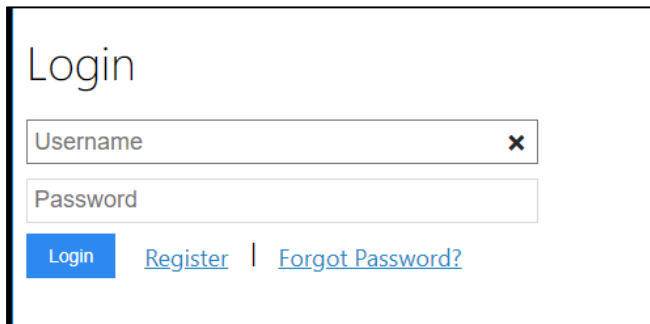


Completing the Waiting List Pre-Application for Homeless Applicants

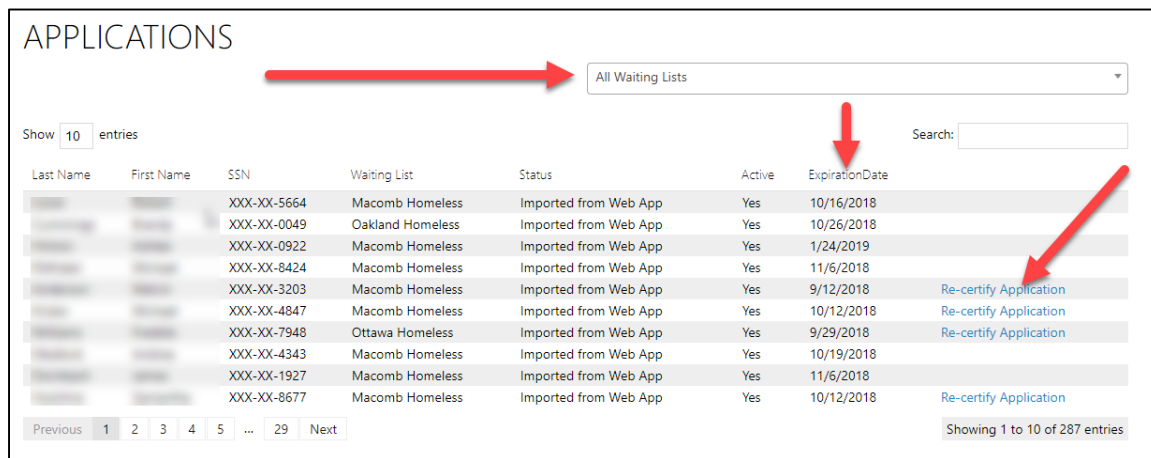
Note: This process should only be completed after the applicant is on the waiting list and has been reverified as homeless using MSHDA's Homeless Preference Pre-Application Checklist.

Website: <http://mshda.myhousing.com/account>

1. Enter your username and password, click login.



2. A list of applicants on waiting lists assigned to your agency will appear. Locate the name of the applicant you wish to re-certify. Use the filter at the top of the screen to limit the list to only one waiting list. Select column headers to sort the applicant list including sorting applicants by expiration date. A search box is also included.



Last Name	First Name	SSN	Waiting List	Status	Active	ExpirationDate	
XXXXXX	XXXXXX	XXX-XX-5664	Macomb Homeless	Imported from Web App	Yes	10/16/2018	
XXXXXX	XXXXXX	XXX-XX-0049	Oakland Homeless	Imported from Web App	Yes	10/26/2018	
XXXXXX	XXXXXX	XXX-XX-0922	Macomb Homeless	Imported from Web App	Yes	1/24/2019	
XXXXXX	XXXXXX	XXX-XX-8424	Macomb Homeless	Imported from Web App	Yes	11/6/2018	
XXXXXX	XXXXXX	XXX-XX-3203	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
XXXXXX	XXXXXX	XXX-XX-4847	Macomb Homeless	Imported from Web App	Yes	10/12/2018	Re-certify Application
XXXXXX	XXXXXX	XXX-XX-7948	Ottawa Homeless	Imported from Web App	Yes	9/29/2018	Re-certify Application
XXXXXX	XXXXXX	XXX-XX-4343	Macomb Homeless	Imported from Web App	Yes	10/19/2018	
XXXXXX	XXXXXX	XXX-XX-1927	Macomb Homeless	Imported from Web App	Yes	11/6/2018	
XXXXXX	XXXXXX	XXX-XX-8677	Macomb Homeless	Imported from Web App	Yes	10/12/2018	Re-certify Application

3. Once you have located your applicant, click the Re-certify Application button. The Re-certify button will only appear 30 days prior to the applicant's expiration date and will no longer be displayed after the expiration date. Applicants that are drawn from or removed from the waiting list will not be available on your applicant list.

APPLICATIONS

Macomb Homeless

Show 10 entries

Search:

Last Name	First Name	SSN	Waiting List	Status	Active	ExpirationDate	
		XXX-XX-3203	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-8480	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-6414	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-2541	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-9536	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-2291	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-3033	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-1250	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-3578	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application
		XXX-XX-1836	Macomb Homeless	Imported from Web App	Yes	9/12/2018	Re-certify Application

Previous 1 2 3 4 5 ... 13 Next

Showing 1 to 10 of 127 entries

- Select Yes to confirm the Re-certification.

Re-Certify Application

Are you sure you want to extend the Recertification Expiration?

- A confirmation message will display once the request has been made. Select the X in the top right corner of the window to close.

Re-Certify Application

Are you sure you want to extend the Recertification Expiration?

The re-certification request has been made, please wait for these changes to be processed.

- If you attempt to recertify an applicant after you have already submitted a request, you will receive an error. This error will cause no harm to the applicant.

Re-Certify Application

Are you sure you want to extend the Recertification Expiration?

There is already a pending recertification request for this entry.