

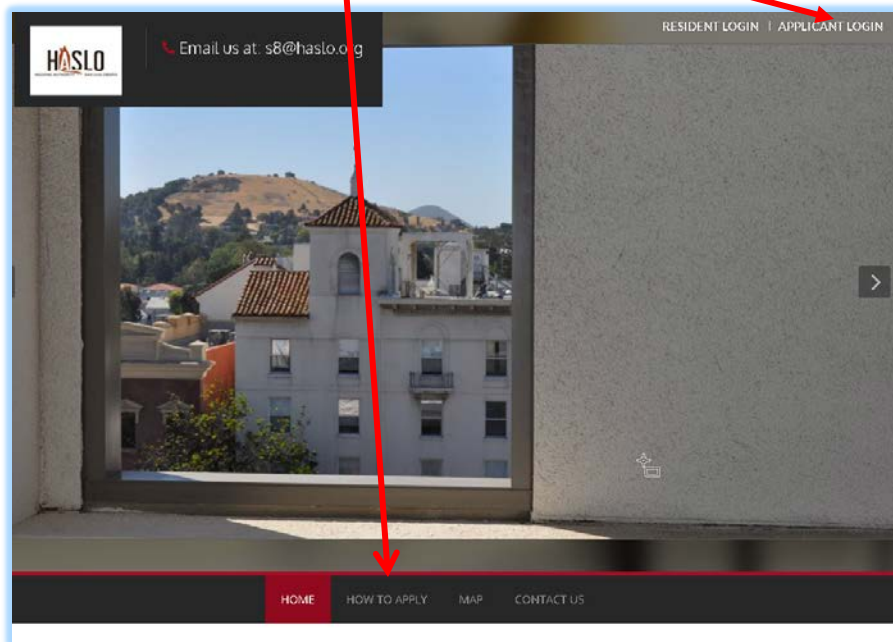
## HASLO Online Application Instructions for Returning Applicants

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 returning applicants to HASLO – individuals and/or families that already have an online account for one or more of HASLO's waiting lists.

Click on “Applicant login” to start the process

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

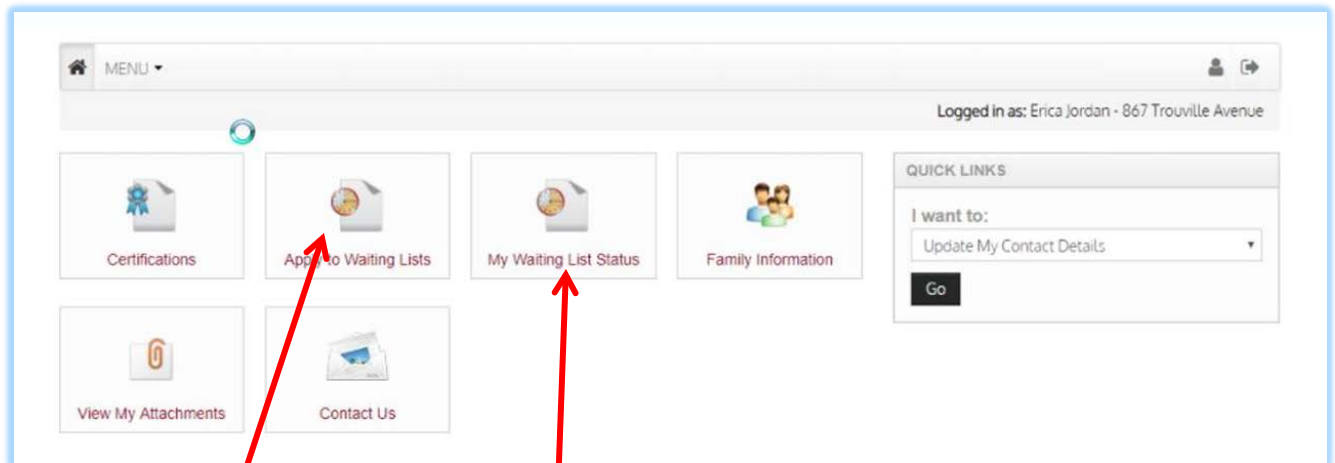


Login Screen – put in your username and password

- Your username is usually the same as your email address
- If you don't remember your password, you can click on “forgot password” to reset it
  - (review separate instructions under “how to apply” if you have questions)

