



CITY OF EAST PROVIDENCE

East Providence Housing Authority

99 GOLDSMITH AVENUE
EAST PROVIDENCE, RI 02914-2240

401-434-7645

www.ephousing.org

TO ALL NEW LANDLORDS:

The EPHA will no longer mail out Housing Assistance Payment checks to landlords. Instead, all payments will be made by Direct Deposit. Please complete the attached Direct Deposit form and submit along with a voided check. It **must** be submitted with your paperwork to process and receive your first HAP payment.

Please note that you will **not** receive a printed list showing the payment breakdown for each tenant. However, if you need a break down of the payments, you must register for HMS PAL™ <https://www.hmsforweb.com/pal/login.php> to see your payment. You will not be able to set up your HMS PAL™ user account until after you have received your first payment from the Housing Authority.

If you have questions about how to use HMS PAL™ please check the FAQ (Frequently Asked Questions) link provided throughout the HMS PAL™ website. If you have technical problems with HMS PAL™ you can email support@hmsforweb.com for assistance.

We are always looking for better ways to serve both our landlords and clients! We look forward to working with you in this convenient method.

Once you receive your first payment into your account, you may contact our office and we will supply further instructions for setting up your HMS PAL™ account, which will enable you to view your payment breakdown.

Thank you for participating in the Housing Choice Voucher (Section 8) Program!