



Creating a KCDC RentCafe Account with No Registration Code

KCDC uses a resident portal system called RentCafe.

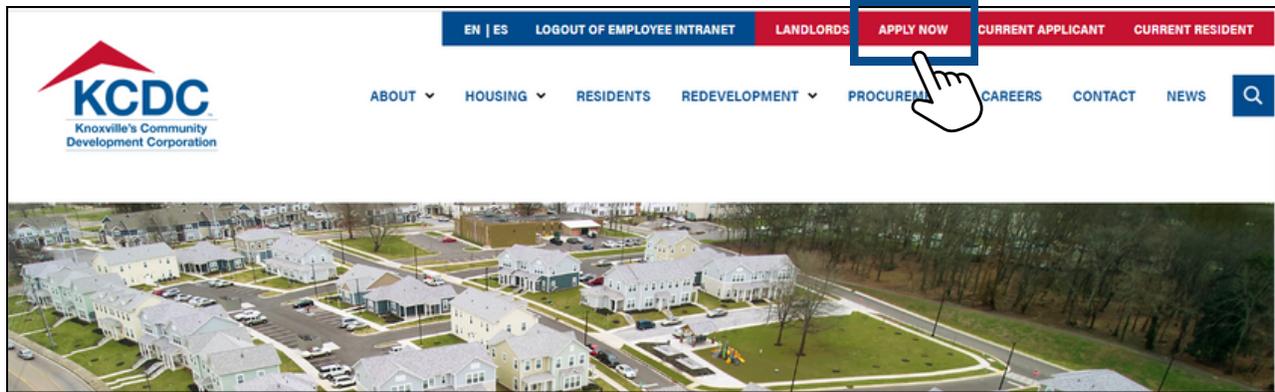
This system allows you to apply for a property of your choice.

Here's how to get started.

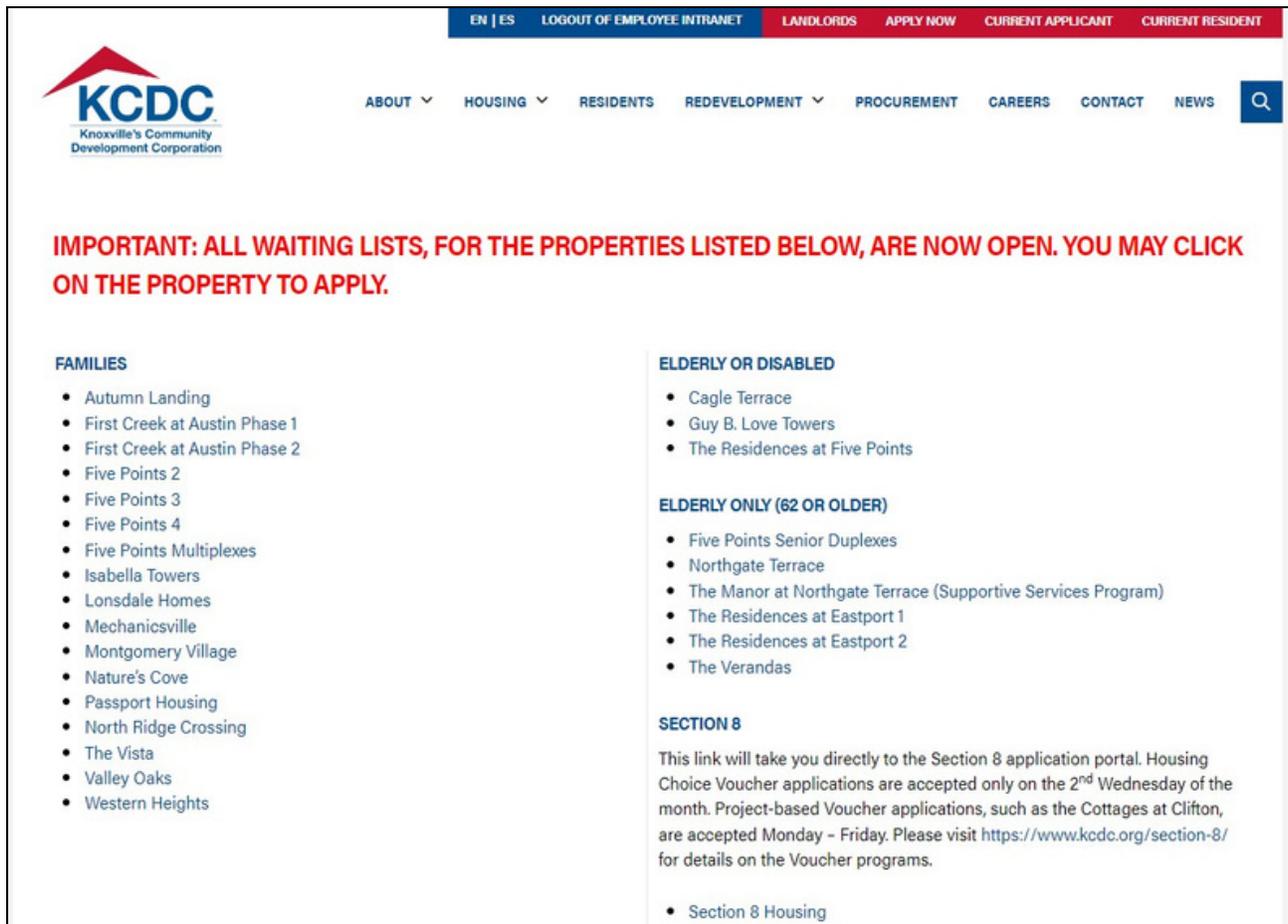
1

On your personal computer or mobile device, open the web browser and go to www.kcdc.org.