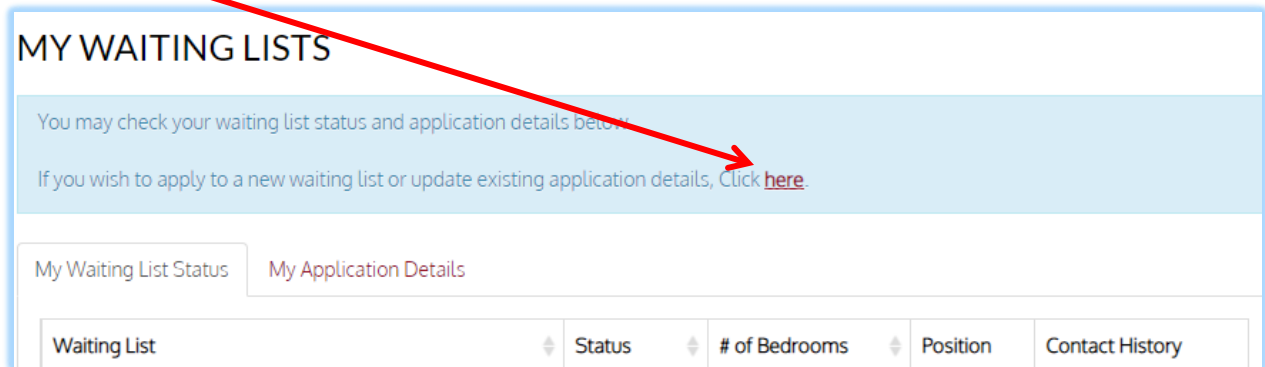
A screenshot of the HASLO login screen. The title is 'LOGIN'. It features two input fields: 'User Name' and 'Password'. Below the fields is a 'Login' button. At the bottom, there are two links: 'Forgot password?' and 'Click here to register'.

The home screen will show the following icons:

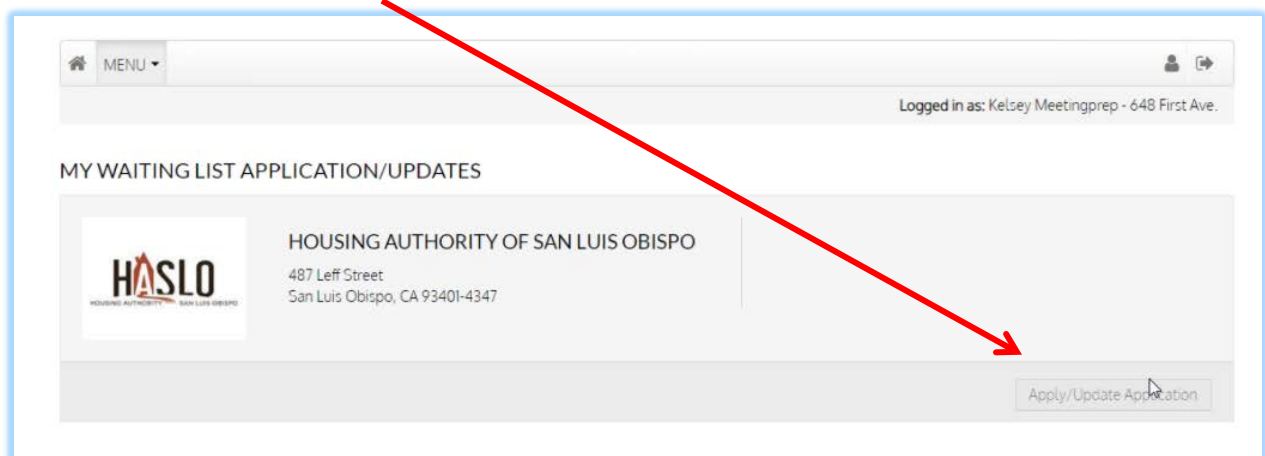


**When** a new waiting list is open, you will see an icon for “apply to waiting lists”  
Click on Apply to Waiting Lists to begin the process to update your application:

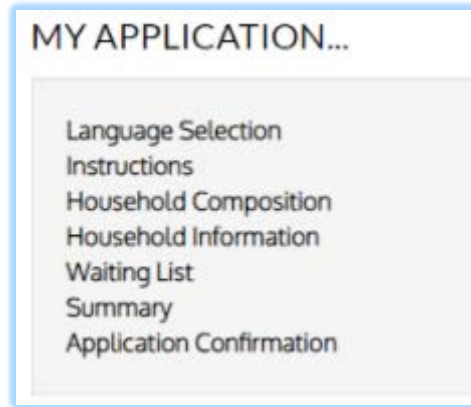
**IF** a waiting list is not open, then click on “MY Waiting List Status” and the following screen appears:  
Click on “[here](#)” to update your account.



