

MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY  
HOUSING CHOICE VOUCHER PROGRAMS

## Completing the Homeless Re-Certifying Process for Homeless Applicants

*Note: This process should only be followed after the applicant has been verified as homeless using MSHDA's Homeless Preference Pre-Application Checklist.*

Steps 1-6 outline the process of Re-Certifying the Homeless Preference of applicants currently on the MSHDA HCV waiting list.

Steps 7-12 contain additional information on the Applicant Portal.

Website: <https://appportal.mshda.cgi-bps.com>

1. Log in by entering your username, password, and agreeing to the terms of service.

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Michigan State Housing Development Authority

**MSHDA** Applicant Portal

MICHIGAN.GOV  
Michigan's Official Website

Login

**LOG IN**

Log In

User Name:

Password:

Remember me next time.

[Create an Account](#)  
[Forgot your password?](#)

**MESSAGES**

Welcome to Applicant Portal. You can use this feature to view and update your waiting list information at any time.

[Frequently Asked Questions](#)

**TERMS OF SERVICE**

Applicant Portal is intended as a way for you to receive and provide information related to the Housing Choice Voucher Program waiting lists maintained by the Michigan State Housing Development Authority (MSHDA). Information submitted to MSHDA through this website will be considered the same as written information by MSHDA. You are solely responsible for the accuracy and timing of information you submit through this website.

All information contained in this website is provided for the exclusive use of applicants and invited guests of MSHDA and is to be used as an aid for conducting business. MSHDA reserves the right to deny or cancel accounts, monitor, log, or record any activity using these resources. Unauthorized access or misuse of the information contained on the Applicant Portal will result in disciplinary action leading to termination of access and/or prosecution under Federal, State, or Local law.

Use of this website acknowledges that the user accepts the above conditions.

I agree to the Terms Of Service

# MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY HOUSING CHOICE VOUCHER PROGRAMS

- Your waiting lists page will be displayed. Only those waiting lists assigned to you will be displayed.

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Waiting Lists Change Password Change Email Log Out

Waiting Lists

Alcona

	Name	Is Open
🔍	Alcona	Yes
🔍	Alger	Yes
🔍	Barry	Yes
🔍	Bay	Yes
🔍	Clare	Yes

K < 1 > Page size: 10 5 items in 1 pages

- Click on the magnifying glass to open up each waiting list

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Waiting Lists

Alcona

	Name	Is Open
🔍	Alcona	Yes
🔍	Alger	Yes
🔍	Barry	Yes
🔍	Bay	Yes
🔍	Clare	Yes

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- A list of applicants with the homeless preference will be displayed. Note: There may be multiple pages of applicants. The applicant names are sorted by expiration date with the earliest expiration date first.

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Waiting Lists Change Password Change Email Log Out

