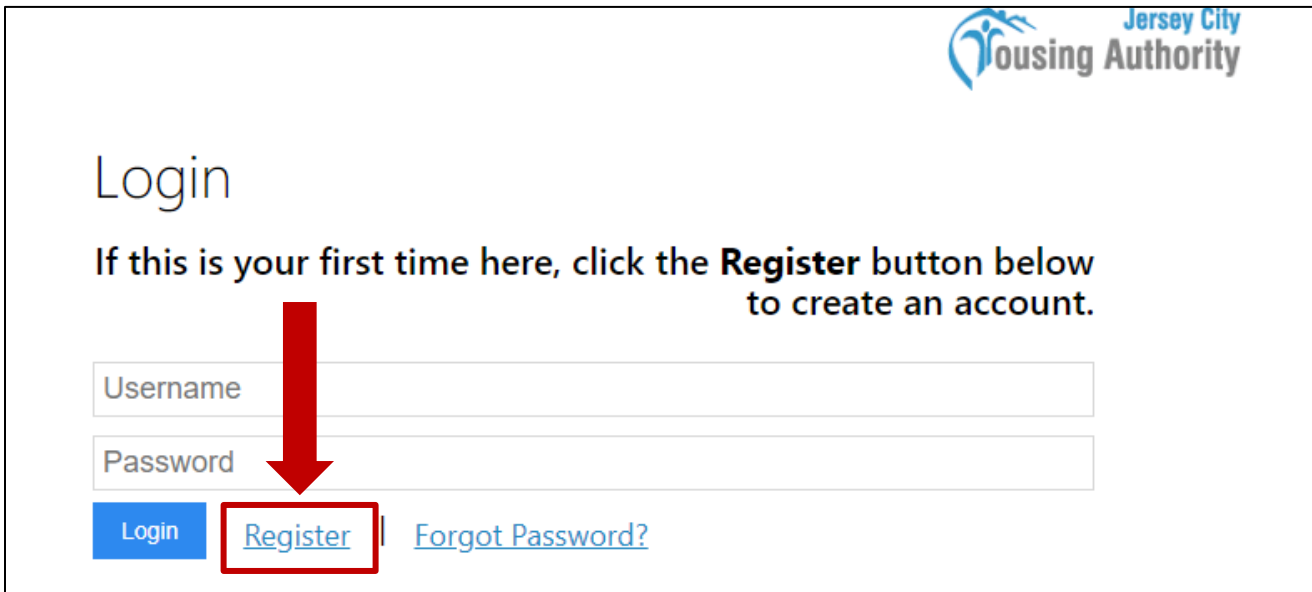


## JCHA APPLICANT PORTAL INSTRUCTIONS


### Registering in Applicant Portal in 5 Easy Steps

1. Please go to <https://jerseycityha.myhousing.com/Account/Login> to create your account. You have not created credentials yet, so please click on the "Register" link (it's next to the blue Login button). Have your Date of Birth and Social Security number handy, you'll need it for the next step.



The screenshot shows the 'Login' page of the Jersey City Housing Authority portal. At the top right is the logo. The main heading is 'Login'. Below it, a text instruction says: 'If this is your first time here, click the **Register** button below to create an account.' There are two input fields: 'Username' and 'Password'. Below the fields are three buttons: a blue 'Login' button, a 'Register' button (highlighted with a red box and a red arrow pointing down to it), and a blue link 'Forgot Password?'.

2. Clicking on "Register" brings you to this form. **ALL FIELDS ARE REQUIRED.** Please note that we only need the **first letter of your first name**. Type in your entire last name (exactly as you entered it on your application), Date of Birth in the 'mm/dd/yyyy' format. Lastly, type in your Social Security number without the dashes. When done, click on "Continue".



The screenshot shows the 'Registration' form. At the top right is the logo. The main heading is 'Registration'. There are four input fields: 'First Initial', 'Last Name', 'Date Of Birth' (with a calendar icon), and 'Social Security Number'. A blue 'Continue' button is located at the bottom right.

- This step asks for either your confirmation number (received when you applied to any waiting list online) or your Entity ID number. You should have received a letter from Jersey City Housing Authority that includes your Entity ID. If you don't know it, please contact us at [applicantselection@jcha.us](mailto:applicantselection@jcha.us). Click Continue”

Please answer question #1

**What is your application's Confirmation Number?**

Don't have your Confirmation Number or Entity ID? Please contact the Housing Authority for help creating your account.

[Continue](#)

- You'll then be brought to the final screen of the Registration process. **ALL FIELDS ARE REQUIRED.** Your username would have already been generated for you. Please enter an email that you check often, create a password (please pay close attention to the password requirements), and select your language preference. Click “Continue”.

Please make a note of your user name below and enter the password you would like for your account to complete the registration process.

User Name

Email

Password ⓘ

Confirm Password

Preferred Language

[Continue](#)

You are now registered to use the Applicant Portal. Go ahead and click on “Click here to login and get started!” This would bring you back to the login screen. Enter your newly created credentials and begin submitting your updates to the Jersey City Housing Authority.