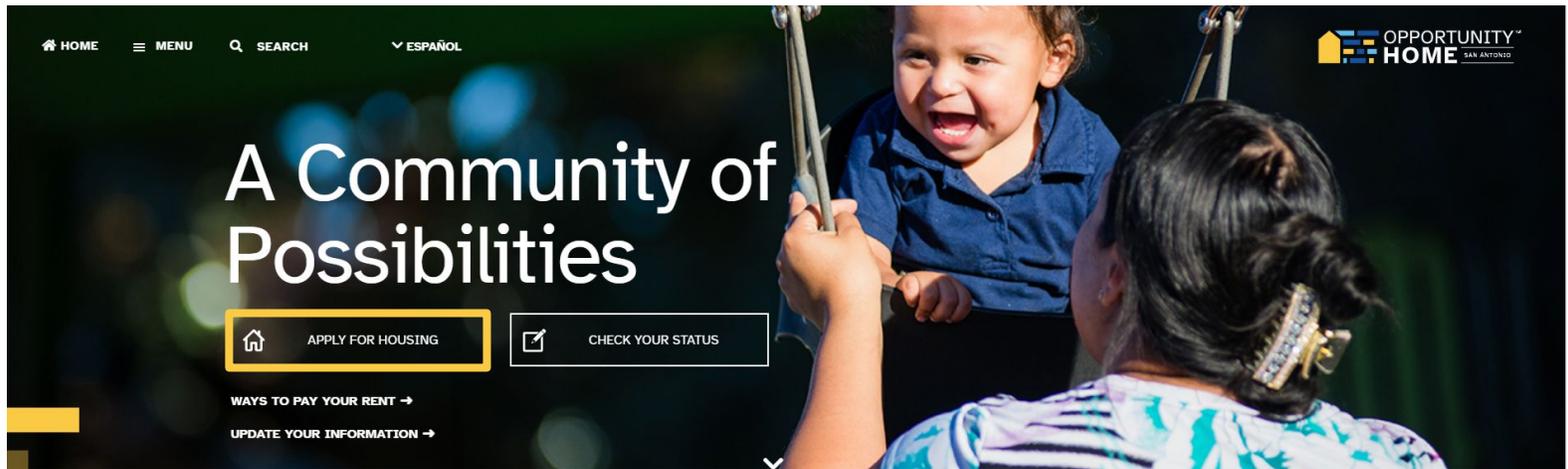
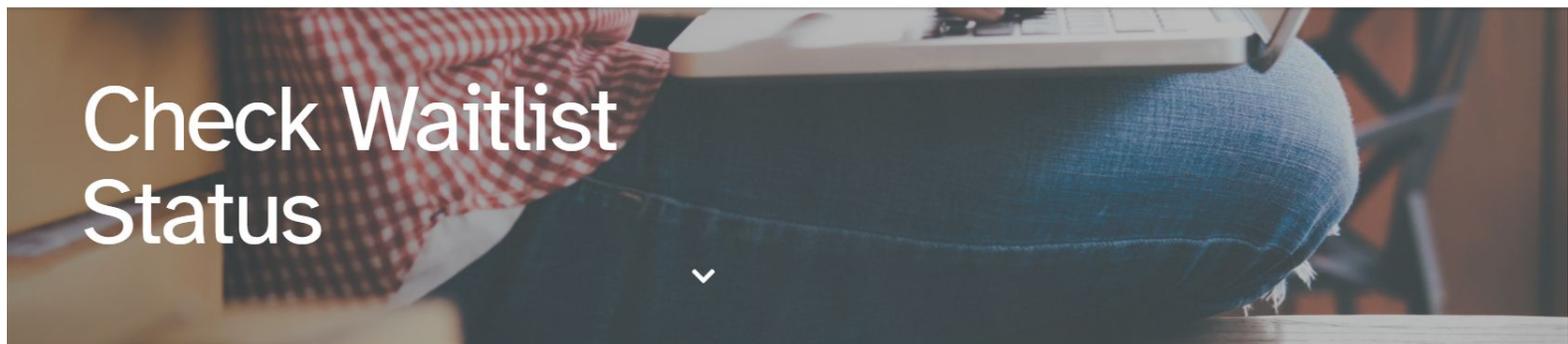


# How to Create an Applicant Portal

**1** Visit our website ([homesa.org](https://homesa.org)) and click **apply for housing**.



**2** Select **click here** to create an account on our portal which will allow you to monitor the status of your application.



