

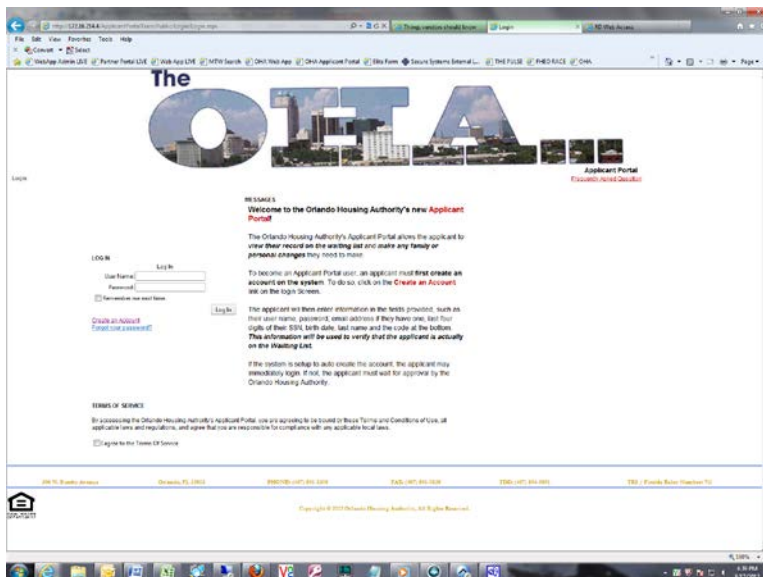


Applicant Portal

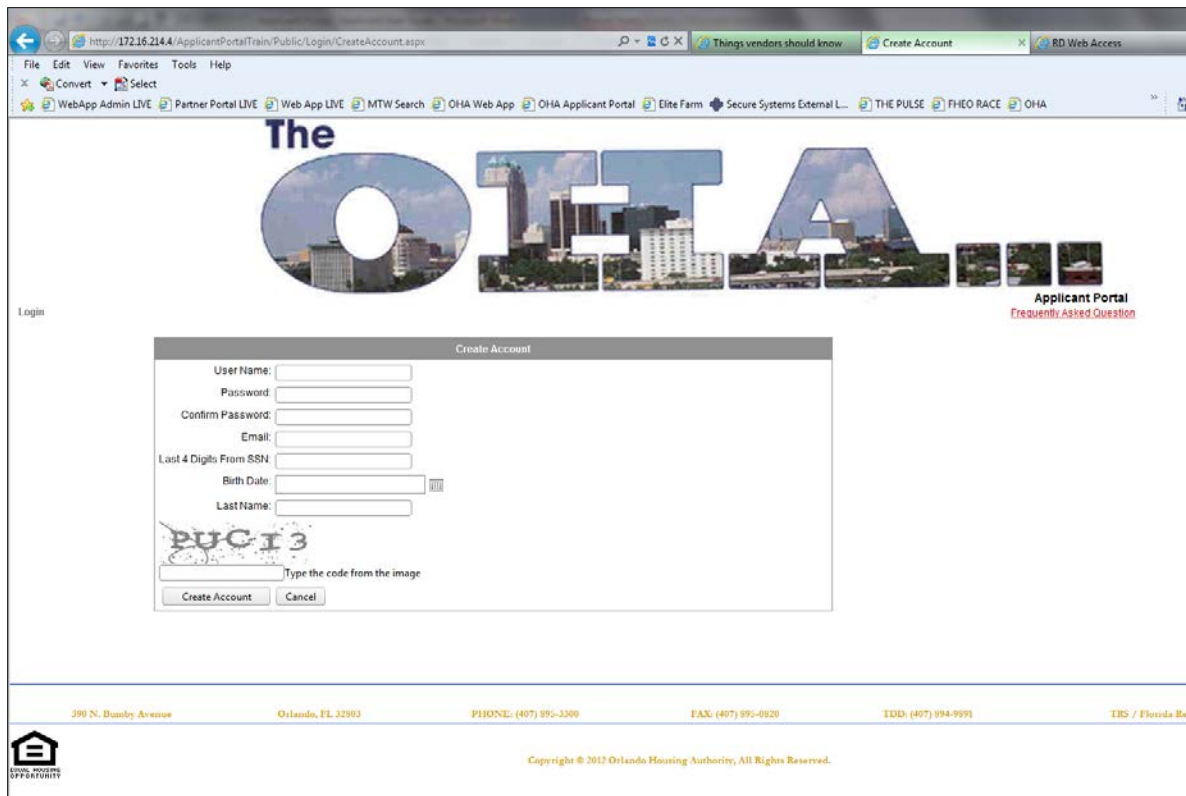
The Orlando Housing Authority's Applicant Portal allows the applicant to **view their record on the waiting list** and **make any family or personal changes** to their waitlist application.

