Tenant Services Portal

Instruction Guide

https://NTCFoundation.eTenantCare.com

Welcome to the Tenant Services Portal

NTC Foundation is proud to introduce the Tenant Services Portal. We invite you to join our online portal, please register at https://ntcfoundation.etenantcare.com. In our effort to go green, NTC Foundation has moved to this online system to provide real time Tenant balances and payments. Additionally, NTC Foundation online services including Work Order Requests, Online Forms and Documents, and News & Announcements.

Please take a moment to register using the instructions provided within.

Thank You,

NTC Foundation

Tenant Services Portal

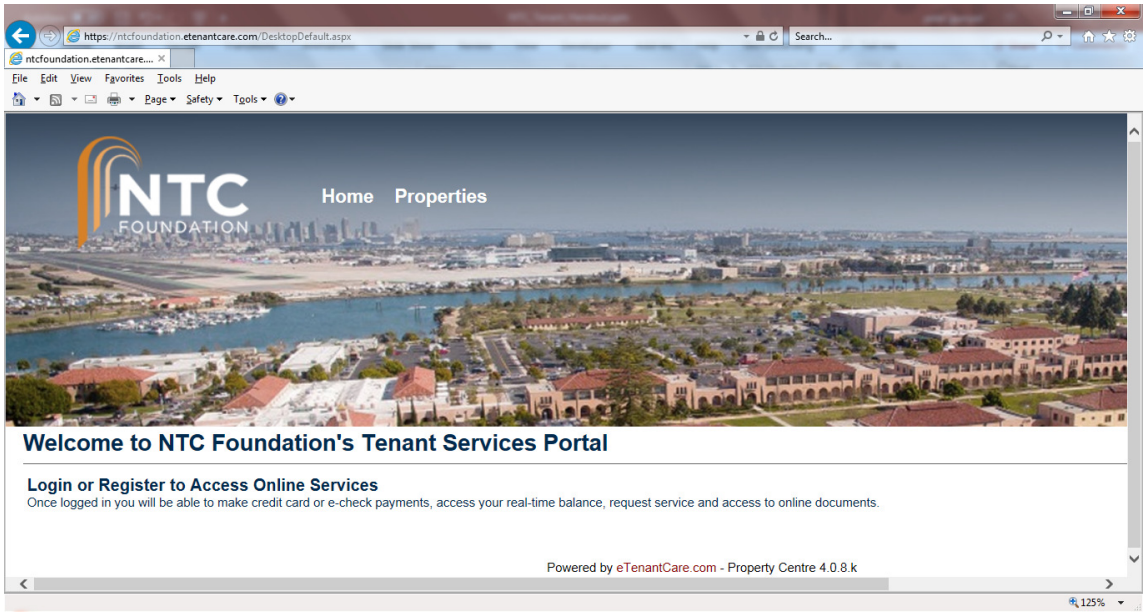
Online Services

- Online Credit Card Payments
- Statements balances
- View Work Order History
- View Property Documents
- Receive News & Announcements