You applied, and you're on the waitlist!

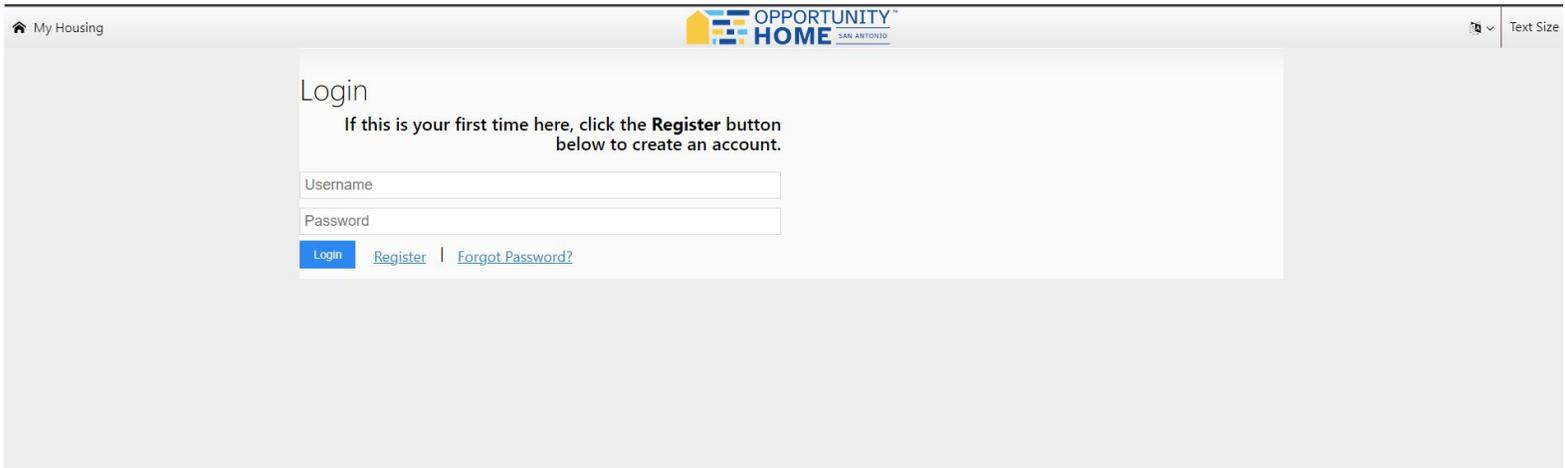
Don't forget to ensure all personal contact information including your phone number and email address on your application is current. When your online application reaches the top of the waitlist you will be notified by regular mail. If we are unable to contact you due to a returned letter, your name will be removed from the Opportunity Home waitlist.

[CHECK YOUR STATUS HERE →](#)



