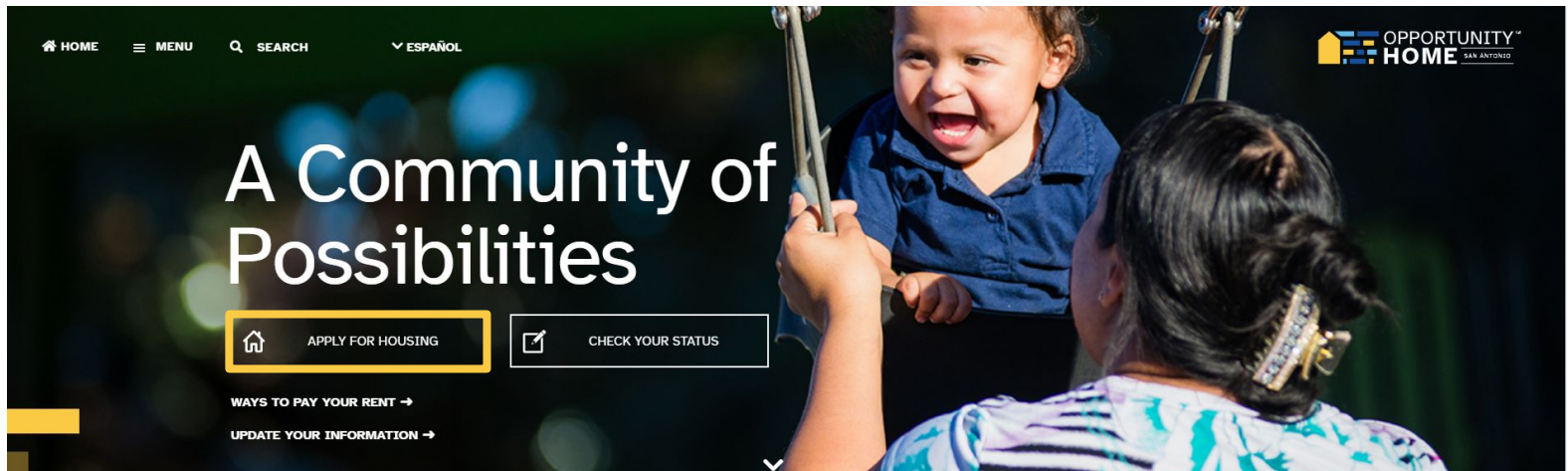
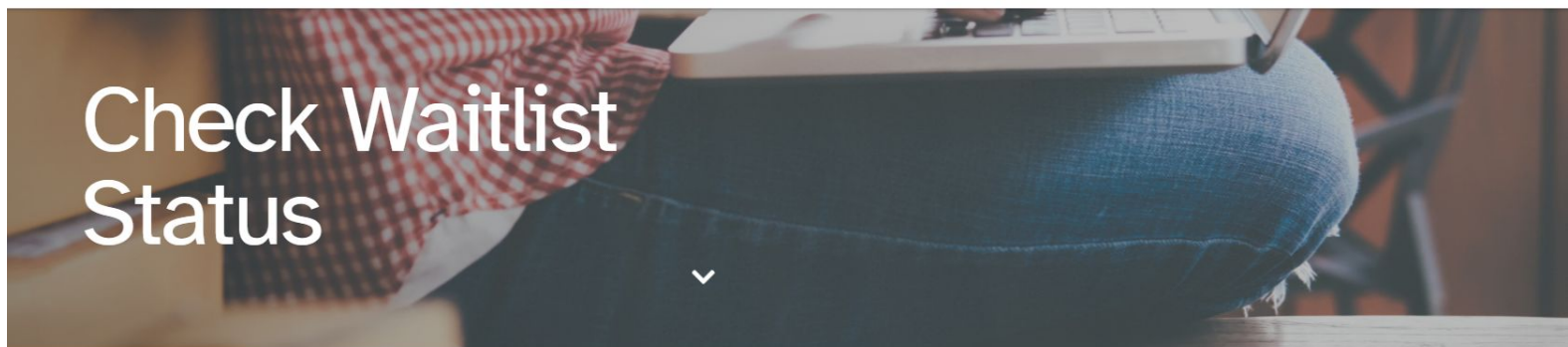


