

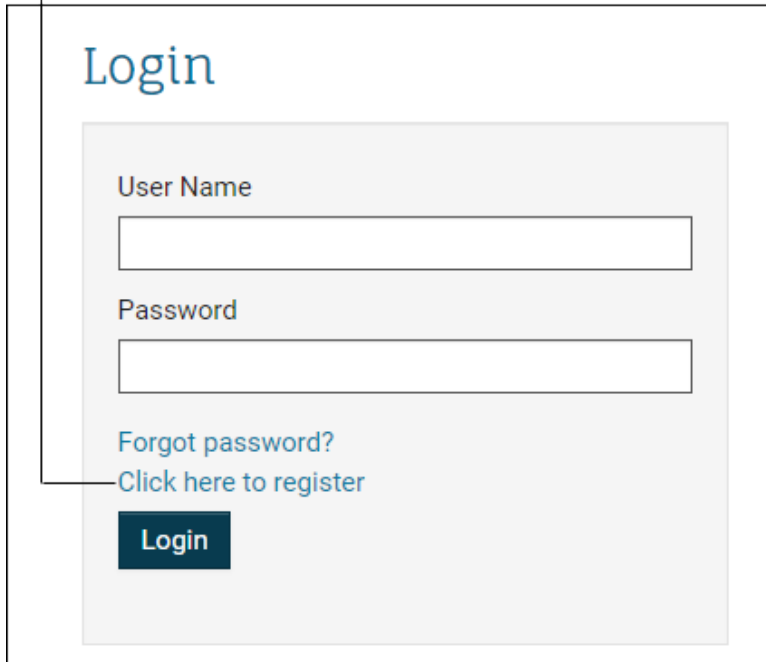
How to Register for the Portal

You must register for the portal to use our agency's online services. Once you register, you can apply to open waiting lists and submit your household information for eligibility applications and recertifications.

How do I register for the online portal?

Open our agency's login page. Underneath the login fields, select **Click here to register**.

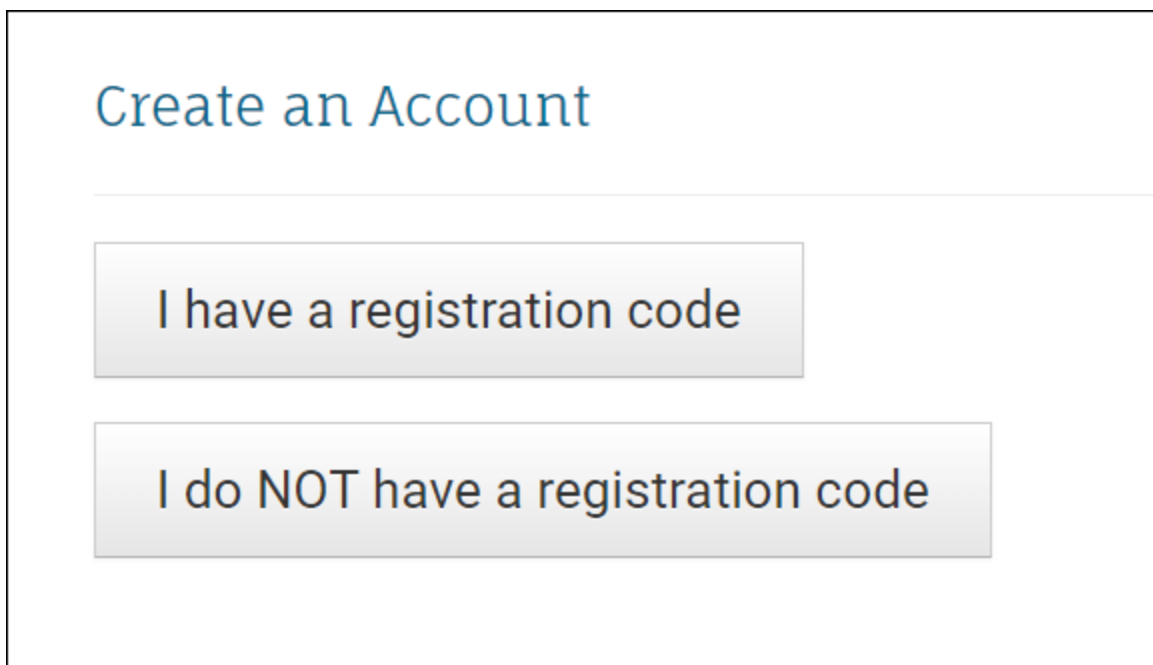
Click here to register



The screenshot shows a 'Login' form with the following elements:

- Login** (Section Header)
- User Name** (Label) with an input field.
- Password** (Label) with an input field.
- [Forgot password?](#) (Link)
- [Click here to register](#) (Link, highlighted by a callout line from the text above)
- Login** (Button)

Next, the screen asks if you have a registration code or not. Select the appropriate option.



The screenshot shows the 'Create an Account' page with the following elements:

- Create an Account** (Section Header)
- I have a registration code** (Button)
- I do NOT have a registration code** (Button)

Do I need a registration code? Any family with an existing record in our system must register using the unique registration code associated with that record. Please note, you may have a record on file with our agency from any past contact even if you have never participated in a housing assistance program. If you do not know your registration code, contact our agency.

If you have never had any past contact with our agency, you likely have no existing record in our system and can therefore register without a registration code. If you are unsure, contact our agency.

Next, complete the registration screen. After you complete the screen, click **Register**.

Create an Account

* Denotes a required field

Personal Details

First Name*

Ron

Last Name*

Jones

SSN#* (If you do not have a SSN, please enter 999-99-9999)



Phone (Office)*

(555) 555-5555

Account Information

Email Address* (Your email address is your user name)

ronjones@gmail.com

Password*

Confirm Password*

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

Please read and accept the Terms and Conditions

Register

NOTE: The email address you enter on the registration screen will be used as your contact information for important updates from our agency. Please enter a current email account.

