

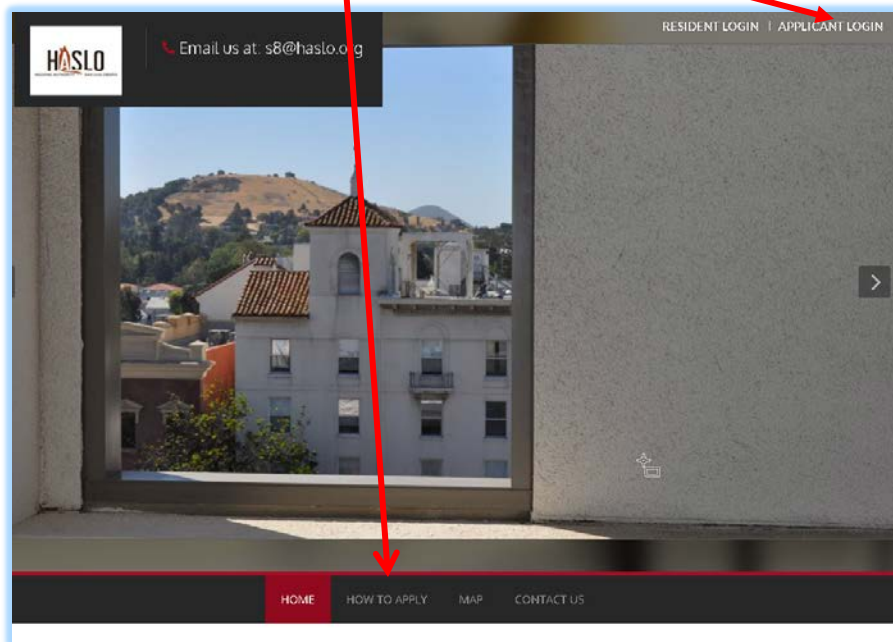
## HASLO Online Application Instructions

The online account can be used to apply as a brand-new applicant to HASLO as well as for existing applicants to update their existing application, including applying for a newly opened waiting list.

These instructions are for brand-new applicants to HASLO – individuals and/or families that have never applied with HASLO online.

Click on “Applicant login” to start the process

For instructions, click on “How to apply at the bottom of the screen”

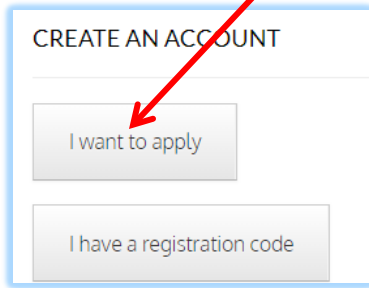


### Register for a New Account

- If you have never registered for an online account, then click on the “click here to register”

A screenshot of the HASLO login form. The form is titled 'LOGIN' and contains two input fields: 'User Name' and 'Password'. Below the input fields is a 'Login' button. At the bottom of the form, there are two links: 'Forgot password?' and 'Click here to register'. A red arrow points from the text above to the 'Click here to register' link.

Next, click on "I want to apply"

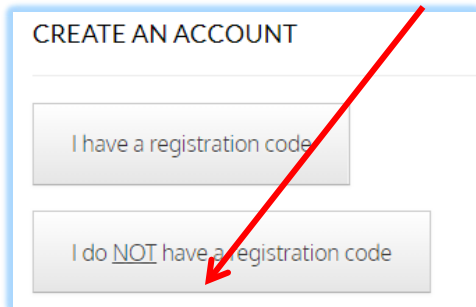


CREATE AN ACCOUNT

I want to apply

I have a registration code

Next, click on "I do NOT have a registration code"