# How to Create an Applicant Portal

**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!

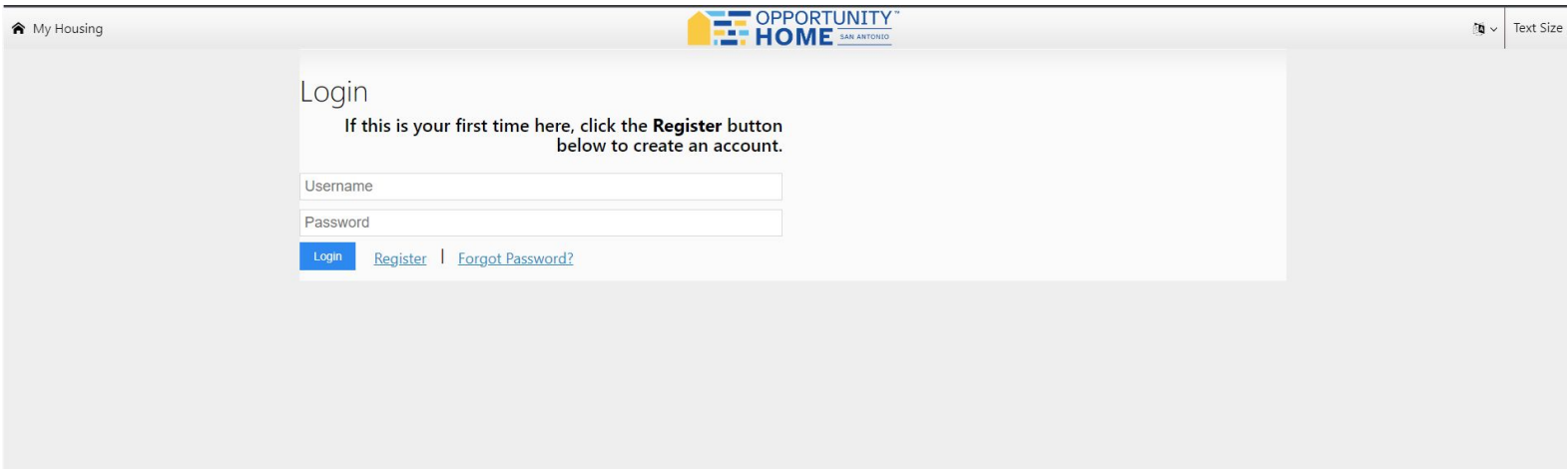
Don't forget to ensure all personal contact information including your phone number and email address on your application is current. When your online application reaches the top of the waitlist you will be notified by regular mail. If we are unable to contact you due to a returned letter, your name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

[CHECK YOUR STATUS HERE →](#)



