How to Create an Account for Returning Legacy Property Managers
The following are guidelines to create a new HOMES.mil account for Returning Legacy Property Managers.
Guidelines for Legacy Property Managers

When you first access www.HOMES.mil, you will see this disclosure page.

Read this information and then select **OK** if you agree to the disclosure and consent statements.

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.
Guidelines for Legacy Property Managers

This is the Welcome to HOMES.mil page.

You can return to this screen at any time by clicking the HOMES.mil logo or the HOME tab.
Guidelines for Legacy Property Managers

Click the **ABOUT** tab to learn more about HOMES.mil.
Guidelines for Legacy Property Managers

You are now at the About HOMES.mil page. The bottom section contains information for Property Managers.

To learn more, you can either click the LEARN MORE link or the PROPERTY MANAGERS LEARN MORE tab at the top of the page.
Guidelines for Legacy Property Managers

Selecting the PROPERTY MANAGERS LEARN MORE tab provides additional information for Property Managers.

Property Managers Learn More

What is HOMES.mil?

- A simple, easy and effective rental listing website providing you with 24/7 access to Service members searching for available property rental listings near U.S. Military Installations.
- A comprehensive web-based system to help manage your property rental listing inventory.
- The only DoD-sponsored rental listing website used by Military Housing Offices around the world.

Whether you have one or many rental properties, HOMES.mil is your resource to connect with prospective military residents. HOMES.mil is your direct channel to reach the highly desirable market of Service members moving across the world or just across town.

This website is managed by Military Housing Offices around the world. Once your Property Manager account has been approved, you will be able to post your property rental listings, free of charge. Some overseas locations will require that you contact the local Housing Office directly to have your property rental listings posted. Use the HOMES.mil Housing Office contact page to locate Housing Office's contact information for the installation nearest your rental listings.

CREATE AN ACCOUNT today and start posting your rental listings!
Guidelines for Legacy Property Managers

When you are ready to create your Property Manager account:

**Step 1:** Type in your legacy account email at the top of the page.

**Step 2:** Leave the Password field blank and click **LOG IN**.
Guidelines for Legacy Property Managers

You will be instructed to check your email for additional instructions.
Guidelines for Legacy Property Managers

Below is a sample of the email you will receive. Copy and paste the link to continue the HOMES.mil registration process.

Welcome to HOMES.mil,

To complete your account registration, please copy the line below into your browser. You will be asked to create a new password before logging into HOMES.mil to begin managing your listings.

http://sampleURL.homes.mil

If you did not initiate this request, please ignore this message.

In accordance with DoD Instruction 8520.02, “Public Key Infrastructure (PKI) and Public Key Enabling (PKE),” dated May 24, 2011, digital signatures are required on emails containing active links. Active links have been removed from this email. To access the online resources, please cut and paste the provided URLs into your browser.
Guidelines for Legacy Property Managers

The email link will take you to the Change Password page. To view the guidelines to create a password, select the “i” information box.
Guidelines for Legacy Property Managers

Once you select the “i” information box, you will see the following DoD policy to create a valid HOMES.mil password:

- **DoD Password Policy**
  - Minimum of 15 characters
  - Mixture of upper case, lower case, numbers, and special characters
  - Must NOT contain personal information such as names, telephone numbers, account names, or dictionary words
  - Must be changed every 60 days
Guidelines for Legacy Property Managers

Once you create a password, select the Service Agreement checkbox if you agree to the Terms and Conditions. You may view the HOMES.mil Terms & Conditions by selecting the link.

Select CHANGE to continue.
Guidelines for Legacy Property Managers

After successfully creating a new password, you will be instructed to log into HOMES.mil with your email account and new password.
Guidelines for Legacy Property Managers

On first login, you will be directed to your account detail page. Please update your existing data if necessary and/or complete any required fields before clicking the UPDATE button.
Guidelines for Legacy Property Managers

HOMES.mil will display your updated account information. Click **CLOSE** to proceed to your Landing Page.
Guidelines for Legacy Property Managers

Rental properties from the legacy website (as of December 2013) have been migrated into HOMES.mil. From your Landing Page, you may begin updating your listings by clicking on the address link or the photo box. Please see the HOMES.mil Edit a Property Listing presentation for more information.
Guidelines for Legacy Property Managers

To add new listings, click on the **Add Property Listing** link. Please see the HOMES.mil **Add A Property Listing** presentation for more information.
Guidelines for Legacy Property Managers

If at any time you need HOMES.mil assistance, please select the CONTACT link at the bottom of the page to contact HOMES.mil Support.
Guidelines for Legacy Property Managers

Make sure to **Log Out** and close your browser window when done working with HOMES.mil