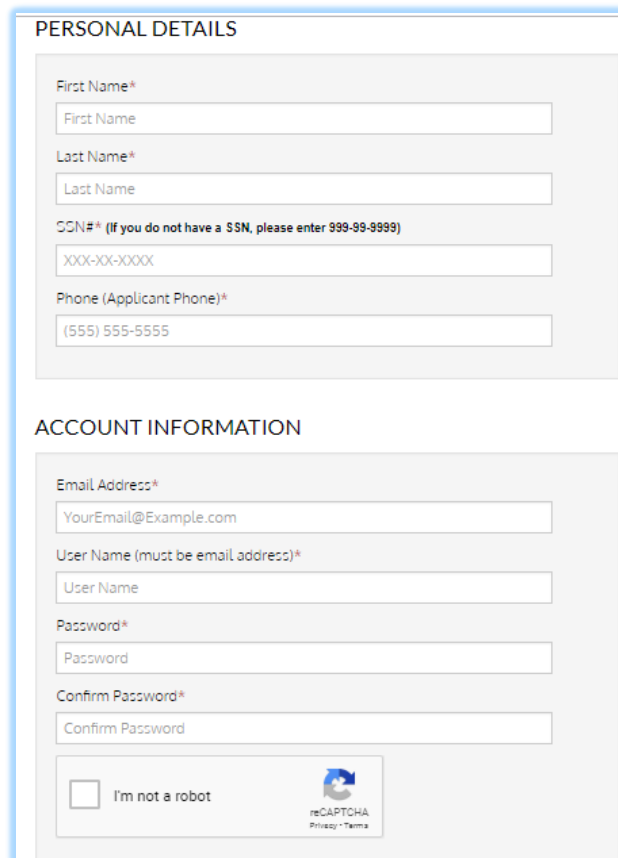
CREATE AN ACCOUNT

I have a registration code

I do NOT have a registration code

On the registration screen

- If you don't have an email account, please register with a service such as gmail or Hotmail
- All fields with a \* must be completed to go to the next step



PERSONAL DETAILS

First Name\*

First Name

Last Name\*

Last Name

SSN#\* (If you do not have a SSN, please enter 999-99-9999)

