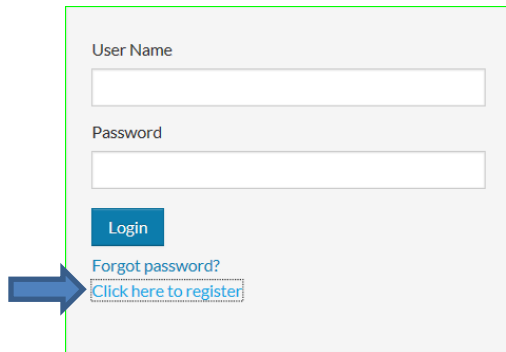


Registering for the BHA Online Portal with a Registration Code

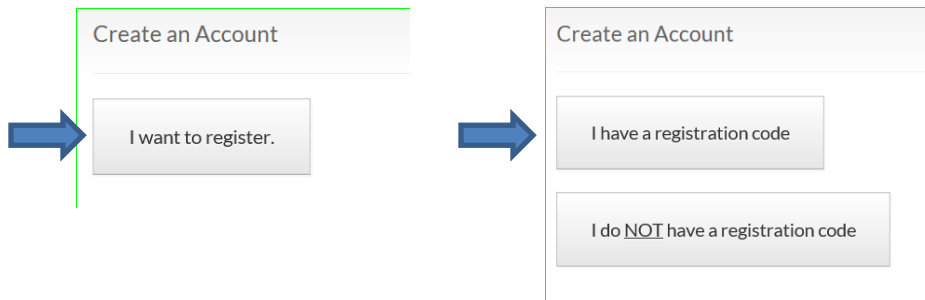
1 Click **Click here to register** in the Online Portal login screen



The screenshot shows a login form with the following elements:

- User Name:
- Password:
- Login:
- Forgot password?: [Forgot password?](#)
- Click here to register: [Click here to register](#) (highlighted with a blue arrow)

2 Follow the instructions on-screen until the **I have a registration code** button appears. Click this button.



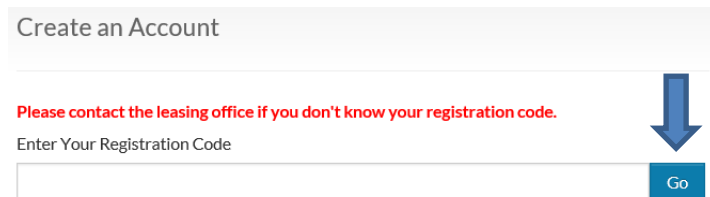
The first screenshot shows the 'Create an Account' screen with the following options:

- I want to register. (highlighted with a blue arrow)

The second screenshot shows the 'Create an Account' screen with the following options:

- I have a registration code (highlighted with a blue arrow)
- I do NOT have a registration code

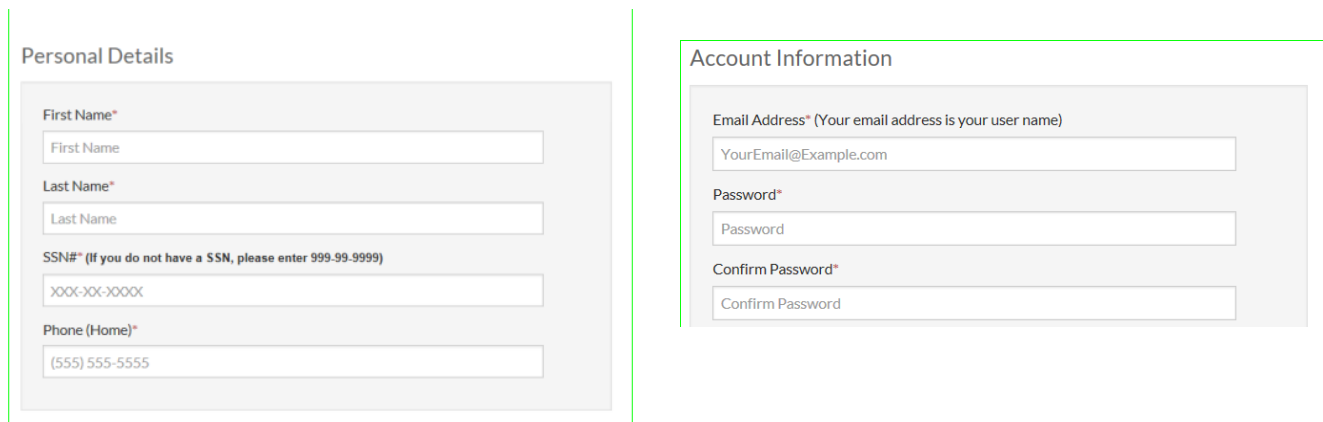
4 Type in your registration code in the field. Click **GO**