3

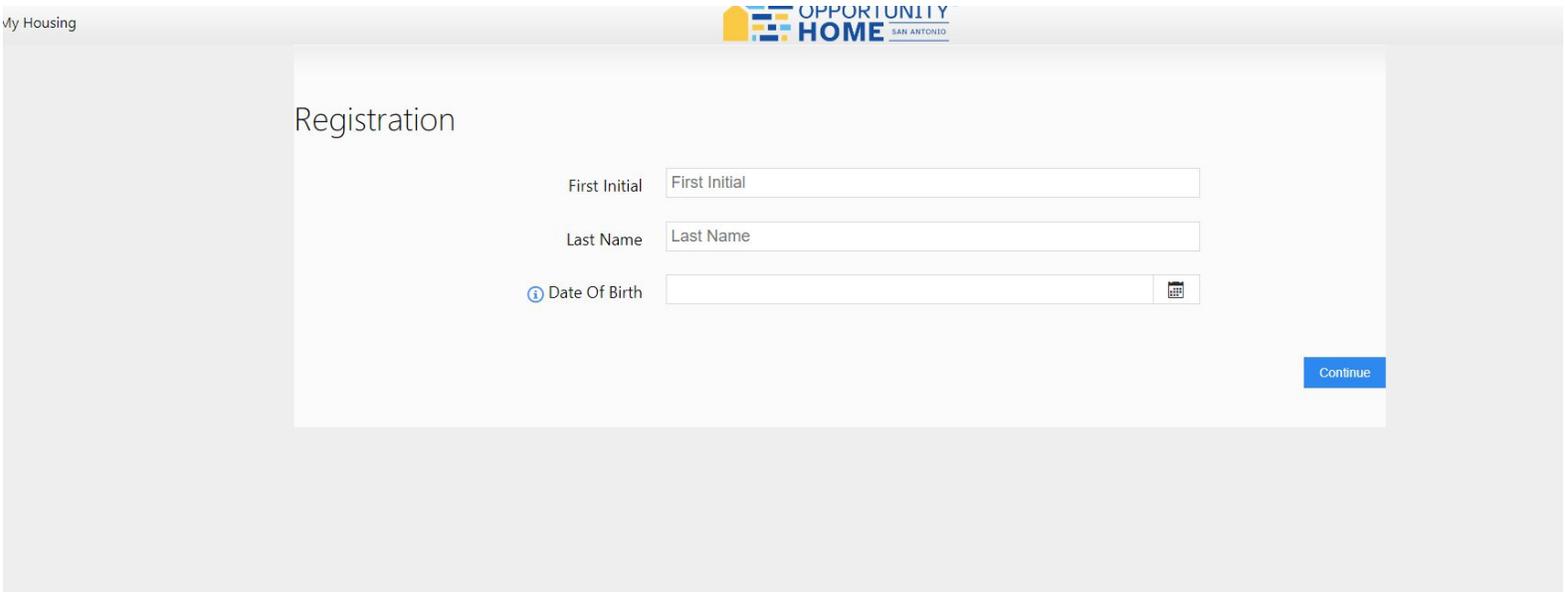
Select **register** under the password field to begin.



The screenshot shows the top navigation bar with 'My Housing' on the left and the 'OPPORTUNITY HOME SAN ANTONIO' logo on the right. The main content area is titled 'Login' and contains the following text: 'If this is your first time here, click the **Register** button below to create an account.' Below this text are two input fields: 'Username' and 'Password'. At the bottom of the form are three buttons: 'Login', 'Register', and 'Forgot Password?'.

4

Start creating an account by including the first initial of your first and last name and date of birth then click **continue**.



The screenshot shows the top navigation bar with 'My Housing' on the left and the 'OPPORTUNITY HOME SAN ANTONIO' logo on the right. The main content area is titled 'Registration' and contains three input fields: 'First Initial', 'Last Name', and 'Date Of Birth'. The 'Date Of Birth' field includes a calendar icon. A blue 'Continue' button is located at the bottom right of the form.

5

You will be asked for a confirmation number from your application (**16 digit number**). If you do not remember your confirmation number, click on **don't have your confirmation number** and the number will be emailed to you.

My Housing

OPPORTUNITY HOME SAN ANTONIO

Please answer question #1

What is your application's Confirmation Number?

[Don't have your Confirmation Number or Entity ID? Looks like you have provided an email address. Click here to email it.](#)

Continue

6

Once a confirmation number is entered, applicants will be issued a computer generated username (**this does not change**) and will be required to create a password. An email must be entered and can be different from one used when an application was created. Password must be at least **six characters** in length.

