

Registration (How to Make a User Account)

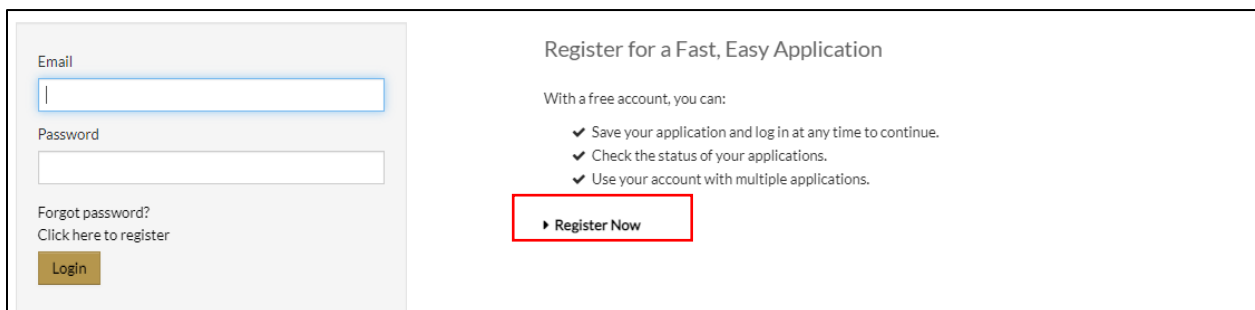
START

A. Navigate to RENTCafé applicant portal website:

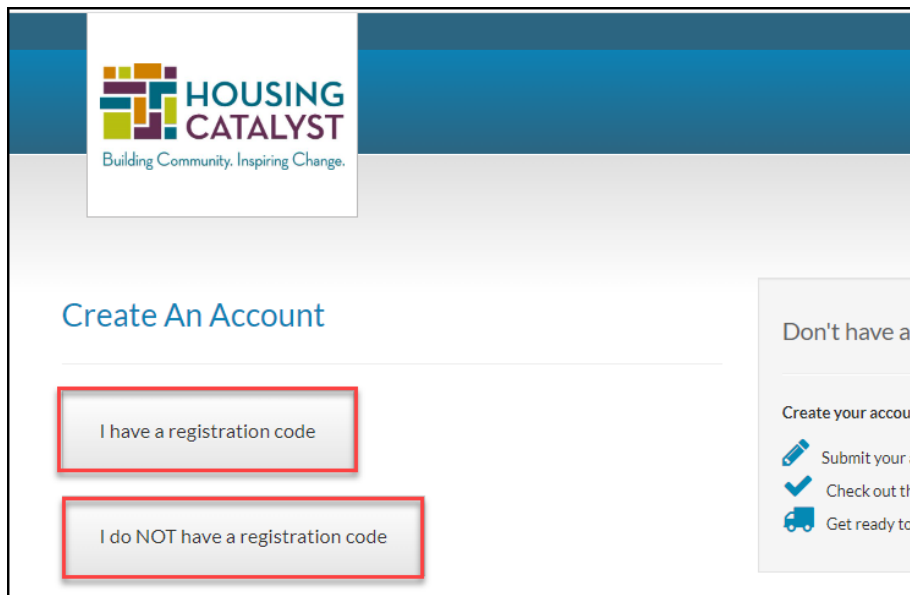
1. Go to <https://voucher.housingcatalyst.com>
2. Click on the “Register Now” button



3. Then, click on “Register Now” on the bottom right of the screen

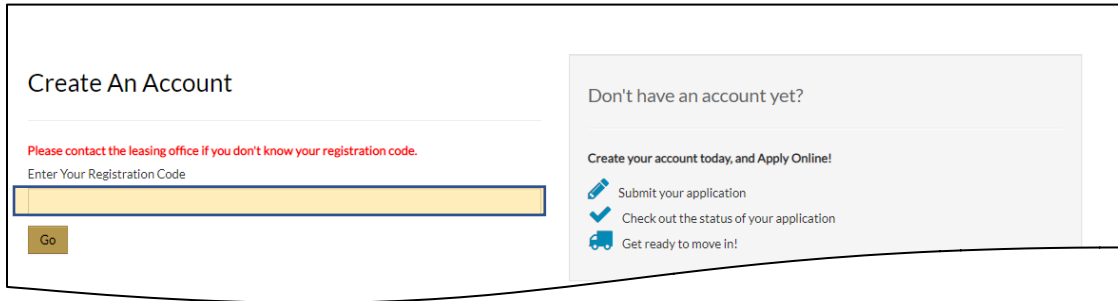
A screenshot of the registration page. On the left, there are input fields for "Email" and "Password", a "Forgot password? Click here to register" link, and a "Login" button. On the right, the heading "Register for a Fast, Easy Application" is followed by a list of benefits: "With a free account, you can:" followed by three bullet points: "Save your application and log in at any time to continue.", "Check the status of your applications.", and "Use your account with multiple applications." Below this list is a "Register Now" button highlighted with a red box.