Waiting Lists

Alcona

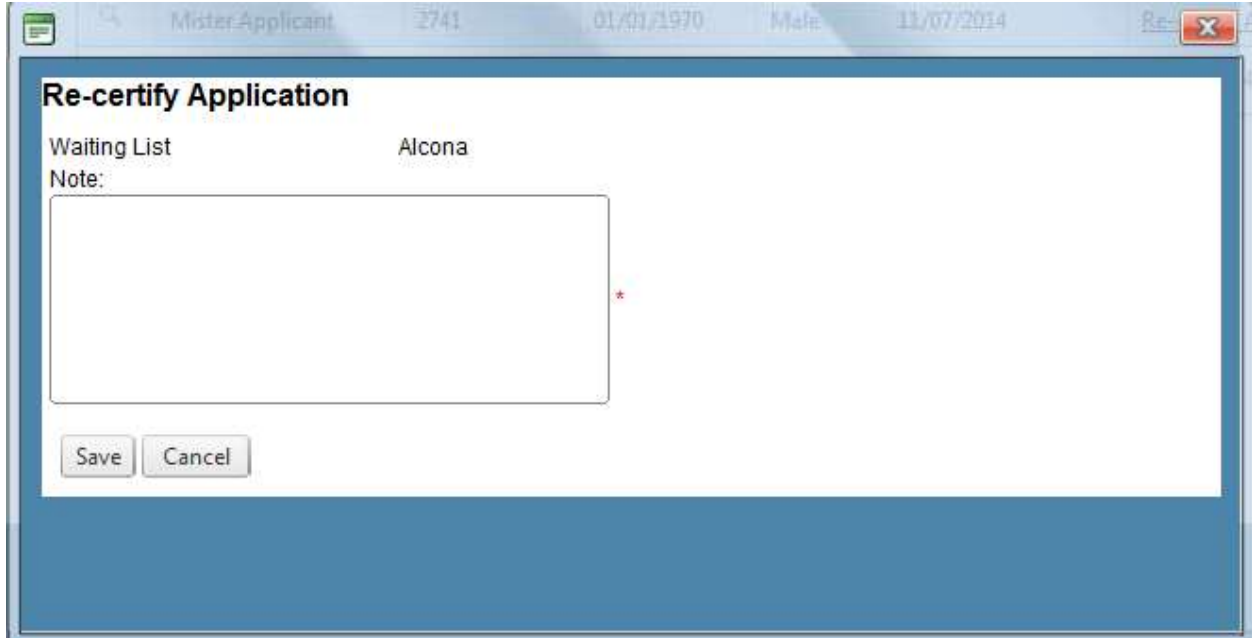
Last Name All First Name All

Applicant	Last 4 SSN	Birth Date	Sex	Expiration Date	
🔍 Test App	2963	01/01/1970	Female	10/23/2014	<a href="#">Re-certify Application</a>
🔍 Test App	2369	08/15/1985	Male	10/28/2014	<a href="#">Re-certify Application</a>
🔍 Mister Applicant	7963	01/01/1970	Male	10/28/2014	<a href="#">Re-certify Application</a>

K < 1 > Page size: 10 3 items in 1 pages

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5. Once you have located your applicant to re-certify, select Re-certify Application. The note field is optional. Click submit.