OPPORTUNITY HOME SAN ANTONIO

Please make a note of your user name below and enter the password you would like for your account to complete the registration process.

User Name **psparks**

Email

Password

Confirm Password

Preferred Language

Continue

7

Click **continue** to log in.

My Housing 

Please make a note of your user name below and enter the password you would like for your account to complete the registration process.

User Name **psparks**

Email

Password

Confirm Password

Preferred Language

[Continue](#)

8

Click **“here to login and get started!”** to access your account.



Registration Complete!

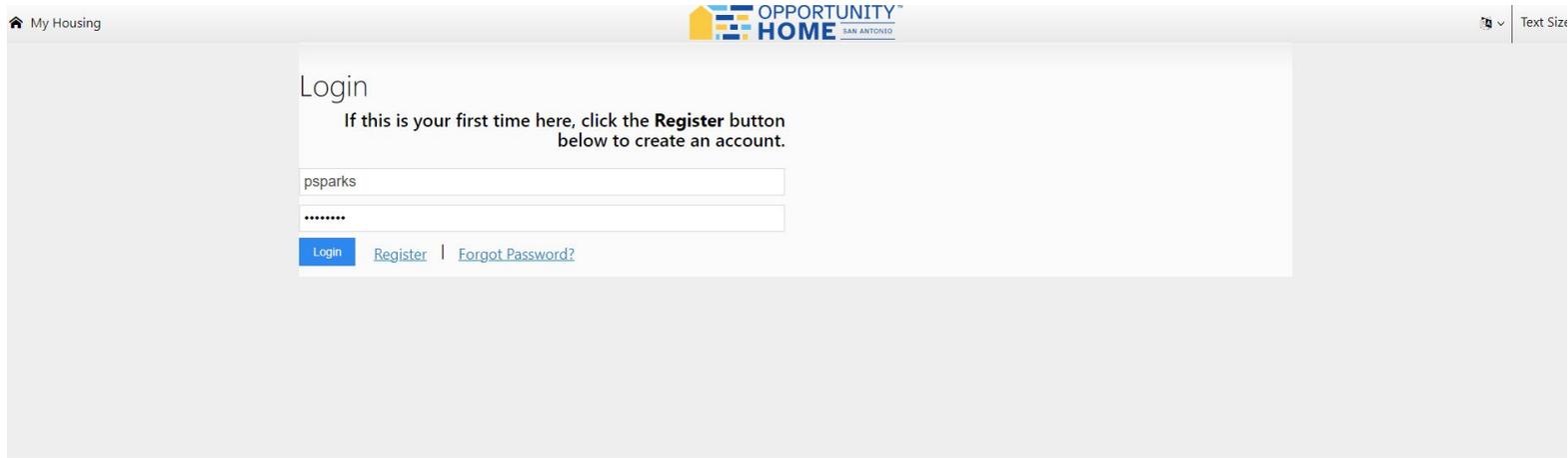
**Pinky Sparks , you have successfully created an account. Please make a note of your user name below and your chosen password. Click on the Login link below to login.**

Username: **psparks**

[Click here to login and get started!](#)

