



Getting Started

1. Click on the link in the **MyTenancy** section of the Habinteg website or go to: <https://habinteg-ulster.mytenancy.co.uk>
2. Click to **Create an account** then enter your **email** and create a **password**.
NB Your **email address** and **date of birth** must be registered with Habinteg.

Accessing your Account

3. After completing steps 1 and 2, an email will be sent to the email address you provided, containing a **link** for you to **validate your account**.
4. Click the **link** then enter your **Tenant Key (account code)** and **date of birth**. You will now be logged in to the **Landing Page**.
5. From the Landing Page, you can access a range of features, including your **Statement of Account** and **Repair History**

Statement of Account shows you the balance on your account along with any transactions. If your Balance is in **arrears** a **Red** box with **x** will be displayed. If your Balance is prepaid the box will appear **Green** with a **✓**

Repair History shows the repairs that have been raised on your property and can be expanded to show you details about the work carried out. Repairs can also be requested by clicking the **Request a Repair** button

You can click on **Files** to access any documents we have uploaded for you.