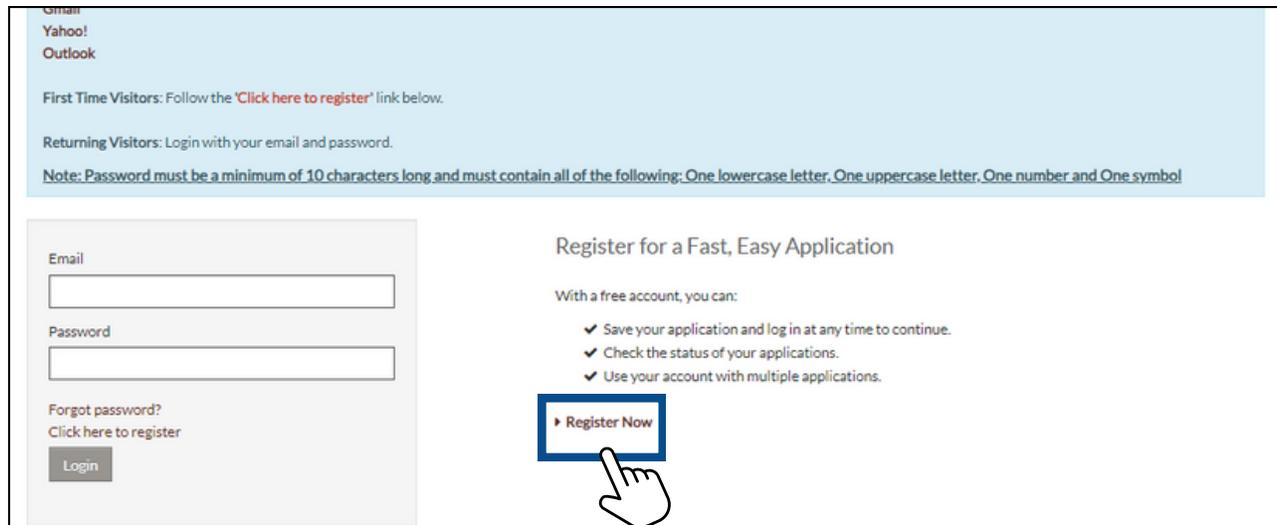




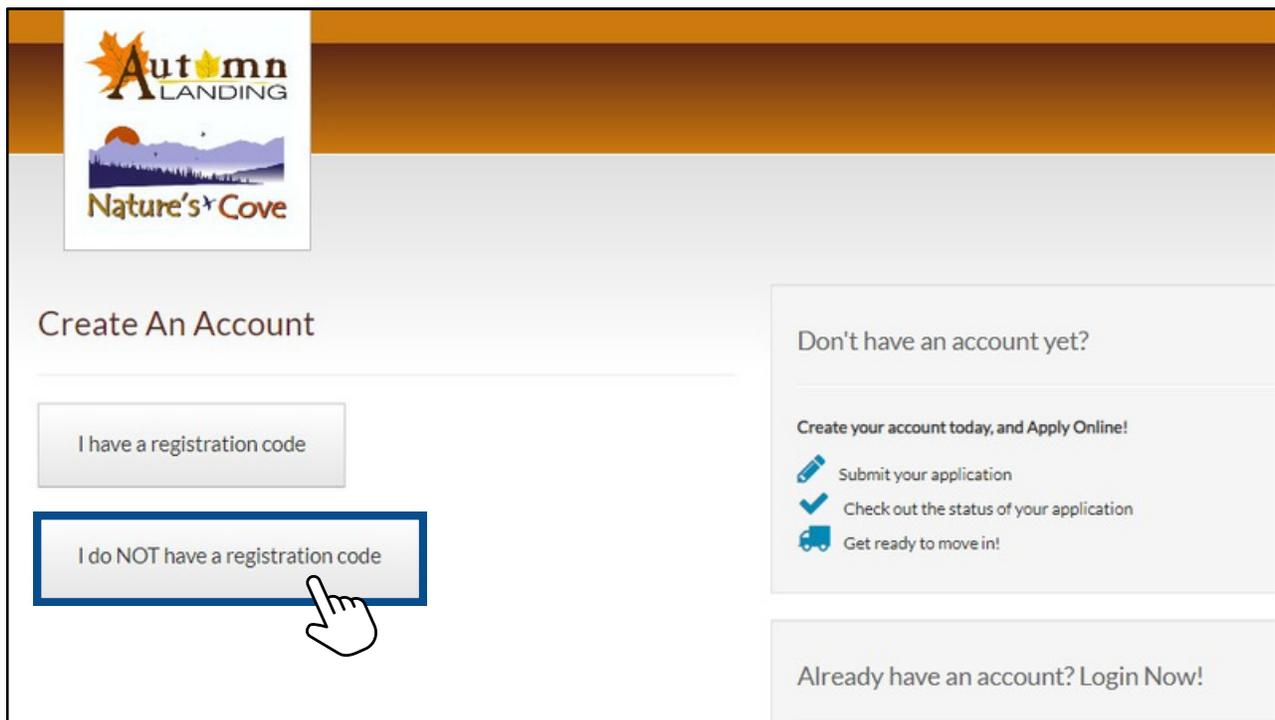
2 Click on **Apply Now** at the top right-hand corner of the screen.