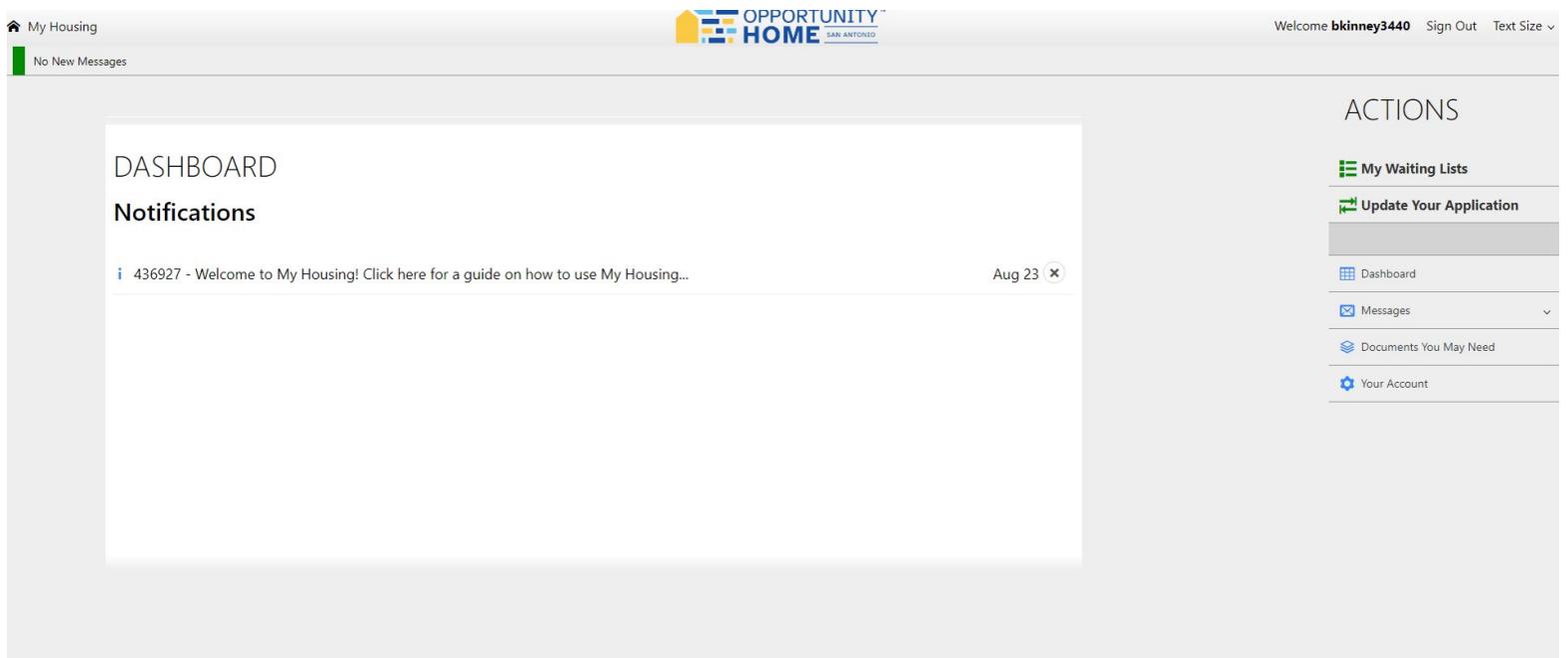
9

Enter the username and password that you created to start making changes to your application or to check your status.



10

You are now in your account. Here you are able to check your status, send emails, change your address, contact information, add or remove household members and also add yourself to other applicable waitlists.



11

To update your application, click on **update your application** on the right side of the screen. If you are ready to begin your application, click on **get started** at the **bottom of the page**

My Housing Welcome bkinney3440 Sign Out Text Size

**WELCOME**

Welcome to Applicant Portal! This site will allow you to do a few key elements:

1. Review your information to ensure it's correct.
2. Update any information that isn't correct.
3. View the waiting lists you've previously applied to.
4. Apply to new waiting list you may qualify for.

**This application acts as a wizard, and will walk you through all of the information you've previously provided. At any point, feel free to add, update, or remove information that is no longer accurate. At the end of this wizard you'll be able to submit your changes to the housing authority for review. During this review process you won't be able to make further changes.**

The review process may trigger a few actions that require your attention.

1. Messages related to your changes which can be viewed on your dashboard.
2. An appointment to review the information first hand, which can also be viewed on your dashboard.
3. The application may be sent back to you, to make changes as instructed by your specialist.