Applicant User:

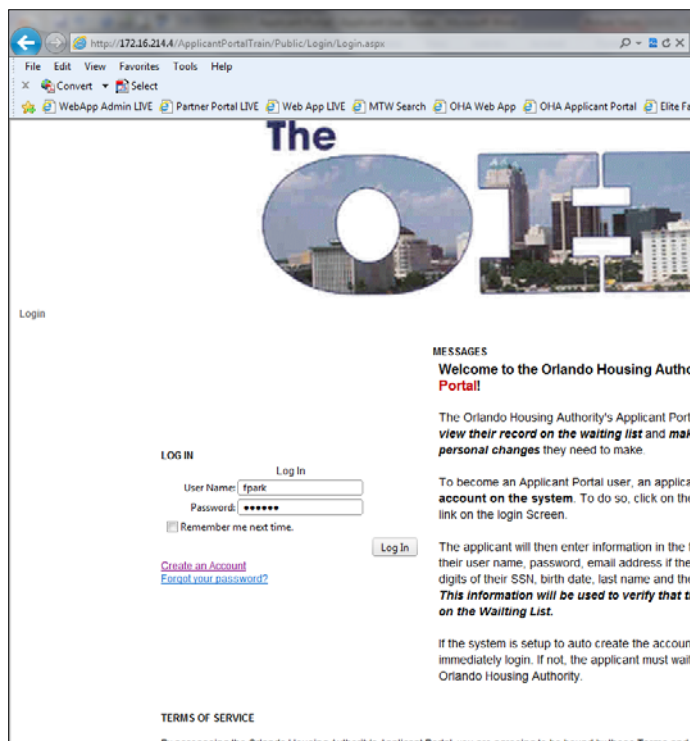
The Applicant User is who the Applicant Portal was really designed for. It allows the applicant to view their record on the waiting list and make any family or personal changes they need to make. To become an Applicant User, an applicant must first create an account on the system. To do so, click on the Create an Account link on the login Screen.