Mister Applicant 2741 01/01/1970 Male 11/07/2014 Re-

### Re-certify Application

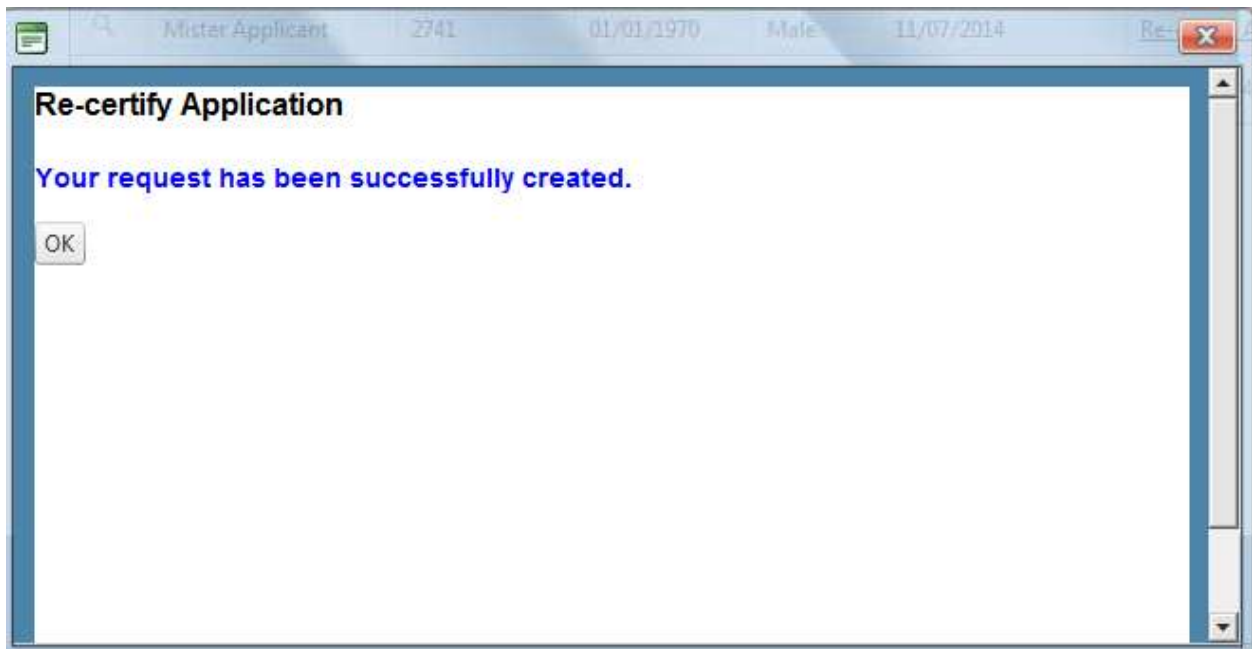
Waiting List Alcona

Note:

\*

Save Cancel

6. Your request for Homeless Re-certification has been submitted and must be approved by MSHDA. It may take up to 5 business days to see the changes on the Applicant Portal.



Mister Applicant 2741 01/01/1970 Male 11/07/2014 Re-

### Re-certify Application

Your request has been successfully created.

OK

**NO FURTHER ACTION IS REQUIRED FOR RE-CERTIFICATION**

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7. **Sorting the Waiting List:** To aid you in searching for a particular applicant on the waiting list, the waiting list page can be sorted by any column by clicking on the name of the column.

The screenshot shows the MSHDA Applicant Portal interface. At the top, there are navigation links: "Waiting Lists", "Change Password", "Change Email", and "Log Out". Below this, the "Applicants" section is active, showing a table with the following columns: Applicant, Last 4 SSN, Birth Date, Sex, Expiration Date, and a link to "Re-certify Application". The table contains three rows of data. A red arrow points to the "Applicant" column header.

Applicant	Last 4 SSN	Birth Date	Sex	Expiration Date	Re-certify Application
Mister Applicant	7963	01/01/1970	Male	10/28/2014	<a href="#">Re-certify Application</a>
Test App	2963	01/01/1970	Female	10/23/2014	<a href="#">Re-certify Application</a>
Test App	2369	08/15/1985	Male	10/28/2014	<a href="#">Re-certify Application</a>

Page size: 10 | 3 items in 1 pages

8. **Exporting the List:** The list can be exported for use outside of the Applicant Portal. Simply click on one of the four export icons to export the list. Note: You may contact other service agencies to locate information on these applicants, but you may not release the list in its entirety to anyone. The information contained is considered confidential and the applicant has a right to privacy regarding their housing status. If you contact other service agencies to assist you, it must be on your letterhead, limited information to prevent identity theft can be provided, and you cannot reference the MSHDA HCV Program. You may use general language such as: “We are attempting to locate John Smith who is eligible for a time-limited housing opportunity. If you have worked with him, please contact us...etc.”

The screenshot shows the MSHDA Applicant Portal interface. At the top, there are navigation links: "Waiting Lists", "Change Password", "Change Email", and "Log Out". Below this, the "Applicants" section is active, showing a table with the following columns: Applicant, Last 4 SSN, Birth Date, Sex, Expiration Date, and a link to "Re-certify Application". The table contains three rows of data. A red arrow points to the export icons (PDF, Excel, Word, Print) located above the table.

Applicant	Last 4 SSN	Birth Date	Sex	Expiration Date	Re-certify Application
Test App	2963	01/01/1970	Female	10/23/2014	<a href="#">Re-certify Application</a>
Test App	2369	08/15/1985	Male	10/28/2014	<a href="#">Re-certify Application</a>
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9. **Applicant Detail:** For more information on the applicant including contact information, click on the magnifying glass next to the applicant name.