Paperless Online Balances

Online Service Requests

Download Property Forms



https://NTCFoundation.eTenantCare.com

How To Register

4 EASY STEPS TO REGISTER

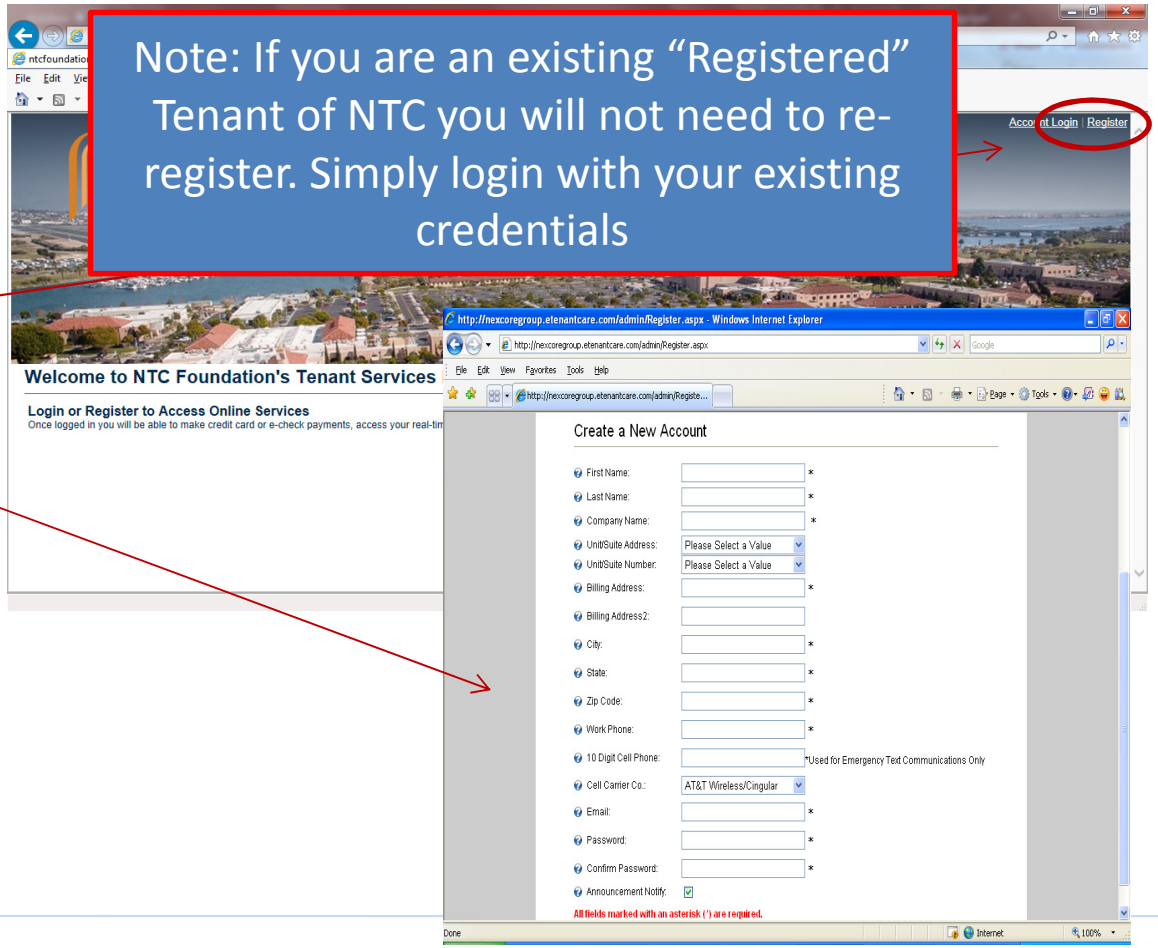
1) Navigate internet browser: https://NTCFoundation.eTenantCare.com

2) Click “Register”

