

Housing Choice Voucher

Instructions for printing your 2020 1099 from the Landlord Portal



Advise the owner that once logged into the portal, select 1099 hyperlink under the landlord library.

Then advise the owner to right-click on the 2020 hyperlink and select “Open link in a new tab” from the drop-down menu.

Georgia[®] Department of
Community Affairs

Click on the 1099 Year:

2020
2019

Partner Access

- Landlord Info
- HAP Detail
- HAP History
- Landlord Library
 - 1099
- Inspection Listing
- Log Out

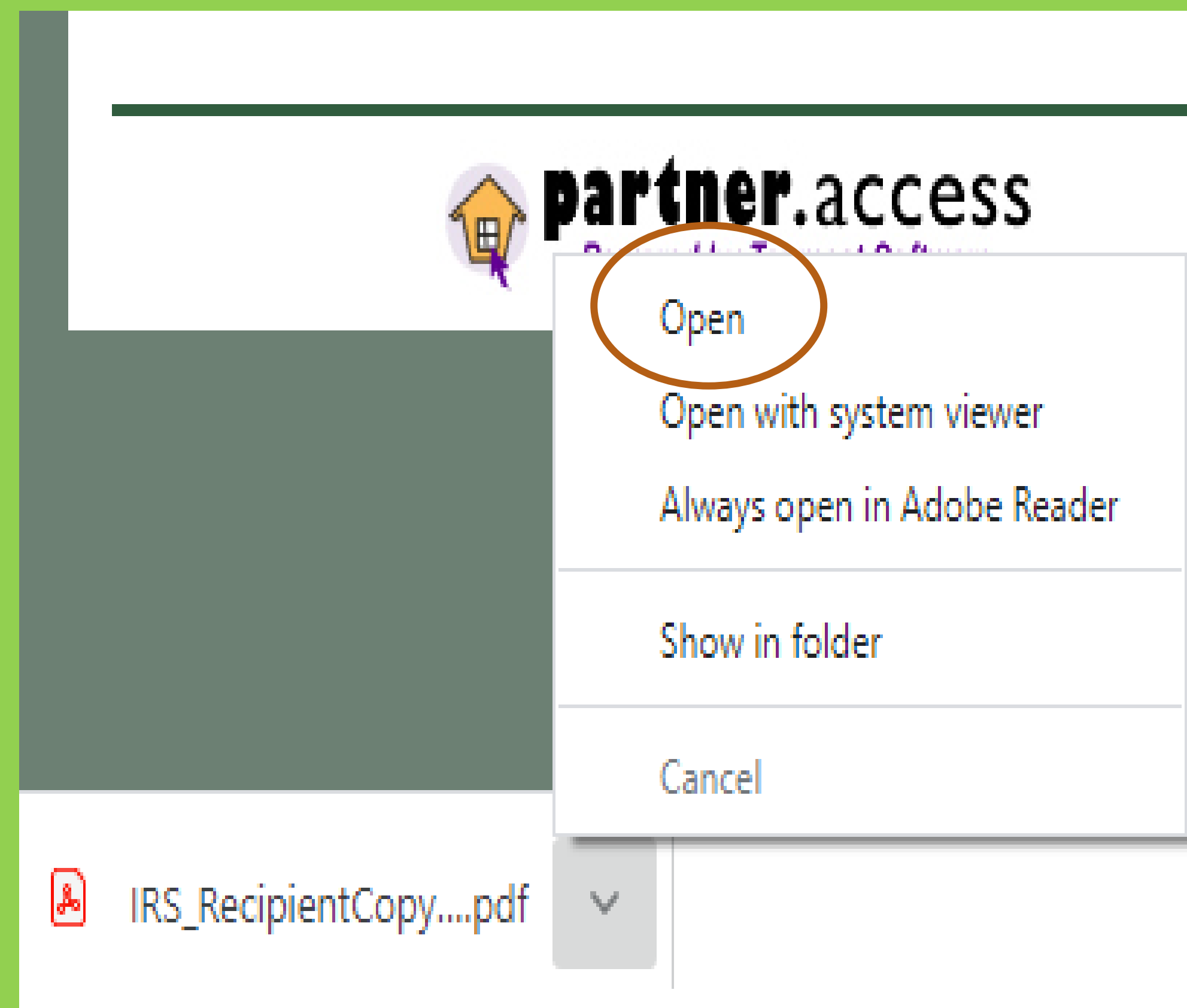
Open link in new tab
Open link in new window
Open link in incognito window
Save link as...
Copy link address
Inspect Ctrl+Shift+I

 **partner.access**
Powered by Tenmast Software

A file to download will be displayed in the lower left-hand corner as shown to the right.

The screenshot shows a web interface for 'partner.access'. At the top right, there is a section titled 'Click on the 1099 Year:' with links for '2020' and '2019'. Below this is a 'Partner Access' menu with items: 'Landlord Info', 'HAP Detail', 'HAP History', 'Landlord Library', '1099', 'Inspection Listing', and 'Log Out'. The footer contains the 'partner.access' logo and the text 'Powered by Tenmast Software'. At the bottom, a download notification bar is highlighted with an orange border, showing a PDF icon and the filename 'IRS_RecipientCopy....pdf'.

Select the up-arrow and then select “Open” from the pop-up menu that is displayed.



Select the print button from the upper right-hand corner (looks like a printer).

If the issue persists, please advise.