To recap

1. Walk through the wizard and update any information that isn't correct.
2. Once you're happy submit your application back to the housing agency (which is the last page of the wizard).
3. Wait for the housing specialist to review your changes, while checking periodically for messages and appointments.

To get started, select the get started button on the bottom right.

[Get Started](#)

Enter Agent Code

**ACTIONS**

[← Back Home](#)

---

[My Waiting Lists](#)

---

[Update Your Application](#)

12

If you click **update your application**, you will be taken to head of household information, where you can begin making changes. Click **next** to go to next screen.

My Housing Welcome bkinney3440 Sign Out Text Size

**1**

Your Family

**2**

Your Address

**3**

Your Income

**4**

Your Attachments

**5**

Summary

**6**

General Questions

**7**

Your List(s)

**8**

Additional Questions/Submit

**ACTIONS**

[← Back Home](#)

---

[My Waiting Lists](#)

---

[Update Your Application](#)

**Tell Us About The Head Of Household**

The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program, along with the co-head or spouse.

✔ First Name

Middle Name

✔ Last Name

✔ Gender ⓘ

✔ Birth Date ⓘ

✔ Current Citizenship Status

[← Back](#)

[Next >](#)

13

On this page, you can add or remove a household member. Click **next** to continue, if no changes are needed.

My Housing Welcome **bkinney3440**

**OPPORTUNITY HOME** SAN ANTONIO

1 Your Family    2 Your Address    3 Your Income    4 Your Attachments    5 Summary    6 General Questions    7 Your List(s)    8 Additional Questions/Submit    ACTION

**Add Family Members?**

Provide information for the individuals who will live with you in your household.  
(If you have new family members, start adding the first one here. If not, simply click next.)

First Name  First Name

Middle Name  Middle Name

Last Name  Last Name

Select One  Gender ⓘ

Select One  Relationship to Head Of Household.

← Back Home  
My Waiting Li  
**Update Your**

14

You can update physical address information for mailing. For your address to be updated in our system, you must click **submit** at the end of the application. Click **next** when finished.

My Housing Welcome **bkinney3440** Sign Out Text Size ▾

**OPPORTUNITY HOME** SAN ANTONIO

✓ Your Family    2 Your Address    3 Your Income    4 Your Attachments    5 Summary    6 General Questions    7 Your List(s)    8 Additional Questions/Submit    ACTIONS

**Tell Us About Your Address...**

The address you provide here should be where you wish to be contacted.

511 Williamsburg Pl  ✓ Street Address

Address Line 2  Address Line 2

Suite/Apt  Suite/Apt

San Antonio  ✓ City

Texas  State

78201  ✓ Zip Code

← Back Home  
My Waiting Lists  
**Update Your Application**

← Back **Next** >

15 The next screen will be income changes, if needed. Click **next**.

The screenshot shows the 'Tell Us About Your Family's Income...' screen. At the top, there is a progress bar with steps 1 through 8. Steps 1, 2, and 3 are marked with green checkmarks, indicating they are completed. Step 3, 'Your Income', is currently active and highlighted in blue. Steps 4 through 8 are marked with grey circles, indicating they are not yet completed. The main content area contains the text 'Tell Us About Your Family's Income...' and 'Please include income from all family members'. Below this text is a large green '+ Add Income' button. At the bottom left is a '< Back' button, and at the bottom right is a 'Next >' button. The right sidebar contains 'ACTIONS' with links for 'Back Home', 'My Waiting Lists', and 'Update Your Application'.

16 The next screen is to confirm any changes to your household information, address or income (click the verify box then next to continue).