3) Fill out new account form User ID --> your email address

4) Click submit button to register

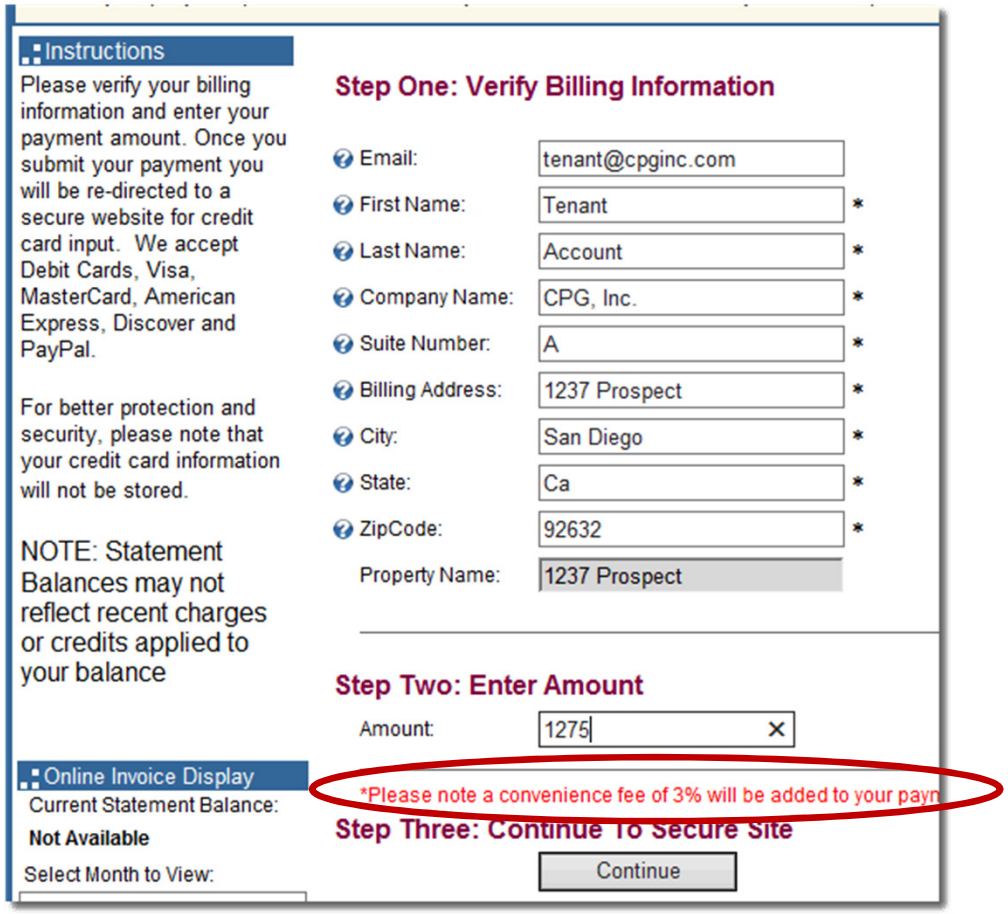
Once you have registered, you will be notified by email once your account has been approved



https://NTCFoundation.eTenantCare.com

Online Payments

1) Verify your Billing Address
2) Enter amount to pay
3) Click Continue
4) Follow the on screen instruction to complete your payment



Please Note: A conveniences fee will be assed.

