

# MyHK Applicant Roadmap



Segment 1:

# Set Up Your Household Profile



## A Sign Up Step 1 of 7

Simply enter your basic info to start the process:

- First and Last Name
- Number of People in Your Household
- Total Household Income
- Zip Code
- Email Address
- Password
- Confirmations:
  - ✓ 15 years of age or older
  - ✓ Terms of Service
  - ✓ Privacy Policy



After you complete this **Sign-Up Form**, you will be sent a **Validation Email**. You cannot continue until that is validated.



|                           |                      |
|---------------------------|----------------------|
| First Name*:              | Last Name*:          |
| <input type="text"/>      | <input type="text"/> |
| no. of household member*: |                      |
| <input type="text"/>      |                      |
| zip code*:                | email address*:      |
| <input type="text"/>      | <input type="text"/> |

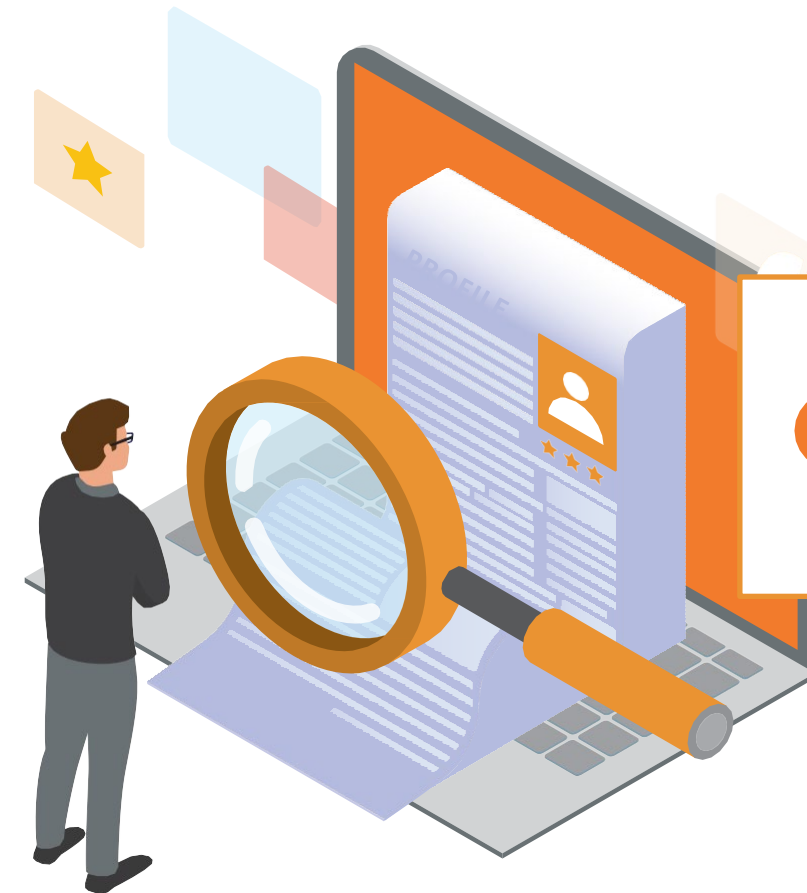


Make sure to  
**Validate Your Email**

## B Review Initial Summary & Continue with the Registration Wizard

Once you successfully verify your email, you will be taken to the Initial Registration Summary Page.

This page takes you Sign Up Info and matches you with an Income Category



Click on  
**“Continue Registration Process”**  
to start the Registration Wizard

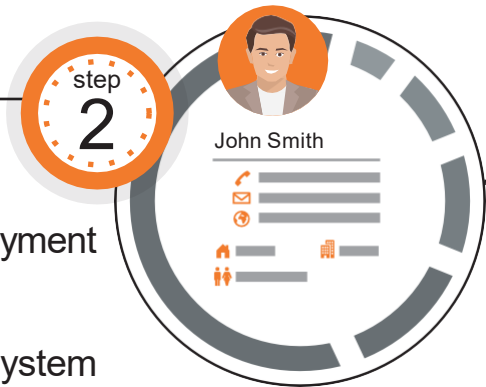


# Registration Wizard Steps 2 through 7

The Registration Wizard helps you complete the initial information for your Household Profile.

### Admin Information

- Name, Birth Date and Marital Status, and Phone Number
- Housing Status (Rent or Own) and Payment
- Identify your role
- Enter Address on first line (note: Our system confirms the address on the right)



Address is confirmed on the Right after you type in your address on the left

### Household Preferences

- Enter information that could qualify your household for special program considerations (e.g. Veteran Status, School District Employees, etc.)