XXX-XX-XXXX

Phone (Applicant Phone)\*

(555) 555-5555

ACCOUNT INFORMATION

Email Address\*

YourEmail@Example.com

User Name (must be email address)\*

User Name

Password\*

Password

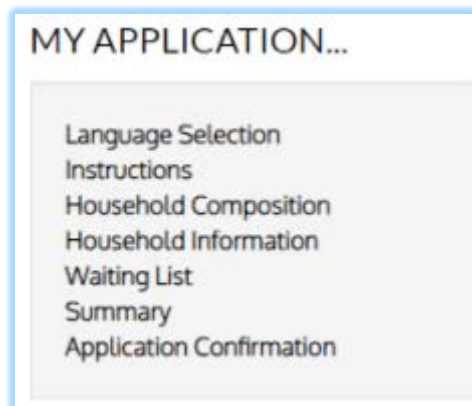
Confirm Password\*

Confirm Password

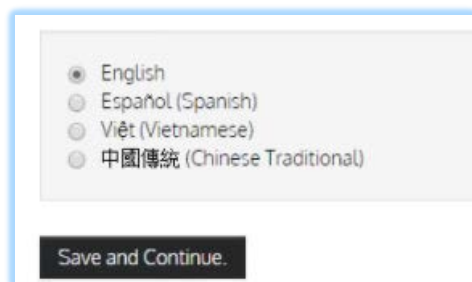
I'm not a robot

reCAPTCHA  
Privacy - Terms

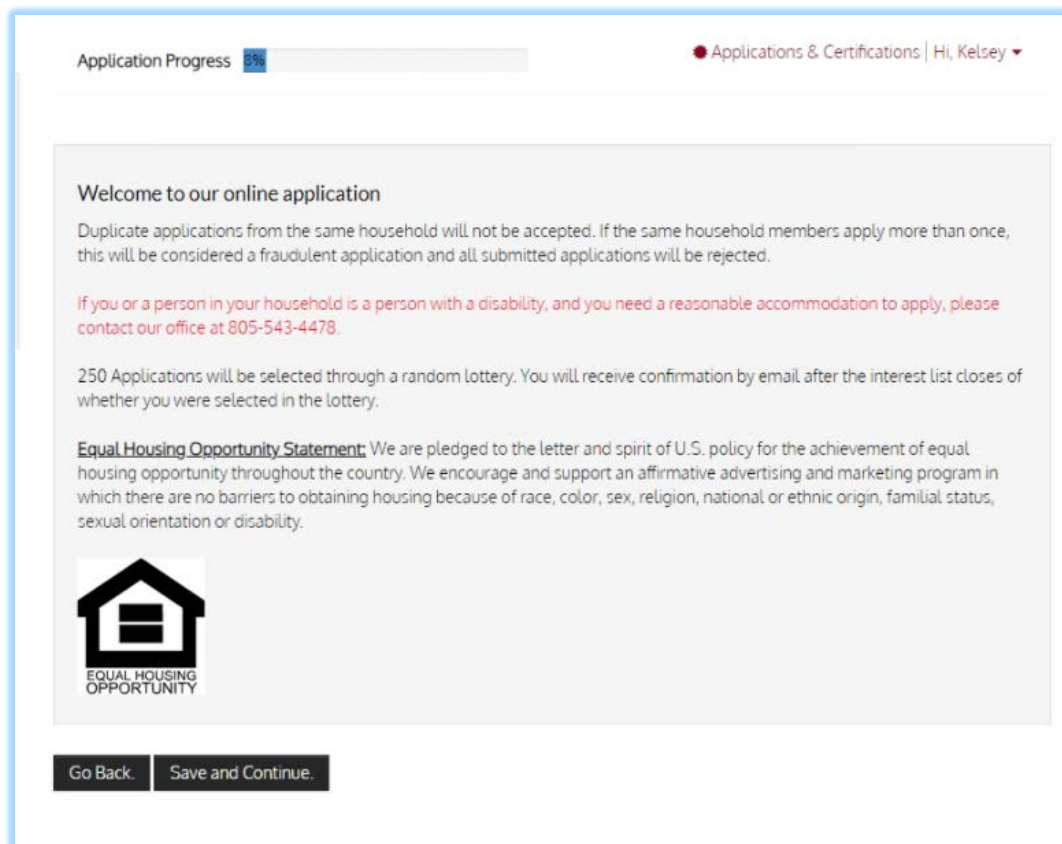
Once you have completed creating an account, you are in the application and will now step through the process. This screen shot below shows all the steps of the process:



Language – there are four language options.



General Instructions page is next:



## Contact Information:

### Contact Information

Please enter your contact information below.

It is your responsibility to maintain the accuracy of this mailing information. If there are changes, you can log back into this application at any point after your application has been submitted to update the mailing address.  
*\*You must have a valid mailing address to receive correspondence from our agency. Please provide appropriate address information.*

Mailing Address\*

City\*

State\*

Zip\*

I do not have a mailing address.

E-mail

Resident Phone

Applicant Phone

Other Phone

[Go Back.](#) [Save and Continue.](#)

Next you will enter information about all the members of your household. You will need date of birth and SSN to complete each family member.

Application Progress 23%

● Applications & Certifications | Hi, Kelsey ▾

### Household Composition

In the next section, you will provide details about all members of your household.

[Go Back.](#) [Save and Continue.](#)

## Family Member Detail:

Tell Us About Family Members

Last Name*	<input type="text"/>
Date of Birth*	<input type="text"/>
Social Security Number (If this person does not have a SSN, please enter 999-99-9999)*	<input type="text"/>
Gender*	Female ▾
Relationship to the Head of Household*	Head of Household ▾
Citizenship Status*	Eligible Citizen ▾
Is this person disabled?*	<input type="text"/> ▾
Hispanic or Latino*	<input type="text"/> ▾
American Indian or Alaska Native*	<input type="text"/> ▾
Asian*	<input type="text"/> ▾
Black or African American*	<input type="text"/> ▾

## Household information

The next section covers income, assets & special needs

MY APPLICATION...