https://NTCFoundation.eTenantCare.com

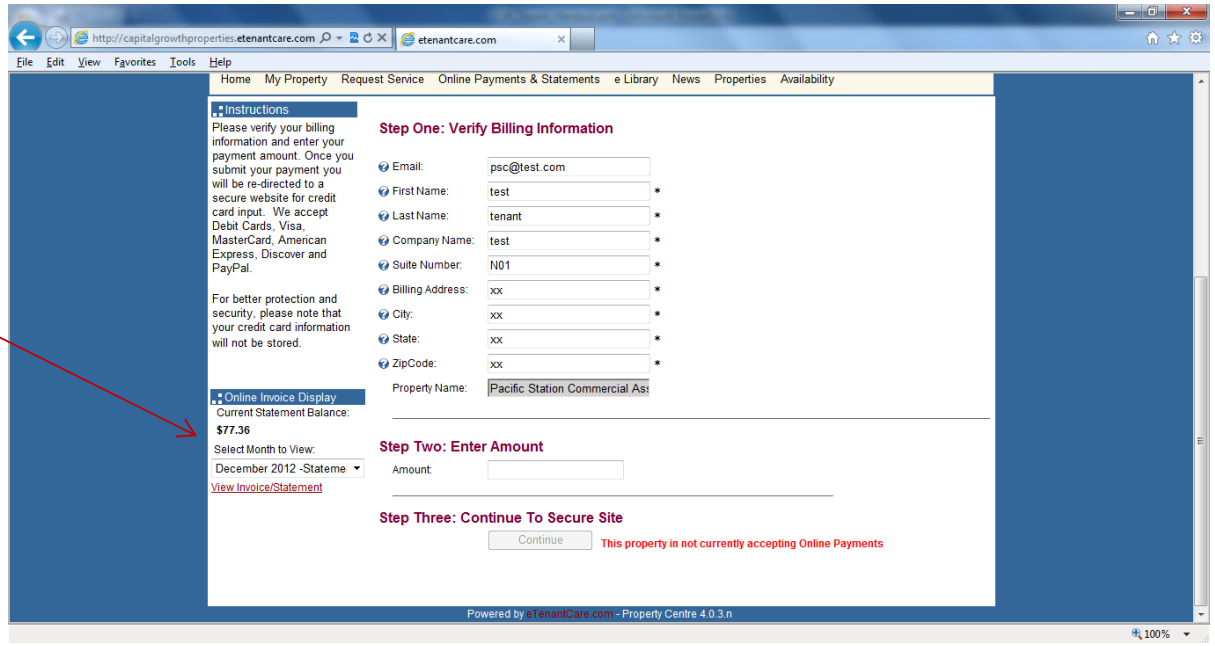
How to View Rent Statements

1) Click “Online Payments and Statements” *

2) Select Month to View

Your Statement/Invoice will pop up in a new browser window.

*Online Payments and currently disabled



https://NTCFoundation.eTenantCare.com

How to Submit A Service Request

1) Click “Request Service”

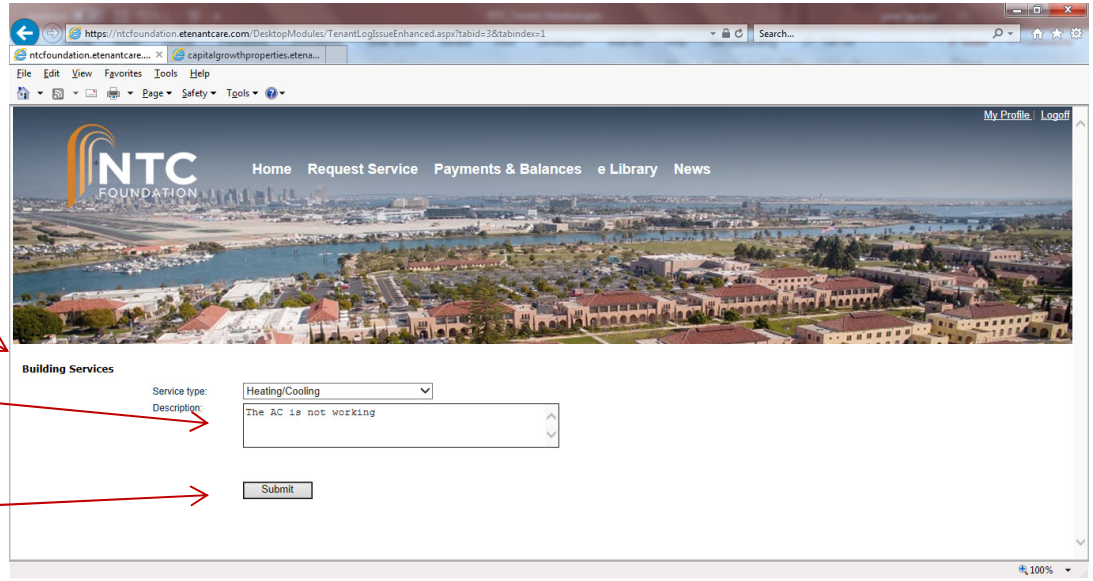
2) Select Type of Service
   - Building Services

3) Select Service Type
   (from dropdown menu)

4) Enter Description of Request

5) Click “Submit” to log request

Property Management is instantly notified and a copy is emailed to you.