### Demographics

- Enter information about Ethnicity, Race, and Sex for government reporting



### Member Profiles

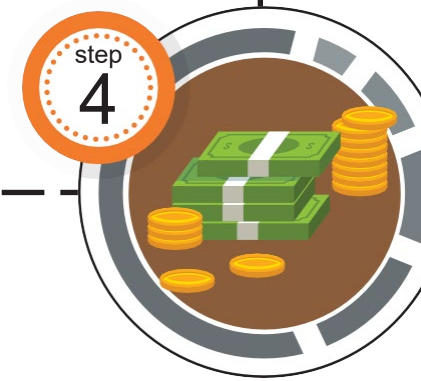
- Enter additional Members of the Household.

The system allows you to send invites to Members who you are not authorized to enter information for. As you add members the list will grow



### Income Profiles

- Select an Income Method
- Enter Employer Information
- Enter Employer Address
- Enter Employee Information



### Household Summary

- This information summarizes what was entered
- Click **“Complete Registration”** and move on to the Household Dashboard



If you need to change anything, you can move on to the Household Dashboard and go to **“Information Profiles”**

Segment 2:

# Dashboard and Program Center



A

## Step 1 Review the Dashboard

|   |   |   |
|---|---|---|
| <br>Information Profiles | <br>Tools & Planning | <br>Program Center   |
| <br>File Cabinet         | <br>Market Place     | <br>Community Center |
| Announcements   |   |   |
| Activity Stream   |   |   |
| News Feed   |   |   |
| Events Calendar   |   |   |



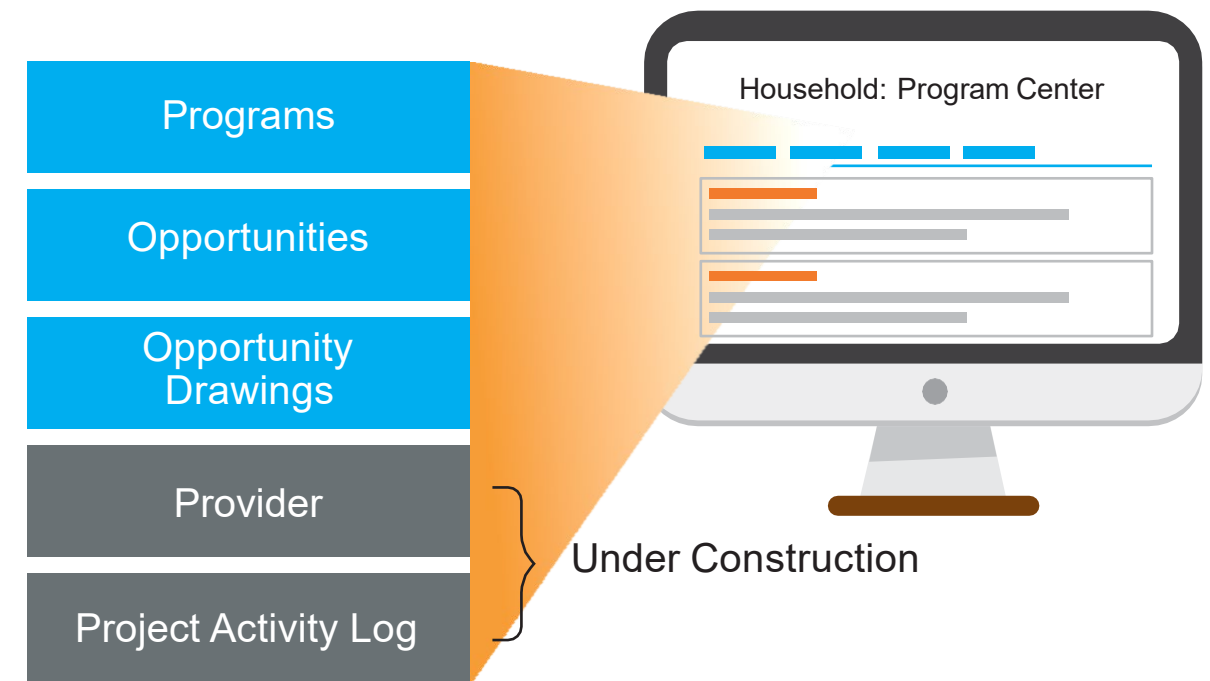
The dashboard is where you'll get access to information and manage all your activity. We're still in "BETA" so not all the functionality is up and running yet.



B

## Step 2 Enter Program Center and Select a Program, and complete Pre-Application

When you get to the Program Center, you'll see a series of tabs:



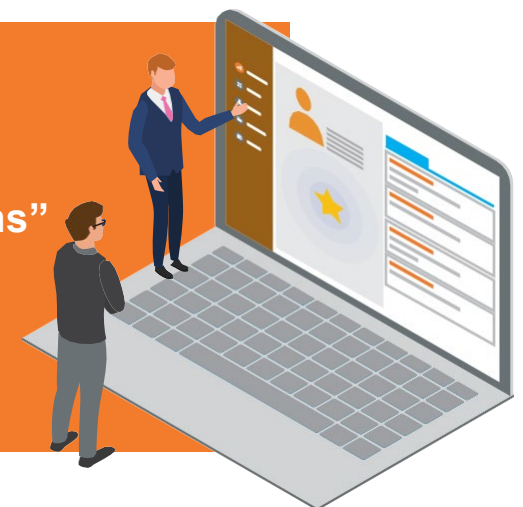
- Programs
- Opportunities
- Opportunity Drawings
- Provider
- Project Activity Log