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

- Please contact the leasing office if you don't know your registration code.
- Enter Your Registration Code:
- Go: (highlighted with a blue arrow)

5 Type in the personal details fields and account information fields. Retain your password for future access.



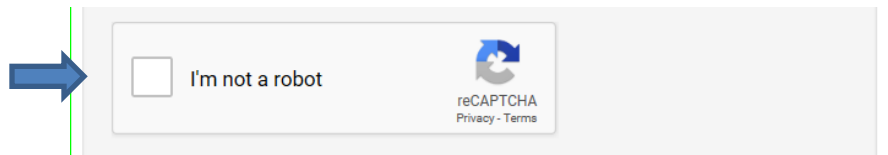
The first screenshot shows the 'Personal Details' section with the following fields:

- First Name*:
- Last Name*:
- SSN# (If you do not have a SSN, please enter 999-99-9999):
- Phone (Home)*:

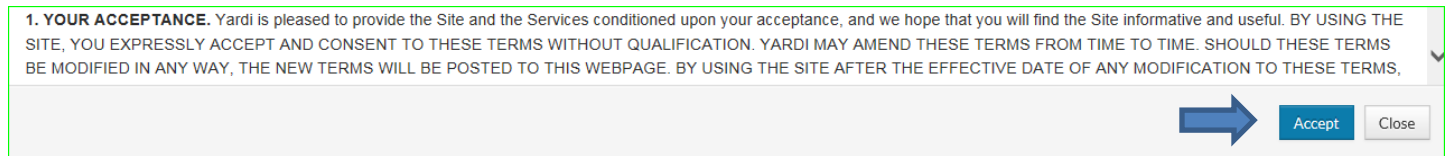
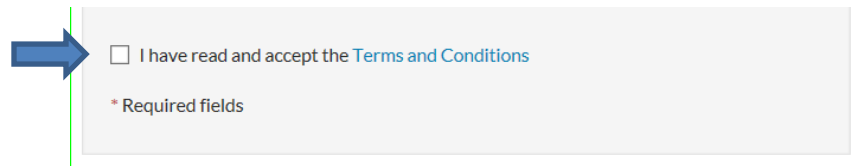
The second screenshot shows the 'Account Information' section with the following fields:

- Email Address* (Your email address is your user name):
- Password*:
- Confirm Password*:

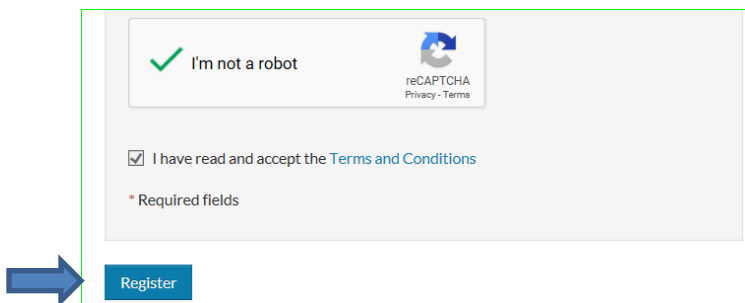
6 Check the ***I'm not a robot*** box – complete the prompts as needed.



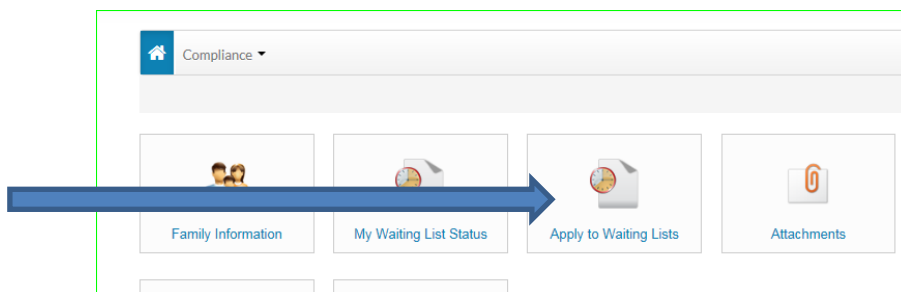
7 Check the ***I have read and accept the Terms and Conditions*** box and then click **Accept**.



8 The **Account Information** screen reappears. Click **Register**.



9 When your **Online Portal Dashboard** appears, click **Apply to Waiting Lists** and follow the prompts to the process.



- You will need to enter all members of your household
- You will need to select at least one waiting list before you will be able to submit your application.
- You will receive an e-mail confirmation when you have submitted your application.

You have now registered and applied for waiting lists with the Bellingham Housing Authority.