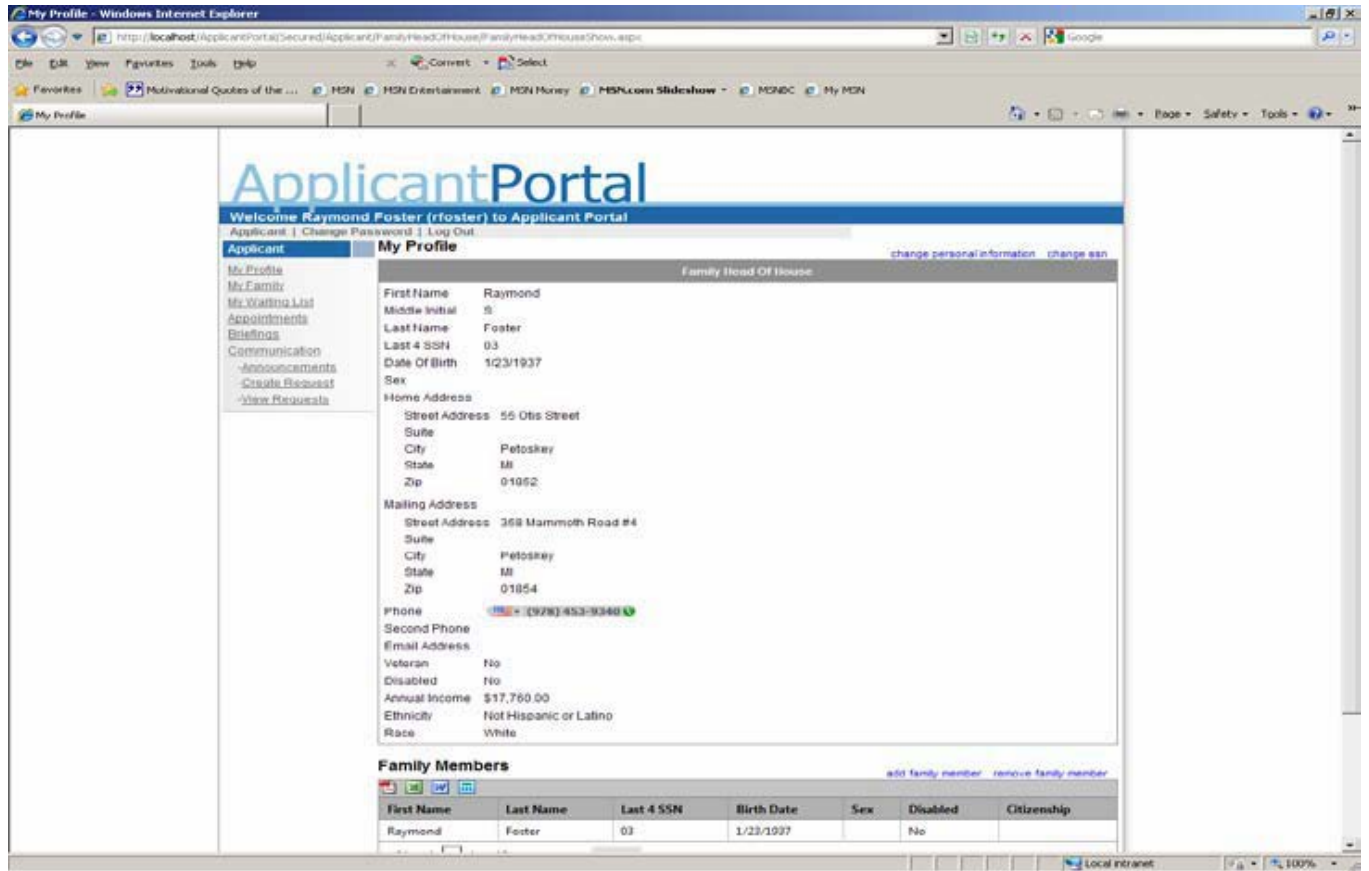
The applicant will then enter information in the fields provided, such as their user name, password, email address if they have one, last four digits of their SSN, birth date, last name and the code at the bottom. This information will be used to verify that the applicant is actually on the system. If the system is setup to auto create the account, the applicant may immediately login. If not, the applicant must wait for approval by the administrator.



