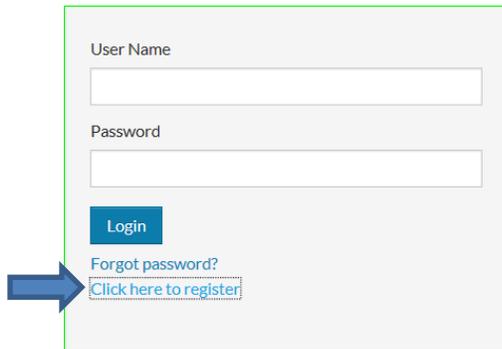


Registering for the BHA Online Portal as a New Applicant

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)

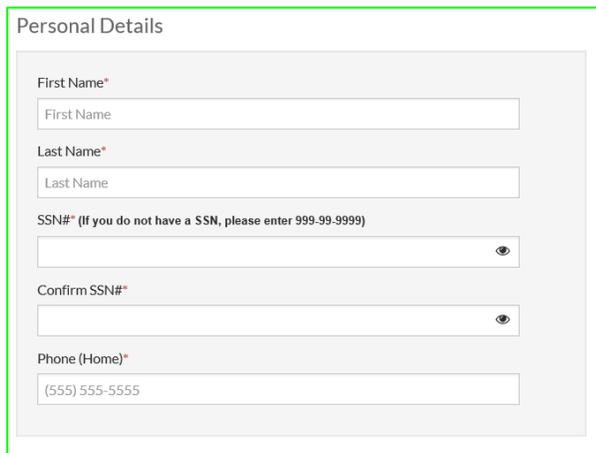
2 Follow the instructions on-screen until the **I do NOT have a registration code** button appears. Click this button.



The first screenshot shows the 'Create an Account' screen with the 'I want to register.' button highlighted by a blue arrow.

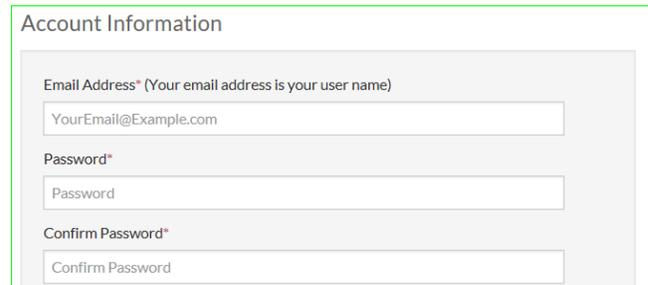
The second screenshot shows the same screen with the 'I do NOT have a registration code' button highlighted by a blue arrow.

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



The 'Personal Details' form includes the following fields:

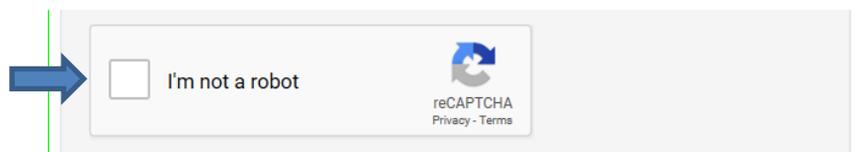
- First Name*:
- Last Name*:
- SSN#* (If you do not have a SSN, please enter 999-99-9999):
- Confirm SSN#:
- Phone (Home)*:



The 'Account Information' form includes the following fields:

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

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

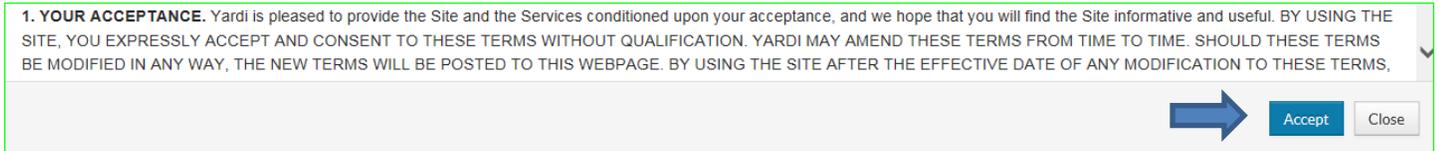


The screenshot shows the reCAPTCHA 'I'm not a robot' checkbox, which is highlighted by a blue arrow. To the right of the checkbox is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'.

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

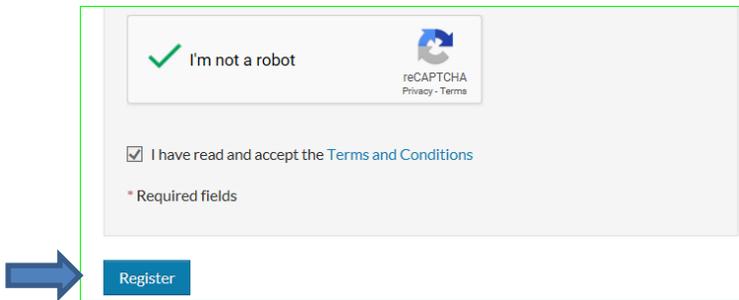


A screenshot of a form element. A blue arrow points to a checkbox that is currently unchecked. The text next to the checkbox is "I have read and accept the [Terms and Conditions](#)". Below the checkbox, there is a red asterisk followed by the text "* Required fields".



A screenshot of a terms and conditions acceptance dialog box. The text inside reads: "1. YOUR ACCEPTANCE. Yardi is pleased to provide the Site and the Services conditioned upon your acceptance, and we hope that you will find the Site informative and useful. BY USING THE SITE, YOU EXPRESSLY ACCEPT AND CONSENT TO THESE TERMS WITHOUT QUALIFICATION. YARDI MAY AMEND THESE TERMS FROM TIME TO TIME. SHOULD THESE TERMS BE MODIFIED IN ANY WAY, THE NEW TERMS WILL BE POSTED TO THIS WEBPAGE. BY USING THE SITE AFTER THE EFFECTIVE DATE OF ANY MODIFICATION TO THESE TERMS,". At the bottom right, there is a blue arrow pointing to a blue "Accept" button and a grey "Close" button.

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



A screenshot of the Account Information screen. At the top, there is a green checkmark and the text "I'm not a robot" next to a reCAPTCHA logo. Below that, there is a checked checkbox with the text "I have read and accept the [Terms and Conditions](#)". A red asterisk followed by "* Required fields" is visible below the checkbox. At the bottom left, a blue arrow points to a blue "Register" button.

8 When your **Online Portal Dashboard** appears, enter the information as prompted onscreen in order to submit your application online:

- Enter your estimated annual household income
- 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

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

BHA relies on household information being current and up to date. Please update your information through the portal when changes occur.