4. Choose an option:
 - a. I have a registration code (**continue to Section B: Register with a registration code**)
 - b. I do NOT have a registration code (**continue to Section C: Complete the fields and register**)

A screenshot of the "Create An Account" page. The Housing Catalyst logo is at the top left. The main heading is "Create An Account". Below it are two buttons: "I have a registration code" and "I do NOT have a registration code", both highlighted with red boxes. On the right side, there is a sidebar with the heading "Don't have an account?" and a section "Create your account" with three options: "Submit your application", "Check out the status of your applications", and "Get ready to register".

B. Register with a registration code (skip this step if you don't have a registration code)

5. Enter the registration code into the field provided



6. Click "Go"

C. Complete the fields and register

7. Enter First Name, Last Name, SSN# and Phone Number
 - a. SSN# must match our records if using a registration code
 - b. SSN# must not match our records if not using a registration code



8. Enter a valid email address and password, then confirm both
 - a. The email address must be active and accessible

The screenshot shows a registration form titled "Account Information". It contains four input fields: "Email Address* (Your email address is your user name)" with the placeholder "YourEmail@Example.com", "Confirm Email Address*" with the same placeholder, "Password*" with the placeholder "Password", and "Confirm Password*" with the placeholder "Confirm Password".

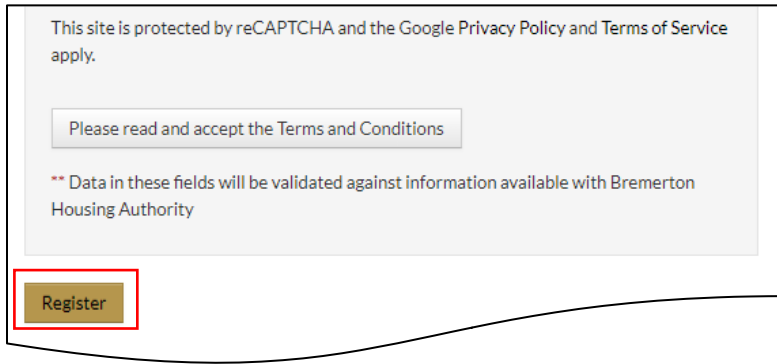
9. Click "Please read and accept the Terms and Conditions" button

The screenshot shows a registration step with a grey background. At the top, it says "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply." Below this is a button labeled "Please read and accept the Terms and Conditions" which is highlighted with a red border. Underneath the button, there is a note: "** Data in these fields will be validated against information available with Bremerton Housing Authority". At the bottom left, there is a brown "Register" button.

10. Click "Accept" in the Terms and Conditions pop-up box

The screenshot shows a pop-up box with a scrollable text area containing legal terms. At the bottom of the pop-up, there are two buttons: "Accept" (highlighted with a red border) and "Do not Accept".

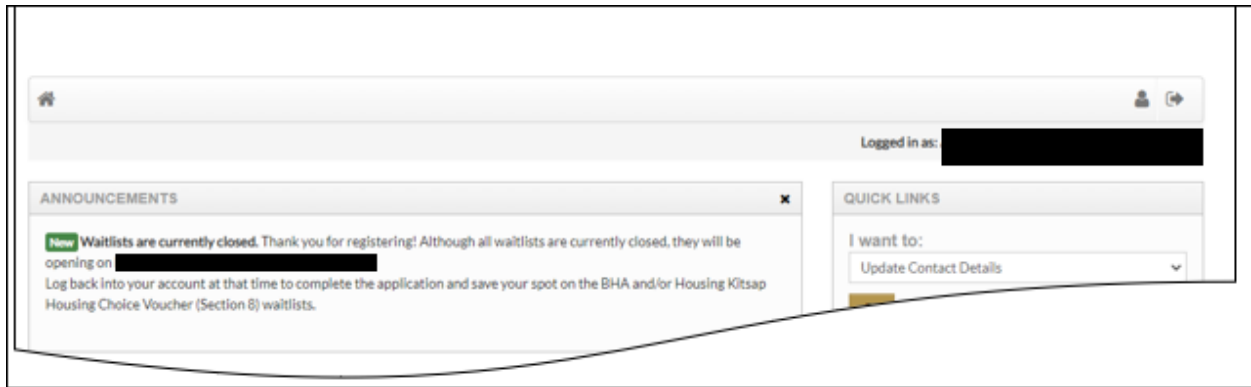
11. Click “Register” when taken back to the registration screen



D. Confirmation of successful registration

11. Once “Registration Successful,” registration is confirmed in one of two ways:

- a. If using a registration code (you were already in the system), you will see a “Resident” portal screen where you can:
 - i. See their waiting list status
 - ii. Update their contact details
 - iii. Apply to open waitlists



- b. If not using a registration code, you will see the online application where you can apply to open waitlists.

50058 Online
Application

Application Progress **0%**

Application C. Certification | Hi, Wendy
Call us: (360) 616 - 7132

* Denotes a required field

Select your preferred language

Preferred Language*

English

Next

- Language Selection
- Welcome Page
- Contact Information
- Household Information
- WL Preferences
- Waiting Lists
- Review & Submit
- Log Out

c. You will also receive a confirmation email in your inbox of the email you signed up with.

END