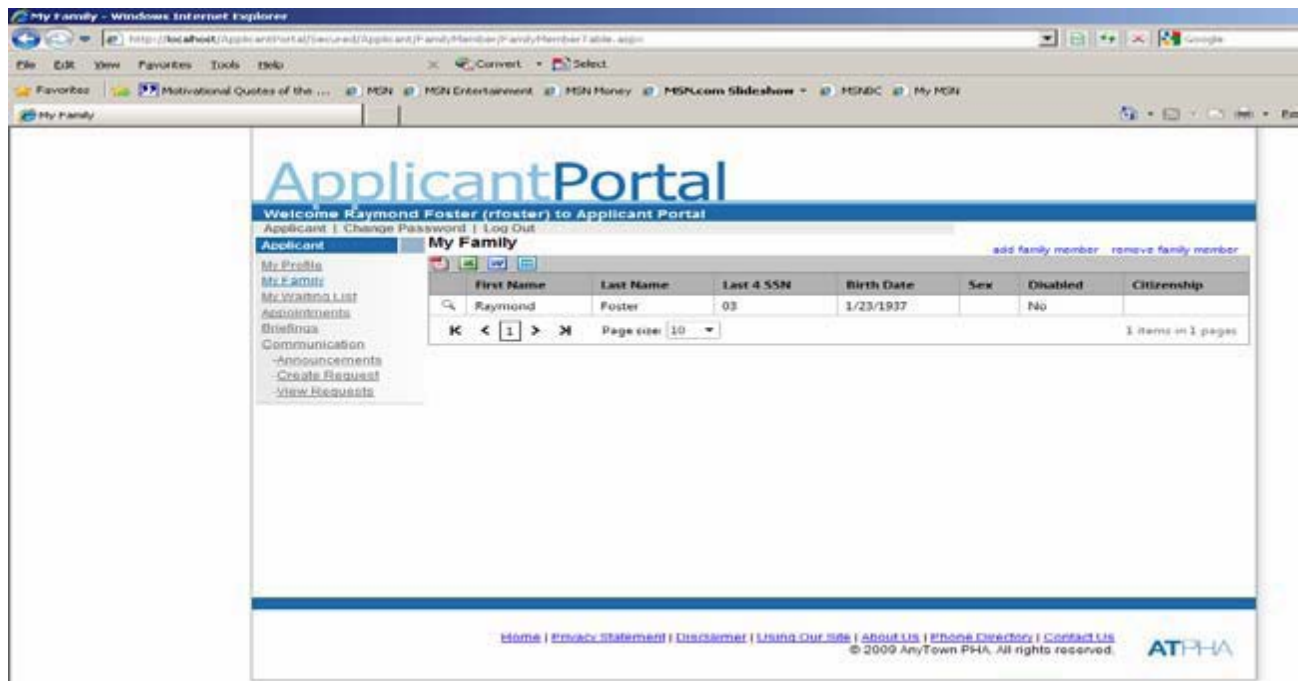
Now let's login to Applicant Portal. Simply enter the user name and password you created and click on the login button.



Once in the system, the applicant will see their profile in **My Profile**. The applicant may change their personal information, change SSN, add family member and remove a family member. If you select one of these changes, the Housing Authority will see the request the following day.



My Family will display the family members and also allow you to add or delete a family member.



My Waiting List will display all the waiting lists the applicant is currently on.

The screenshot shows a web browser window titled "My Waiting Lists - Windows Internet Explorer". The address bar shows a local URL. The page content includes a navigation menu on the left with options like "My Profile", "My Family", "My Waiting List", "Appointments", "Briefings", and "Communication". The main content area is titled "ApplicantPortal" and "Welcome Raymond Foster (rfooster) to Applicant Portal". Below this, there is a "My Waiting Lists" section with a table of waiting lists. The table has columns for "Applied On", "List", "Elderly / FamilyDev", and "Is It Open?". There are 9 items in 1 page, with a page size of 10.