The screenshot shows the 'Verify Information' screen. At the top, there is a progress bar with steps 1 through 8. Steps 1, 2, 3, and 4 are marked with green checkmarks, indicating they are completed. Step 5, 'Summary', is currently active and highlighted in blue. Steps 6 through 8 are marked with grey circles, indicating they are not yet completed. The main content area contains the text 'Click on an item to make changes' and 'what you've told us...'. Below this text are three sections: 'Family Info', 'Address Info', and 'Income Info'. Each section has a green '+ Add' button. The 'Family Info' section shows 'Bryan Kinney (Head of Household)' with details: Birth Date: 10/21/1972, Races: White, Disabled: No, Veteran: No. The 'Address Info' section shows 'Residence' with the address: 511 Williamsburg Pl San Antonio, TX 78201. At the bottom of the main content area is a checkbox labeled 'I verify that the information provided in this application is correct.' Below the checkbox is a 'Next >' button. The left sidebar contains '< Back' and 'Next >' buttons. The right sidebar contains 'ACTIONS' with links for 'Back Home', 'My Waiting Lists', and 'Update Your Application'.

17

The next screen is a question about needing a wheelchair accessible unit. Select **Yes** or **No**.

My Housing Welcome **bkinn3440** Sign Out Text Size

**OPPORTUNITY HOME** SAN ANTONIO

Progress: 1 Your Family ✓, 2 Your Address ✓, 3 Your Income ✓, 4 Your Attachments ✓, 5 Summary ✓, **6 General Questions**, 7 Your List(s), 8 Additional Questions/Submit

**ACTIONS**  
 ← Back Home  
 ☰ My Waiting Lists  
 🔄 Update Your Application

**Answer Question(s) Below:**  
 Please answer all questions

1 Yes No Does anyone in the household require a wheelchair accessible unit?

[< Back](#)

[Next >](#)

18

The next screen will show the waitlist you are currently on. You can either remove yourself or view other waitlists you qualify for, which will be located at the bottom of this screen. Click **next**.

My Housing Welcome **bkinn3440** Sign Out Text Size

**OPPORTUNITY HOME** SAN ANTONIO

Progress: 1 Your Family ✓, 2 Your Address ✓, 3 Your Income ✓, 4 Your Attachments ✓, 5 Summary ✓, 6 General Questions ✓, **7 Your List(s)**, 8 Additional Questions/Submit

**ACTIONS**  
 ← Back Home  
 ☰ My Waiting Lists  
 🔄 Update Your Application

**Waiting Lists**  
 Please note that you are limited in how many lists you can choose:  
**5 lists from Public Housing**  
**7 lists from Section 8**

List(s) You're Currently On

**Public Housing: Family Public Housing**  
 Amenities include window units/central AC/Heat, clotheslines, utility allowance, some properties are all bills paid. Amenities vary by property.  
 STATUS: Currently waiting

[Take me off this list...](#) ✓

You Don't Currently Qualify For Any Open List

[< Back](#)

[Next >](#)

19 You will now be asked to answer additional questions.

The screenshot shows the 'My Housing' application interface. At the top, a progress bar indicates completion for 'Your Family', 'Your Address', 'Your Income', 'Your Attachments', 'Summary', and 'General Questions'. The current step is 'Your List(s)', which is highlighted with a green checkmark. To the right, the 'ACTIONS' menu includes 'Back Home', 'My Waiting Lists', and 'Update Your Application'. The main content area is titled 'Answer A Few More Questions' and contains two questions:

1.  Yes  No. Do you have paperwork from the American Red Cross, FEMA or other similar agency that your home destroyed by a natural disaster within the last six months?
2. . Do you or anyone in your household require a wheelchair accessible unit?

Navigation buttons include '< Back' at the bottom left and 'Submit' at the bottom right.

20 Click **submit** when ready to submit your changes. Once you submit a change, it can take **24 - 48 hours** to upload.

This screenshot shows the same application form as above, but with a modal dialog box open. The dialog is titled 'Submit Changes' and contains the following text:

Your changes have been saved. Are you ready to submit your application? If so, click Submit otherwise click Cancel. Please note once you submit you will be unable to submit further changes until your current ones have been Approved or Denied.

The dialog has two buttons: 'Submit' and 'Cancel'. The background of the application form is dimmed.

21

You will be directed to a dashboard where you can navigate your portal and check the waitlist(s) you are on.