3

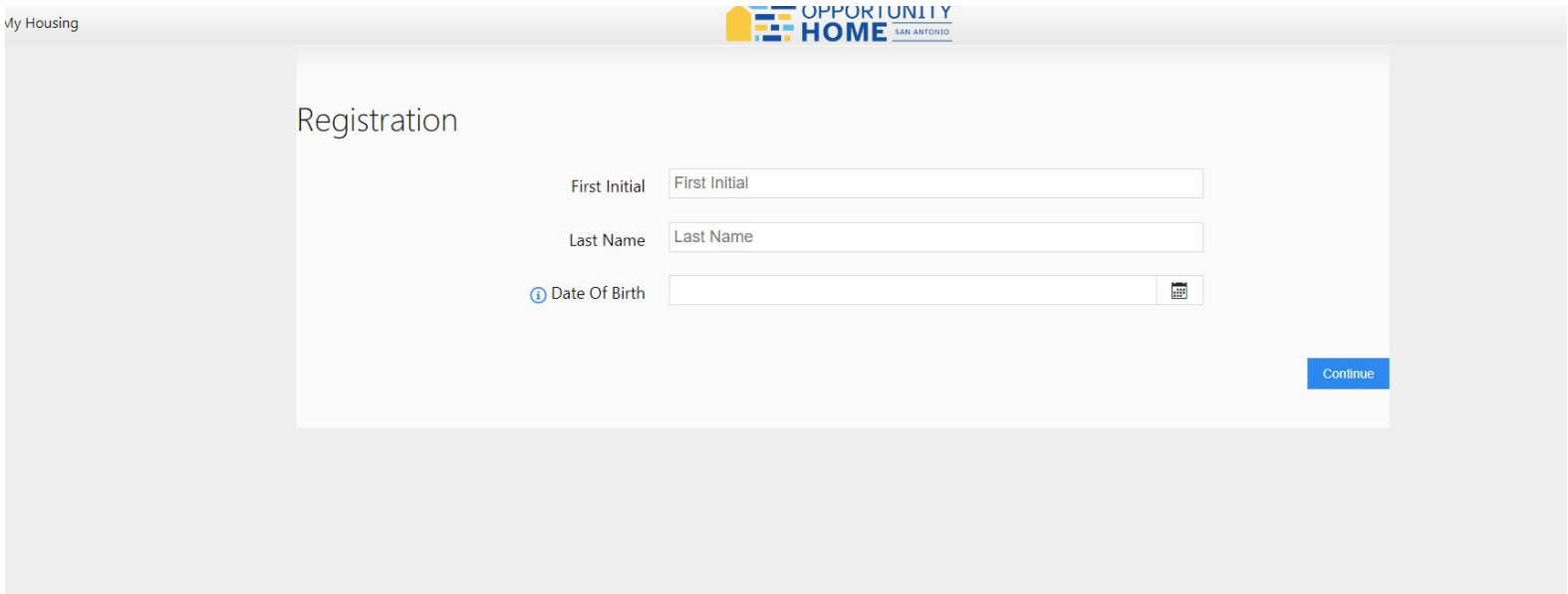
Select **register** under the password field to begin.



The screenshot shows the 'My Housing' page for Opportunity Home San Antonio. The main heading is 'Login'. Below it, a message states: 'If this is your first time here, click the **Register** button below to create an account.' There are two input fields: 'Username' and 'Password'. Below the 'Password' field, there are three links: 'Login' (a blue button), 'Register' (a blue link), and 'Forgot Password?' (a blue link). The top navigation bar includes the Opportunity Home logo and a 'Text Size' dropdown menu.

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 'My Housing' page for Opportunity Home San Antonio. The main heading is 'Registration'. Below it, there are three input fields: 'First Initial', 'Last Name', and 'Date Of Birth'. The 'Date Of Birth' field has a calendar icon. A blue 'Continue' button is located at the bottom right of the registration form. The top navigation bar includes the Opportunity Home logo and a 'Text Size' dropdown menu.

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

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

8

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

OPPORTUNITY HOME SAN ANTONIO

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.

My Housing

OPPORTUNITY HOME  
SAN ANTONIO

Text Size

Login

If this is your first time here, click the **Register** button below to create an account.

Login


Register

 | [Forgot Password?](#)

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.

My Housing

OPPORTUNITY HOME  
SAN ANTONIO

Welcome bkinney3440 Sign Out Text Size

No New Messages

DASHBOARD

Notifications

i

436927 - Welcome to My Housing! Click here for a guide on how to use My Housing...

Aug 23

x

ACTIONS

My Waiting Lists

Update Your Application

Dashboard

Messages

Documents You May Need

Your Account



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

OPPORTUNITY HOME SAN ANTONIO

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

OPPORTUNITY HOME SAN ANTONIO

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

## 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.

Bryan ✓ First Name

Middle Name Middle Name

Kinney ✓ Last Name

Male ✓ Gender ⓘ

10/21/1972 ✓ Birth Date ⓘ

Eligible Citizen ✓ Current Citizenship Status

[Back](#) [Next](#)

## ACTIONS

[Back Home](#)

[My Waiting Lists](#)

[Update Your Application](#)

13

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

My Housing

OPPORTUNITY HOME SAN ANTONIO

Welcome bkinney3440

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

### 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

OPPORTUNITY HOME SAN ANTONIO

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

### 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**.

This screenshot shows the 'Your Income' step (3) of the application process. The top navigation bar includes 'My Housing', the 'OPPORTUNITY HOME SAN ANTONIO' logo, and a welcome message for 'bkinney3440'. A progress bar at the top shows steps 1 through 8, with step 3 highlighted. The main content area has a heading 'Tell Us About Your Family's Income...' and a subtext 'Please include income from all family members'. Below this is a large green '+ Add Income' button. The right sidebar contains 'ACTIONS' with links for 'Back Home', 'My Waiting Lists', and 'Update Your Application'. At the bottom, there are '< Back' and 'Next >' buttons.