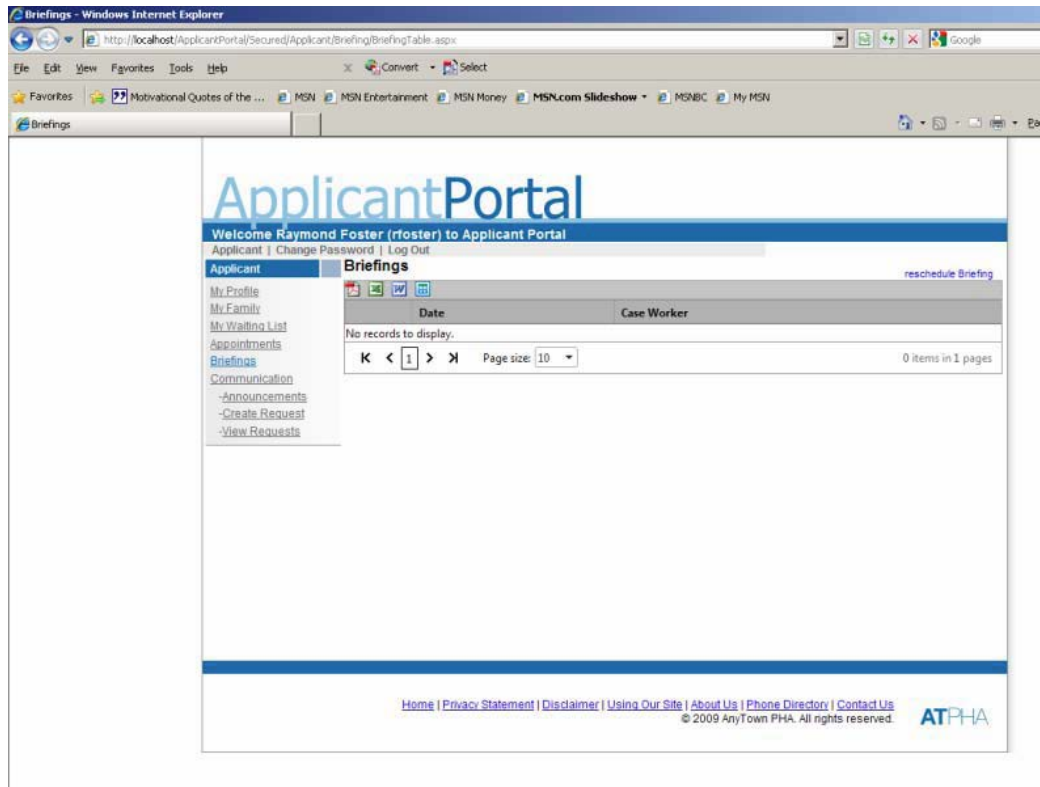
| Applied On | List | Elderly / FamilyDev | Is It Open? |
|------------|------------------------------|---------------------|-------------|
| 4/7/2008 | State Public Housing Program | Yes | True |
| 4/7/2008 | Scattered Sites - Federal | Yes | True |
| 4/7/2008 | Smith Street | Yes | True |
| 4/7/2008 | Efficiency Unit - State | Yes | True |
| 4/7/2008 | Sam Adams | Yes | True |
| 4/7/2008 | Efficiency Unit - Federal | Yes | True |
| 4/7/2008 | High Towers | Yes | True |
| 4/7/2008 | Garden Village | Yes | True |
| 2/15/2008 | French Gatehouse | Yes | True |

Appointments will display any appointments the client currently has.

The screenshot shows a web browser window titled "Appointments - Windows Internet Explorer". The address bar shows a local URL. The page content includes a navigation menu on the left with options like "My Profile", "My Family", "My Waiting List", "Appointments", "Briefings", and "Communication". The main content area is titled "ApplicantPortal" and "Welcome Raymond Foster (rfooster) to Applicant Portal". Below this, there is an "Appointments" section with a table. The table has columns for "Date", "Type", and "Case Worker". The text "No records to display." is shown. There are 0 items in 1 page, with a page size of 10.

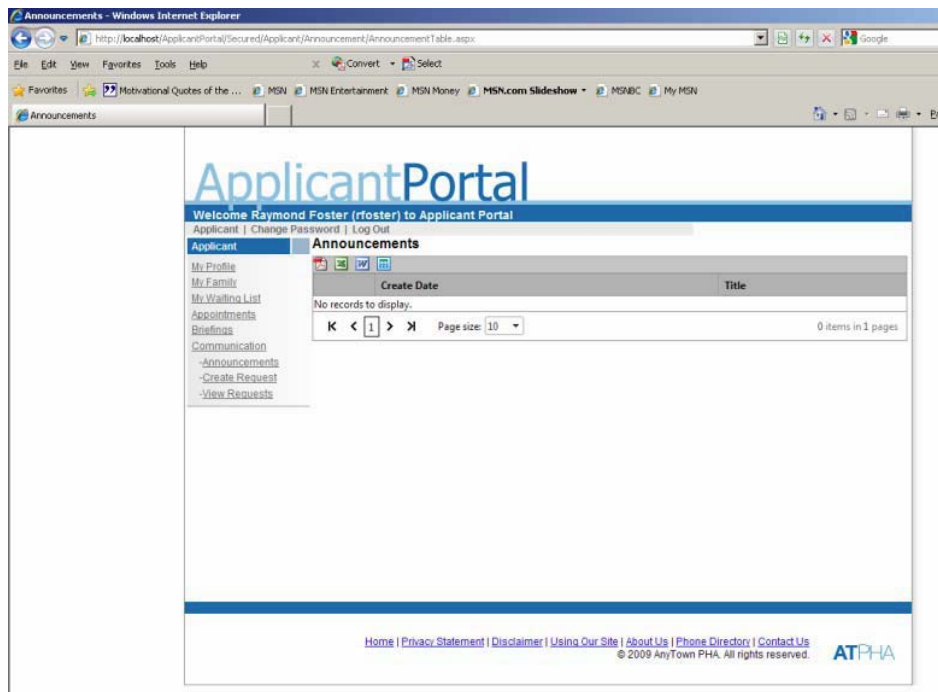
| Date | Type | Case Worker |
|------------------------|------|-------------|
| No records to display. | | |