3 Select a property from the list shown.



4 Click on **Register Now** at the bottom right corner of the screen. **NOTE: Register Now is needed each time you apply for a property the first time.**

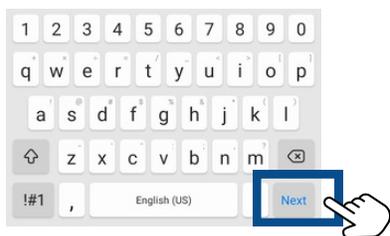


5 Click **I do NOT have a registration code**.

6 Complete all fields in the Personal Details and Account Information sections. You will need to provide your full Social Security Number or other government ID number as well as a valid email address. The password you create must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol.

NOTE: Tab on a keyboard is needed when registering for multiple properties. If you're applying by phone, use arrows or the Next button.

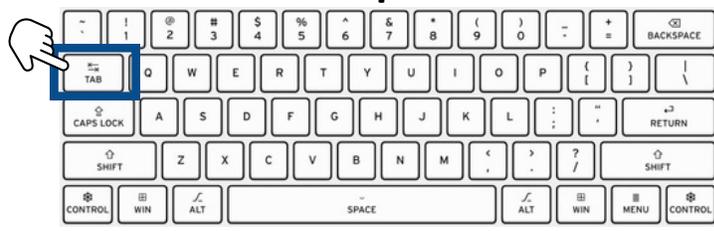
Android

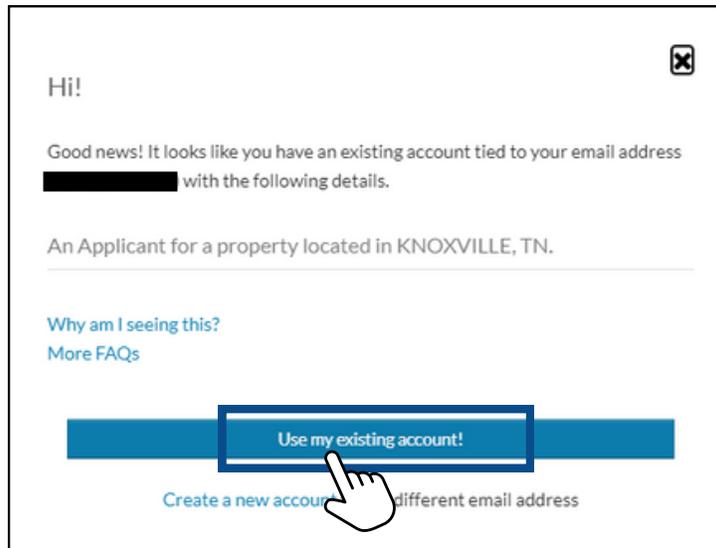


iPhone



Computer





7 If you have already set up an account and use Tab, Next or arrows, a message will show asking if you would like to use an existing account.

NOTE: Tab on a keyboard is needed when registering for multiple properties. If you apply by phone, use arrows or the Next button.

A screenshot of a login form titled "Glad to have you back!". It contains several input fields: "EMAIL ADDRESS*" (with a redacted value), "USER NAME*" (with a redacted value), "PASSWORD*" (with a help icon), "FIRST NAME*" (with "First Name" placeholder), "LAST NAME*" (with "Last Name" placeholder), "SSN#* (IF YOU DO NOT HAVE A SSN, PLEASE ENTER 999-99-9999)" (with a redacted value and an eye icon), and "PHONE (HOME)*" (with "(555) 555-5555" placeholder). At the bottom, there is a "Login" button and a link "I forgot my password" (highlighted with a blue box and a hand cursor).

8 Reenter your account information to login. If needed to access your account, click **I forgot my password** to reset it.

The image shows a registration form titled "Account Information". It contains several input fields: "Email Address*" with the placeholder "YourEmail@Example.com", "Confirm Email Address*" with the same placeholder, "User Name (must be email address)*" with the placeholder "User Name", "Password*", "Confirm Password*", and a checkbox labeled "Please read and accept the Terms and Conditions". Below the form is a blue "Register" button, which is highlighted with a blue border and a hand cursor icon pointing to it.

If Needed

- Create a password if you do not have an existing account, click **Register** and continue the application process.
- If **Duplicate User** is shown at the top of the screen, you did not use Tab, arrows or Next keys.