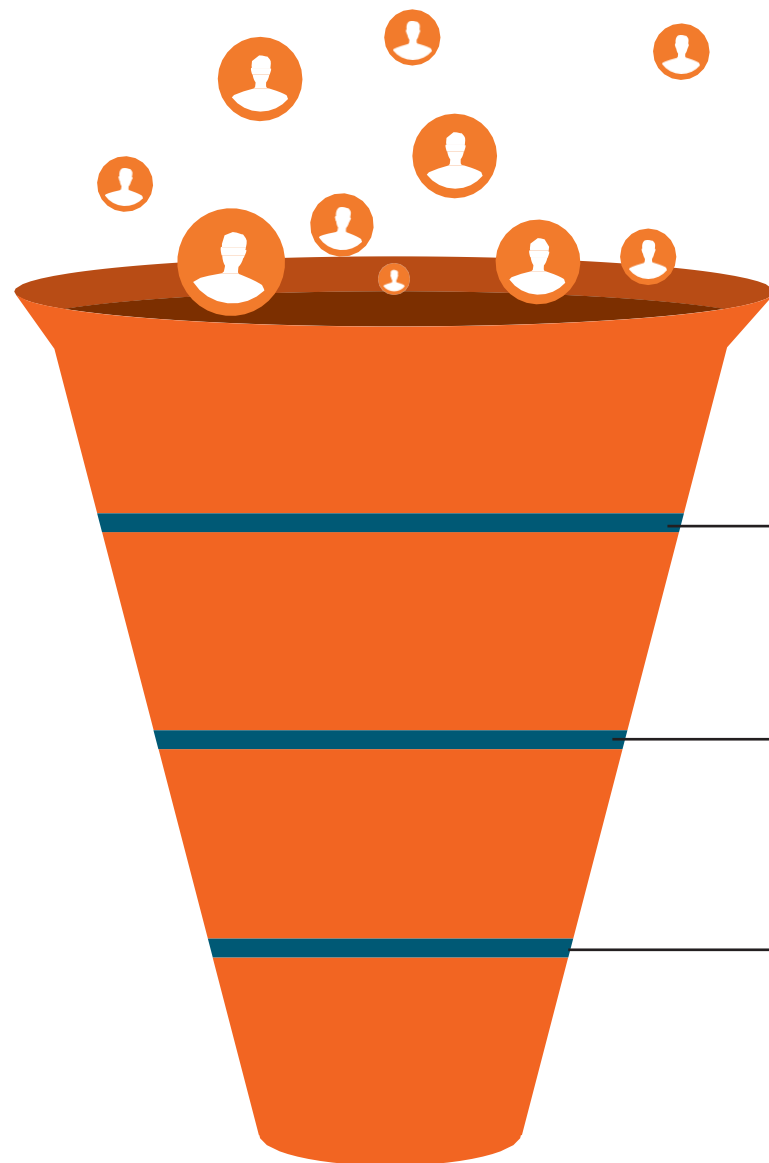
Under Construction

The Program Center is where you'll manage all your program relationships.

Note:

Until you select a Program under the "Programs" tab and hit "Request Application ID", you won't see any opportunities or opportunity drawings. Hit "Request Application ID" for the Program you desire to apply for.





The Pre-Application is a set of questions that the Program Provider is using to screen prospective applicants. The Pre-Application includes 3 Sets of Questions



**Qualification Questions**  
to ensure that you can afford the housing payment



**Eligibility Questions**  
to ensure you meet Program Requirements



**General Questions**  
that provide additional information

If you answer all of the questions in a manner that meets all of the program requirements, then you'll see "PASSED" and be assigned an Application I.D. Number.



### Step 3 Like Opportunities and Enter Opportunity Drawings

Now that you have an Application I.D., you will see that your "Opportunities" and "Opportunity Drawings" tabs are now filled with entries based on the Programs where you've been assigned an Application I.D.



**Opportunities**  
Each individual home for sale or rent is considered an "opportunity". You can "like" Opportunities to indicate your interest.



**Opportunity Drawings (AKA "Lottery")**

Each Opportunity is placed into an Opportunity Drawing. Some Drawings may have more than one Opportunity. Choose an Opportunity Drawing and click "Enter Drawing".

You will again need to answer pre-screening questions that include Eligibility, Qualification, and General questions to determine if you are an ideal candidate for that Drawing.



One of the areas that we wanted to focus on with this release is providing up-to-date information on the status of the Opportunity Drawings.  
  
We're still making improvements on this part of the application.