The screenshot shows the 'My Waiting Lists' dashboard. At the top, there is a navigation bar with 'My Housing' on the left, the 'OPPORTUNITY HOME SAN ANTONIO' logo in the center, and 'Welcome bkinney3440 Sign Out Text Size' on the right. The main content area is titled 'My Waiting Lists' and displays user information for Bryan Kinney: Social Security Number: XXX-XX-6512, Entity ID: 001549721, and Birth Date: 10/21/1972. Below this, there is a section for 'Waiting Lists' with a sub-section for 'Public Housing: Family Public Housing' showing an application date of 08/22/2023, 1 bedroom, and a status of 'Currently waiting'. On the right side, there is an 'ACTIONS' menu with options: 'Back Home', 'My Waiting Lists' (highlighted), and 'Update Your Application'.

22

You can also send an email in the portal by clicking **messages** then **inbox** on the right-hand side of the dashboard.

The screenshot shows the 'Messages' inbox. At the top, there is a navigation bar with 'My Housing' on the left, the 'OPPORTUNITY HOME SAN ANTONIO' logo in the center, and 'Welcome bkinney3440 Sign Out Text Size' on the right. The main content area is titled 'DASHBOARD' and 'Notifications'. It shows two messages: one from 436927 dated Aug 30 with the subject 'Thank you for updating your application, it is awaiting review by a specialist.', and another from 436927 dated Aug 23 with the subject 'Welcome to My Housing! Click here for a guide on how to use My Housing...'. On the right side, there is an 'ACTIONS' menu with options: 'My Waiting Lists', 'Update Your Application', 'Dashboard', 'Messages' (highlighted), 'Inbox', 'Sent Messages', 'Documents You May Need', and 'Your Account'.

23

Click on compose to begin your email.

The screenshot shows the 'My Housing' dashboard. At the top left is a home icon and the text 'My Housing'. In the center is the 'OPPORTUNITY HOME SAN ANTONIO' logo. At the top right, it says 'Welcome bkinney3440' with links for 'Sign Out' and 'Text Size'. The main content area is titled 'INBOX' and features a blue 'Compose' button. Below the button, it says 'Show 10 entries' and has a search bar. A table header shows columns for 'Sender', 'Subject', and 'Date', with a 'No data available in table' message below. A 'Previous' and 'Next' navigation bar is at the bottom of the inbox. On the right side, there is an 'ACTIONS' sidebar with links for 'My Waiting Lists', 'Update Your Application', 'Dashboard', 'Messages', 'Documents You May Need', and 'Your Account'.

24

Click on **recipient** then select **Yvette Pineda**.

The screenshot shows the 'SEND MESSAGE' form in the 'My Housing' dashboard. The 'Recipient' dropdown menu is open, showing 'All Specialists' at the top and 'Yvette Pineda' selected below it. The 'Subject' and 'Body' fields are empty. At the bottom left is a 'Return' button and at the bottom right is a blue 'Send' button. The right sidebar is identical to the previous screenshot, showing the 'ACTIONS' menu.

25

Once completed, click **send**. You can expect a response to be sent to you through email.

The screenshot shows a web interface for sending a message. At the top left is a home icon and the text "My Housing". In the center is the "OPPORTUNITY HOME SAN ANTONIO" logo. At the top right, it says "Welcome bkinney3440" with links for "Sign Out" and "Text Size". The main content area is titled "SEND MESSAGE" and contains three fields: "Recipient" with a dropdown menu showing "Yvette Pineda", "Subject" with the text "Status", and "Body" with the text "Please provide me with status of my application." Below these fields are two buttons: a grey "Return" button on the left and a blue "Send" button on the right. On the right side of the page, there is a sidebar titled "ACTIONS" with several menu items: "My Waiting Lists", "Update Your Application", "Dashboard", "Messages" (with a dropdown arrow), "Documents You May Need", and "Your Account".