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TEST

Waiting Lists Change Password Change Email Log Out

Waiting Lists **Applicants**

Alcona -Mister Applicant

Last Name All First Name All

Applicant	Last 4 SSN	Birth Date	Sex	Expiration Date	
 Test App	2963	01/01/1970	Female	10/23/2014	<a href="#">Re-certify Application</a>
 Test App	2369	08/15/1985	Male	10/28/2014	<a href="#">Re-certify Application</a>
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TEST

Waiting Lists Change Password Change Email Log Out

Waiting Lists **Show Applicant**

Alcona -Mister Applicant

Family Head Of House

First Name Mister  
Middle Initial  
Last Name Applicant  
Last 4 SSN 7963  
Date Of Birth 1/1/1970  
Sex Male  
Home Address  
Street Address 735 E Michigan Ave  
Suite  
City Lansing  
State MI  
Zip 48912  
Mailing Address  
Street Address 735 E Michigan Ave  
Suite  
City Lansing  
State MI  
Zip 48912  
Phone  
Second Phone  
Email Address  
Veteran No  
Disabled No  
Annual Income \$12,000.00  
Ethnicity Not Hispanic or Latino  
Race

**Family Members**

First Name	Last Name	Last 4 SSN	Birth Date	Sex	Disabled	Citizenship
Daughter	Applicant	2874	1/1/2011	Female	No	Eligible Citizen
Mister	Applicant	7963	1/1/1970	Male	No	Eligible Citizen
Son	Applicant	3487	1/1/2009	Male	No	Eligible Citizen
Spouse	Applicant	4632	1/1/1970	Female	No	Eligible Citizen

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**10. Waiting List Page:** To return to your waiting list page, you can click “Waiting Lists” from any page.

The screenshot shows the MSHDA Applicant Portal header with the MSHDA logo and navigation links: "Waiting Lists", "Change Password", "Change Email", and "Log Out". The "Waiting Lists" link is highlighted with a red arrow. Below the header, the "Applicants" section is visible, featuring a table with columns for Applicant, Last 4 SSN, Birth Date, Sex, and Expiration Date. The table contains three entries: "Test App", "Test App", and "Mister Applicant".

Applicant	Last 4 SSN	Birth Date	Sex	Expiration Date	
Test App	2963	01/01/1970	Female	10/23/2014	<a href="#">Re-certify Application</a>
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Mister Applicant	7963	01/01/1970	Male	10/28/2014	<a href="#">Re-certify Application</a>

**11. Password Reset:** To protect the information contained on the Applicant Portal, MSHDA recommends that you change your password often. To change your password, click on the “Change Password” link at the top of any page.

The screenshot shows the MSHDA Applicant Portal header with the "Change Password" link highlighted by a red arrow. Below the header, the "Applicants" section is visible, featuring a table with columns for Applicant, Last 4 SSN, Birth Date, Sex, and Expiration Date. The table contains three entries: "Test App", "Test App", and "Mister Applicant".

Applicant	Last 4 SSN	Birth Date	Sex	Expiration Date	
Test App	2963	01/01/1970	Female	10/23/2014	<a href="#">Re-certify Application</a>
Test App	2369	08/15/1985	Male	10/28/2014	<a href="#">Re-certify Application</a>
Mister Applicant	7963	01/01/1970	Male	10/28/2014	<a href="#">Re-certify Application</a>

The screenshot shows the "Change Password" form on the MSHDA Applicant Portal. The form includes fields for "Old Password", "New Password", and "Confirm Password". To the right of the form, the password requirements are listed: "The Password must be composed of at least: Eight characters, One upper case character, One lower case character, One numerical digit, One non alphanumeric character". At the bottom of the form are "Save" and "Cancel" buttons.

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**12. Errors:** If you try to re-certify an applicant more than 30 days prior to their expiration date, you will receive an error. If you try to re-certify an applicant after their expiration date, you will receive an error. If you have already submitted a request for re-certification and you attempt to do it again prior to processing by MSHDA, you will receive an error.