- Language Selection
- Instructions
- Household Composition
- Household Information
- Income**
- Access
- Special Needs
- Additional Details
- Waiting List
- Summary
- Application Confirmation

## Income Information

You MUST calculate the annual income for ALL members of the household. Please multiply by 12 if you get paid monthly or by 26 if you get paid every other week and by 24 if you get paid 2x/month.

MY APPLICATION... Application Progress 40% Applications & Certifications | Hi, Kelsey ▾

Language Selection  
Instructions  
Household Composition  
Household Information  
**Income**  
Access  
Special Needs  
Additional Details  
Waiting List  
Summary  
Application Confirmation

### Income

Annual income includes all amounts that:  
(1) Belong to family members.  
(2) Are anticipated to be received by the family.

Please note that reporting zero income MUST be accompanied by a note of explanation on the application tab called "Additional Details". Applications submitted without an explanatory note will be considered incomplete and may be returned to you for update which may delay your submission to be included in the lottery.

Annual Income\*

Go Back Save and Continue.

If any member of your household is a person with a disability and they require a reasonable accommodation, please check the appropriate box below.

MY APPLICATION... Application Progress 54% Applications & Certifications | Hi, Kelsey ▾

Language Selection  
Instructions  
Household Composition  
Household Information  
Income  
**Access**  
Special Needs  
Additional Details  
Waiting List  
Summary  
Application Confirmation

### Access

Do you or any member of your household require accessibility features?

Hearing Access   
Mobility Access   
Sight Access   
None

Go Back Save and Continue.

If you are homeless, please check the box below.

Please note that it is VERY RARE to be a person who is qualified as “displaced” under the HUD definition.

The screenshot shows the 'Special Needs' section of an application. On the left is a navigation menu titled 'MY APPLICATION...' with items: Language Selection, Instructions, Household Composition, Household Information, Income, Access, Special Needs (highlighted), Additional Details, Waiting List, Summary, and Application Confirmation. The main content area has a progress bar at 62% and a user profile 'Applications & Certifications | Hi, Kelsey'. The 'Special Needs' section contains a definition: 'A displaced person is a family who moves from their home as a direct result of acquisition, demolition or rehabilitation for a federally funded project.' Below this are three checkboxes: 'Displaced', 'Homeless', and 'None'. The 'None' checkbox is being clicked by a mouse cursor. At the bottom are 'Go Back' and 'Save and Continue' buttons.

**Additional Details:**

If you reported ZERO annual income, you MUST complete the first line to describe why. It is very rare in the program to truly have NO income, but we understand that there are cases where this may be true.

If you would like us to coordinate with a case manager, please provide their details in the last two boxes

The screenshot shows the 'Additional Details' section of an application. The navigation menu on the left is the same as in the previous screenshot, but 'Additional Details' is highlighted. The main content area has a progress bar at 69% and the same user profile. The 'Additional Details' section contains a note: 'These questions are for public housing and project-based voucher applicants. You are not required to complete at this point in time.' Below this are several input fields: 'Section 8 app - explanation for zero income:', 'Current Landlord & contact information:', 'Move-in date with current landlord:', 'Case Manager Name', and 'Case Manager email/Phone #'. The last two fields are highlighted with black boxes. A mouse cursor is pointing at the 'Case Manager email/Phone #' field. At the bottom are 'Go Back' and 'Save and Continue' buttons.

Waiting List – on this screen, check the box for the waiting list(s) that you would like to apply for:

MY APPLICATION... Application Progress  77% ● Applications & Certifications | Hi, Kelsey ▾

Language Selection  
Instructions  
Household Composition  
Household Information  
**Waiting List**  
Summary  
Application Confirmation

### Waiting List

Select the waiting list(s) you want to apply to.

