Updating an Application for the BHA Online Portal
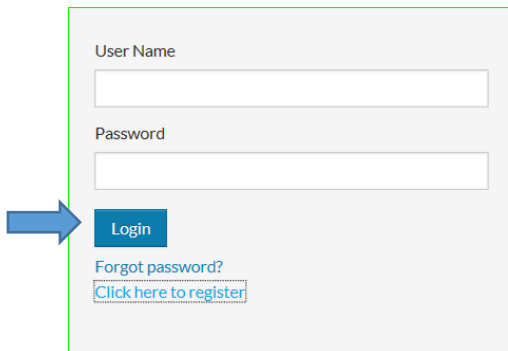
1 Enter your User Name and Password in the Online Portal login screen and click Login

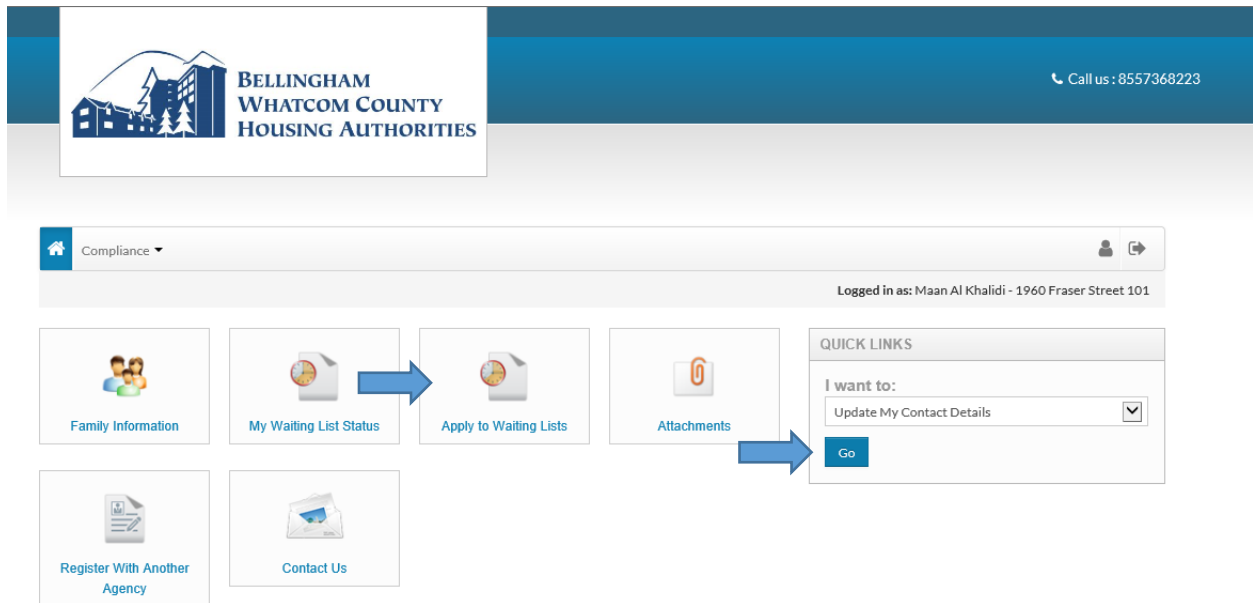**2** Select Apply To Waiting Lists to update your application or add waiting lists to your account

3 Enter the information as prompted onscreen in order to submit your application online:

- Update or enter your estimated annual household income
- Update or enter all members of your household, including social security numbers, dates of birth, and demographic information
- Select the waiting list(s) that you are applying for
- You will receive an e-mail confirmation when you have completed and submitted your application

4 Select I want to: Update My Contact Details under the Quick Links to update your contact information, such as mailing address, e-mail, and/or phone number. Click **GO** to make and submit changes.