Briefings will display any briefings the applicant has scheduled.

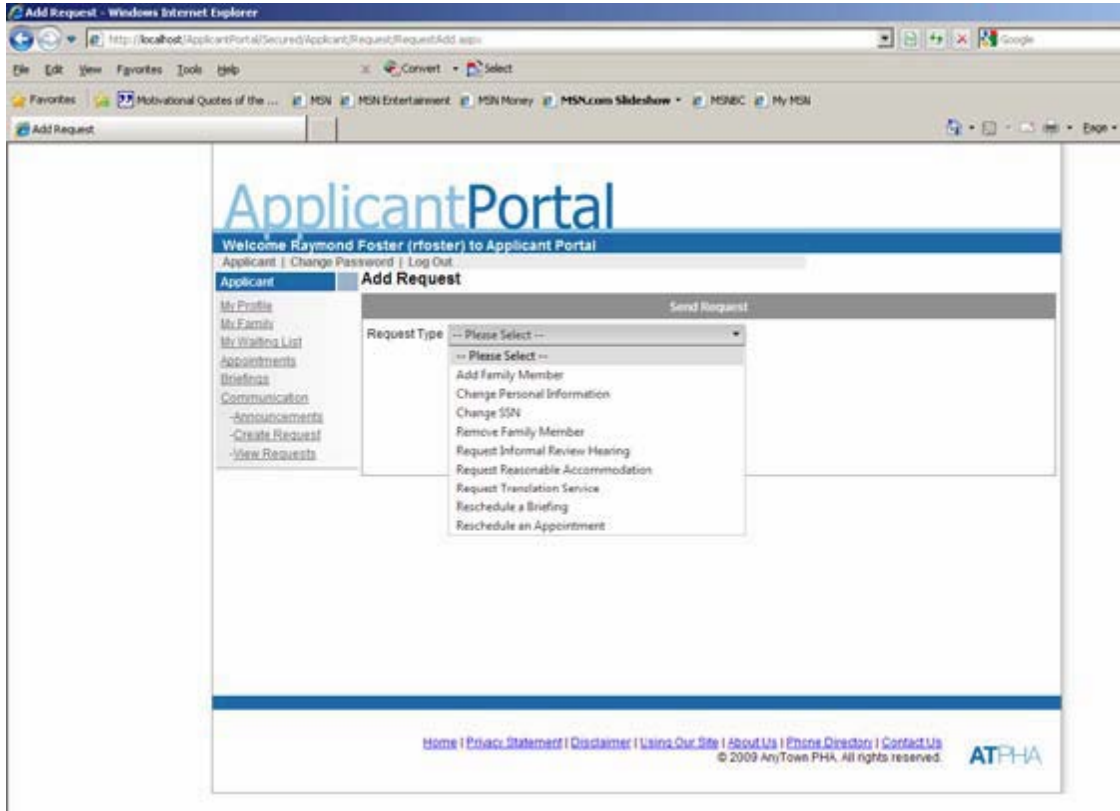


Communication is broken down into three areas.

Announcements show any announcements currently associated with the applicant.



Create Requests allows the applicant to send a requested change to their record. Once these requests are received, the Housing Authority will approve or reject them. This process may take a few days.



View Requests allows the applicant to view any current requests and their status.

