

Online Application Guide



Please note: You will need to have an email account to register. If you do not have an email account, you need to create one before you register.

- 1 Go to www.fresnohousing.org/onlineapplication **OR** scan the bar code below with your smart phone QR reader to apply from the comfort of your phone.



- 2 Click on "Click here to register."
- 3 Click on "I want to apply for housing assistance."
- 4 If you have been provided a registration code, you would click on "I have a registration code" otherwise click on "I do NOT have a registration code."
- 5 Type your First Name and Last Name under the corresponding box.

- 6 Type your Social Security Number under the corresponding box.

Note: If you do not have a Social Security Number please type "999-99-9999."

- 7 Type the best phone number to reach you under the box that states "Phone (Home)."

- 8 Type your email address in the box below "Email Address."

- 9 Now you must create a password. Type the password you created in the box under "Password*."

Note: The password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol (ex., #, % or &).

- 10 You must confirm the password that you just created by typing it again in the box under "Confirm Password*."

- 11 The following step is required to prevent fraud. Please click on the box next to "I'm not a robot".

- 12 Click on "Register." You will receive a confirmation message

- 13 Click on the language in which you would like to continue the registration process.

- 14 Click on "Save and Continue."

- 15 Read through the Disclaimer and Eligibility requirements.

- 16 Click on "Save and Continue"

- 17 Type your address in the appropriate boxes.

- 18 Type the best phone number to reach you in the box next to "Home."

- 19 Click "Save and Continue."

- 20 After reading the Head of Household information, click "Save and Continue."

- 21 Enter your date of birth. You can do this by clicking on the box next to "Date of Birth" and a calendar will appear. Use the downward arrows to select the month and the year of your birth. Once the month populates on the screen click on the date on which you were born.

Note: You can also choose to type in the date. If you decide to type it in, please ensure that the date is in the MM/DD/YYYY (2 digits for month, 2 digits for day and 4 digits for year) format.

- 22 Select Male or Female in the next box.

- 23 Click on "Save and Continue."

- 24 Select the race, ethnicity and citizenship status that best describes the Head of Household.

Note: If you are Hispanic or Latino you will select the "Hispanic or Latino" option in the box next to "Ethnicity" and place a check mark in "None" if no other race applies. In the box next to "Citizenship" you will choose which one of the four options (Eligible Citizen, Eligible Non-Citizen, Ineligible Non-Citizen or Pending Verification) that best suits your situation.

- 25 Click on "Save and Continue."

- 26 After reading the information, click on "Save and Continue."

- 27 Click on the downward arrow and select the relationship between you and your Spouse-CoHead if applicable. If you do not have a Spouse-CoHead advance to step # 29.

- 28 Type your Spouse-CoHead information in the corresponding box.

Note: If your Spouse-CoHead does not have a middle initial (MI) or a Social Security Number, you can leave those spaces blank.

29 Click on “Save and Continue.”

30 Type the total amount of income for the household that will be living with you in the “Family Income” box.

Note: Annual income is the amount you earn before taxes that are removed from the income. Annual income includes wages, TANF, pension, child support, SSI, SSDI, UI and family assistance.

31 Type the number of people that will be living in the housing. Each person should be placed in the corresponding box according to their gender.

Note: Any box that does not apply must have a 0 in it.

32 Click on “Save and Continue.”

33 Click on any Accessibility Needs if necessary. If they do not apply, you would click on the box next to “None.”

Note: Depending on which waitlist is available, this screen might not appear. If so, move on to the next screen.

34 Click on “Save and Continue.”

35 Click on the corresponding box if you have any special needs. If they do not apply, click on “None.”

36 Click on “Save and Continue.”

37 **Select the “Preference” that best applies to your situation by clicking on the box next to it.**

Note: Please read all preference descriptions first. If none apply, you may leave the boxes blank.

38 Click on “Save and Continue.”

39 Please place a check mark in the box indicating the waiting list(s) that you are interested in.

Note: The list is rather long so remember to scroll down to see them all. You are allowed to select more than one. Even if you live in the county you can apply for the city and visa versa.

40 Click on “Save and Continue.”

41 This page allows you to do a final review of all of the information that you have entered to ensure accuracy. You can do this by clicking on the different sections (in green).

42 After you read the Terms and Conditions, click on the box next to “I accept all of the above Terms and Conditions.”

43 Click on “Save and Continue” to finalize the submission.

44 Write down your confirmation number in a safe place for future reference.

45 If you are somewhere where you have access to a printer, you may print the registration by clicking on “Download Application in PDF”; otherwise, click on “Log Out” before leaving the screen.



Fresno Housing Authority
1331 Fulton St.
Fresno, California 93721

www.fresnohousing.org

To check status of your request return to the following website:

www.fresnohousing.org/onlineapplication

(559) 443-8400
(800) 735-2929 TTY

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Quality Housing.
Engaged Residents.*



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