Please note that if you are selected in the lottery, you must use the voucher in San Luis Obispo County for a minimum of 12 months.  
Tenga en cuenta que si es seleccionado en la lotería, debe usar el comprobante en el condado de San Luis Obispo por un mínimo de 12 meses.

Search:

Select	Waiting list	Description
<input type="checkbox"/>		

Preferences – on this screen, read the details carefully before checking the box to ensure you are eligible. If you claim these and are not eligible, then your application will be denied.

MY APPLICATION... Application Progress  71% ● Applications & Certifications | Hi, Kelsey ▾

Language Selection  
Instructions  
Household Composition  
Household Information  
**Preferences**  
Waiting List  
Summary  
Application Confirmation

### Preferences

If none apply, click Save and Continue.

Search:

Select	Preference	Description
<input type="checkbox"/>	I Currently Live or Work in San Luis Obispo County	By checking this box, you certify that you live or work in the County of San Luis Obispo (SLO). IF your mailing address is NOT in SLO County, please provide a note of explanation on the Additional Information tab in the line with the name and place of employment. Failure to provide an explanation may delay the processing of this application and may result in the loss of the SLO preference. Please note that you will also be required to verify your eligibility at the time of intake.
<input type="checkbox"/>	Veteran	Veteran preference will be given to applicants whose Head of Household or spouse has served in active duty in the United States Armed Forces for a minimum of six (6) continuous months, and if separated from military service, received other than dishonorable discharge. The veteran's preference will also be given to a widow of a veteran (as defined above). Verification of veteran's status would be submission of a copy of the veteran's DD214.

Go Back.
Save and Continue.



This completes the process and now you are on the summary page. Click on the individual tabs in the middle of the screen and review the details for accuracy. You can go back and make any corrections that are required by click on the item on the left hand side of the screen

Click on any item to return & make a correction

MY APPLICATION... Applicant Information Saved. x Applications & Certifications | Hi, Kelsey

Application Progress

Final review & submission

Please verify that the information you entered is correct. If you want to make changes, click the appropriate menu links on the left side of the screen. When you have finished reviewing the data, click Submit Application.

Family Members | **Income** | **Access** | Special Needs | Additional Details | Waiting List

First Name	Last Name	Date of Birth	Relationship	Age	Gender	Citizenship
Kelsey	Slodemo	10/3/1985	Head of Household	33	Female	Eligible Citizen
Alice	Slodemo	10/3/2013	Youth<18	5	Female	Eligible Citizen

Terms and Conditions

I, do hereby swear and attest under penalty of perjury that all of the information about me and my household is true and correct and hereby authorize the Housing Authority of the City of SLO to verify the above items including, but not limited to, obtaining of a credit report. I understand that Federal Regulations allow for criminal background checks on all household members 18 years of age or older, and that our rental assistance can be denied or terminated as a result of certain violations or any untruthfulness on this declaration. I further understand that all changes in the income of any member of the household, acquisition of assets, as well as any change in household composition must be reported to the Housing Authority of the City of SLO "In Writing" within 10(ten) days of the change. Failure to report these changes constitutes theft by fraud and could result in denial, termination and/or the filing of criminal charges for fraud.

I accept all of the above Terms and Conditions.

Go Back Save and Continue

Once you have checked that you accept all terms and conditions, your application submission is confirmed. Click on the red "Download Application as PDF", if you want to save a printed copy of the application

MY APPLICATION... Application Progress 100% Applications & Certifications | Hi, Kelsey

Application Confirmation

Your application has been submitted.

Download Application as PDF

Go Back Log Out

Printed copy – this is just the summary portion, there are several pages with the details:



### Online Application Summary

Profile	
<b>Kelsey Slodemo</b> 1646 First ave. Goleta, CA 93117	<b>Resident Phone:</b> <b>Applicant Phone:</b> 555-555-5555 <b>Other Phone:</b> <b>E-mail:</b> kelsey.yardi+kelseyslodemoact@gmail.com
<b>Applied Date:</b> 10/25/2018 3:10:13 PM <b>Application Status:</b> Submitted	