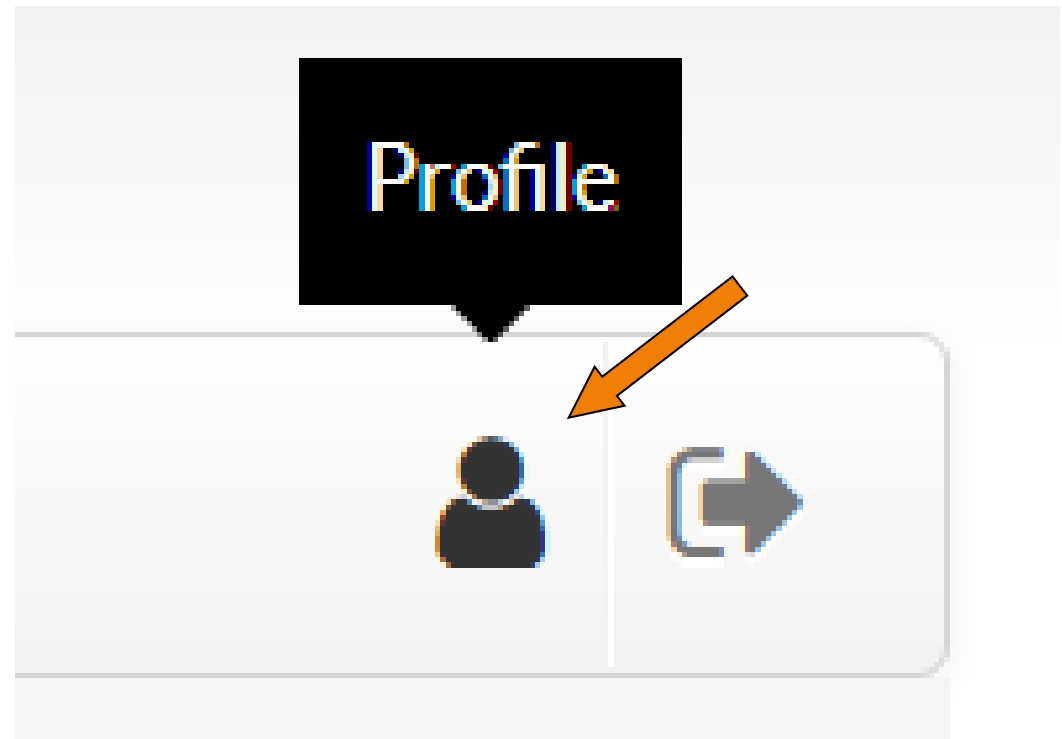
Welcome To Live Goldsboro HA

PROFILE

STEP 2

On the homepage, click the **person icon** in the top right of the page.

myportal.hacg.org



CREATING AN ACCOUNT

STEP 3

Scroll down and click [Edit Profile](#).

You can also change you password.



Edit Profile C

PROFILE

STEP 4

Update the contact information. Click [Update Profile](#).

Preferred Name:

Email:

Confirm Email:

Updates to below information will be sent to housing agency for approval.

Office:

Phone 1:

FAX:

Allow Text (SMS) Notifications:

Mobile Phone for Texts (SMS):

*See Disclosure. Rates may apply.



APPROVAL

STEP 5

All updates to contact information are sent to the PHA for approval. You will receive a email notifying you that a profile change was made and then a email notifying you of the approval.

Our records show that you modified your user profile information, including your email address and password, on 10/5/2021; The next time you login please use this new email address as your login name.