How to Create an Applicant Portal

1. Visit our website (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.
Select **register** under the password field to begin.

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

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.
Click **continue** to log in.

Click **“here to login and get started!”** to access your account.
Enter the username and password that you created to start making changes to your application or to check your status.

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.
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**.

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

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

The next screen is to confirm any changes to your household information, address or income (click the verify box then next to continue).
The next screen is a question about needing a wheelchair accessible unit. Select **Yes** or **No**.

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**.
You will now be asked to answer additional questions.

Answer A Few More Questions
Please answer these questions

1. [ ] Yes  [x] 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. [ ] No
   - Do you or anyone in your household require a wheelchair accessible unit?

Click **submit** when ready to submit your changes. Once you submit a change, it can take **24 – 48 hours** to upload.
You will be directed to a dashboard where you can navigate your portal and check the waitlist(s) you are on.

You can also send an email in the portal by clicking **messages** then **inbox** on the right-hand side of the dashboard.
23 Click on compose to begin your email.

24 Click on **recipient** then select **Yvette Pineda**.
Once completed, click **send**. You can expect a response to be sent to you through email.