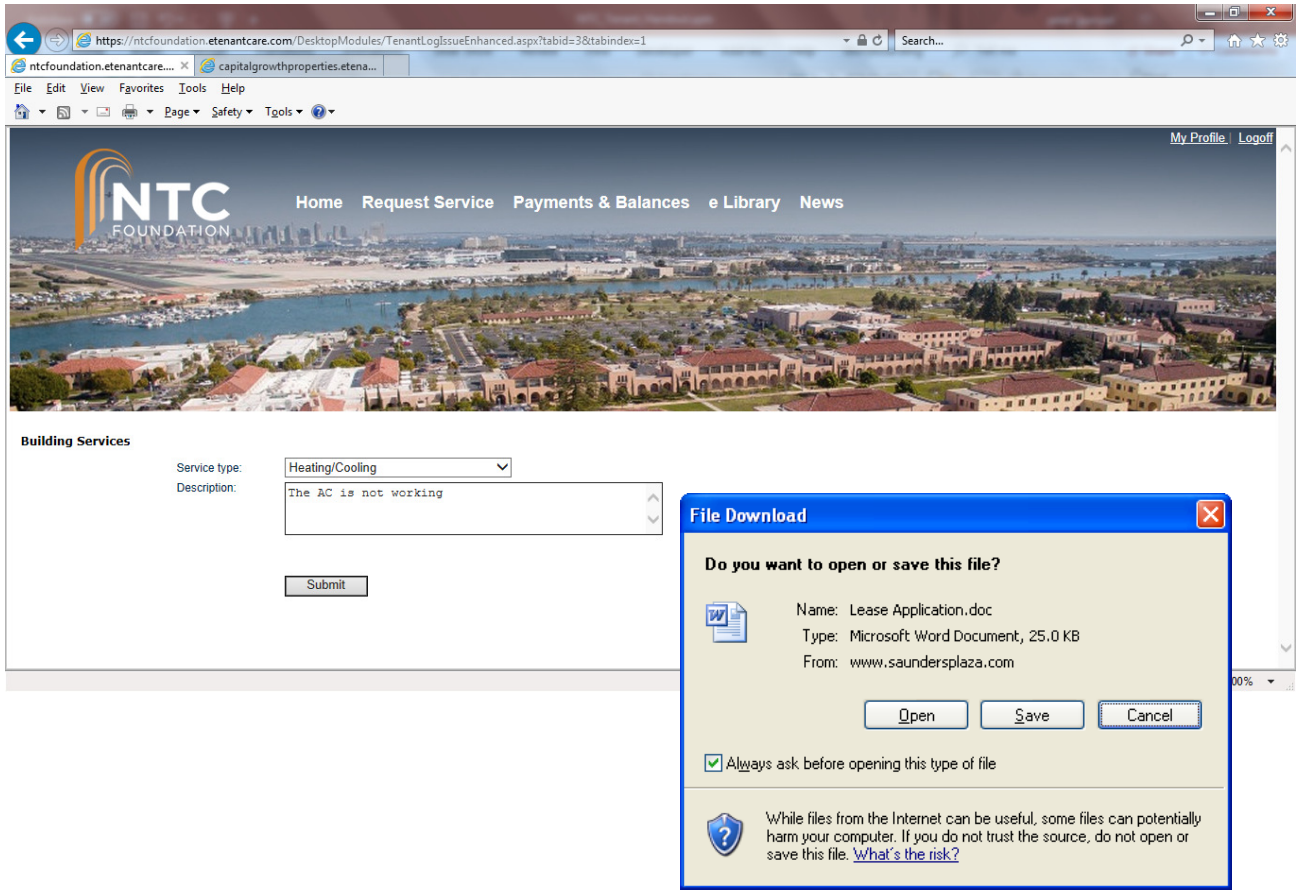
https://NTCFoundation.eTenantCare.com

How to Download Property Forms

1) Click “Document Library”

2) Click to “View” the form you want

3) Open or Save to Form



https://NTCFoundation.eTenantCare.com