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

This screenshot shows the 'Summary' step (5) of the application process. The top navigation bar is similar to the previous screen. The progress bar highlights step 5. The main content area is titled 'What You've Told Us...' and includes a prompt 'Click on an item to make changes'. It features three sections: 'Family Info' with details for 'Bryan Kinney (Head of Household)' (Birth Date: 10/21/1972, Races: White, Disabled: No, Veteran: No), 'Address Info' with 'Residence' at '511 Williamsburg Pl San Antonio, TX 78201', and 'Income Info'. Each section has a green '+ Add' button. At the bottom, there is a checkbox labeled 'I verify that the information provided in this application is correct.' and a green 'Next >' button. The right sidebar remains the same.



17

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

My Housing

OPPORTUNITY HOME SAN ANTONIO

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

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

OPPORTUNITY HOME SAN ANTONIO

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

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 for Opportunity Home San Antonio. The top navigation bar includes a progress indicator with steps: Your Family, Your Address, Your Income, Your Attachments, Summary, General Questions, Your List(s), and the current step, 8: ACTIONS. The ACTIONS section on the right includes links for 'Back Home', 'My Waiting Lists', and a prominent 'Update Your Application' button. The main content area is titled 'Answer A Few More Questions' and asks the user to answer two questions. Question 1 asks if the user has paperwork from the American Red Cross, FEMA, or another agency regarding a natural disaster within the last six months, with 'Yes' and 'No' buttons. Question 2 asks if anyone in the household requires a wheelchair accessible unit, with a dropdown menu showing 'no'. At the bottom left is a '< Back' button and at the bottom right is a 'Submit' button.

## 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 'Answer A Few More Questions' page as in the previous image, but with a 'Submit Changes' dialog box overlaid in the center. The dialog box contains the 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.' At the bottom of the dialog are 'Submit' and 'Cancel' buttons. The background page is dimmed, and the 'Submit' button at the bottom right of the page is still visible.

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's a header 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, a section titled 'Waiting Lists' shows a single entry: 'Public Housing: Family Public Housing' with an Application Date of 08/22/2023, Bedrooms: 1, and List Status: STATUS: Currently waiting. On the right side, there's an 'ACTIONS' sidebar with links for '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. The header is identical to the previous screenshot. The main content area is titled 'DASHBOARD' and 'Notifications'. It lists two messages: one from 436927 dated Aug 30 about an application update, and another from 436927 dated Aug 23 welcoming the user. On the right side, the 'ACTIONS' sidebar is updated with 'My Waiting Lists', 'Update Your Application', 'Dashboard', 'Messages' (highlighted), 'Inbox' (sub-item under Messages), 'Sent Messages', 'Documents You May Need', and 'Your Account'.

23

Click on compose to begin your email.

The screenshot shows the 'My Housing' dashboard for Opportunity Home San Antonio. The user is logged in as bkinney3440. The main section is the 'INBOX', which has a 'Compose' button at the top left. Below the button, there's a search bar and a table header with columns for 'Sender', 'Subject', and 'Date'. The table currently shows 'No data available in table'. On the right side, there's an 'ACTIONS' sidebar with links to '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 a list of options: 'All Specialists' and 'Yvette Pineda'. 'Yvette Pineda' is highlighted in blue. The 'Subject' and 'Body' fields are also visible. At the bottom of the form, there are 'Return' and 'Send' buttons. The right sidebar remains the same as in the previous screenshot.

25

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

[My Housing](#)


 OPPORTUNITY  
HOME  
SAN ANTONIO

Welcome **bkinney3440** [Sign Out](#) [Text Size](#) 

SEND MESSAGE

Recipient

Yvette Pineda



Subject

Status


Body


Please provide me with status of my application.


Return



Send


ACTIONS


 My Waiting Lists

 Update Your Application

 Dashboard

 Messages 

 Documents You May Need

 Your Account