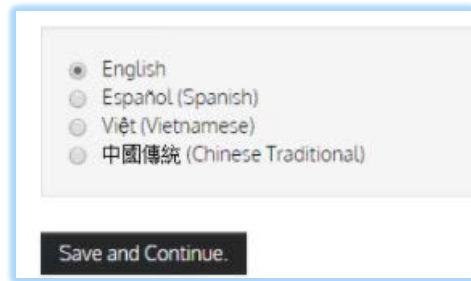
In the next screen, click on “apply/Update Application” in the lower right hand corner



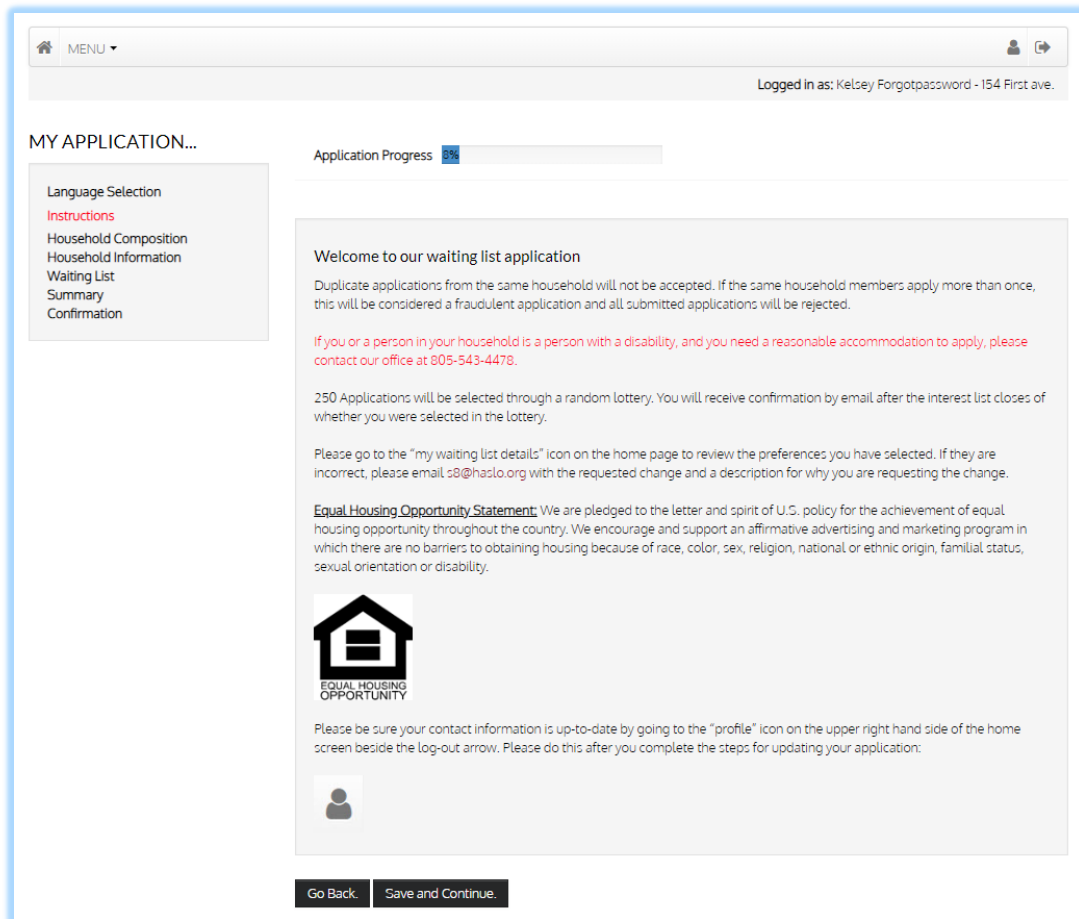
You are now in the application details and will now step through the update/application process. This screen shot below shows all the steps of the process:



Language – there are four language options.



General Instructions page is next:



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.

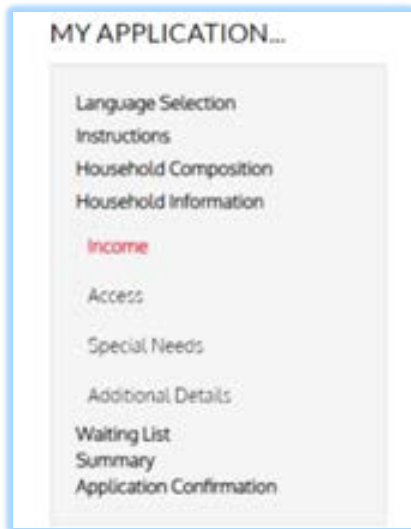
### Family Member Detail:

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"/> ▾

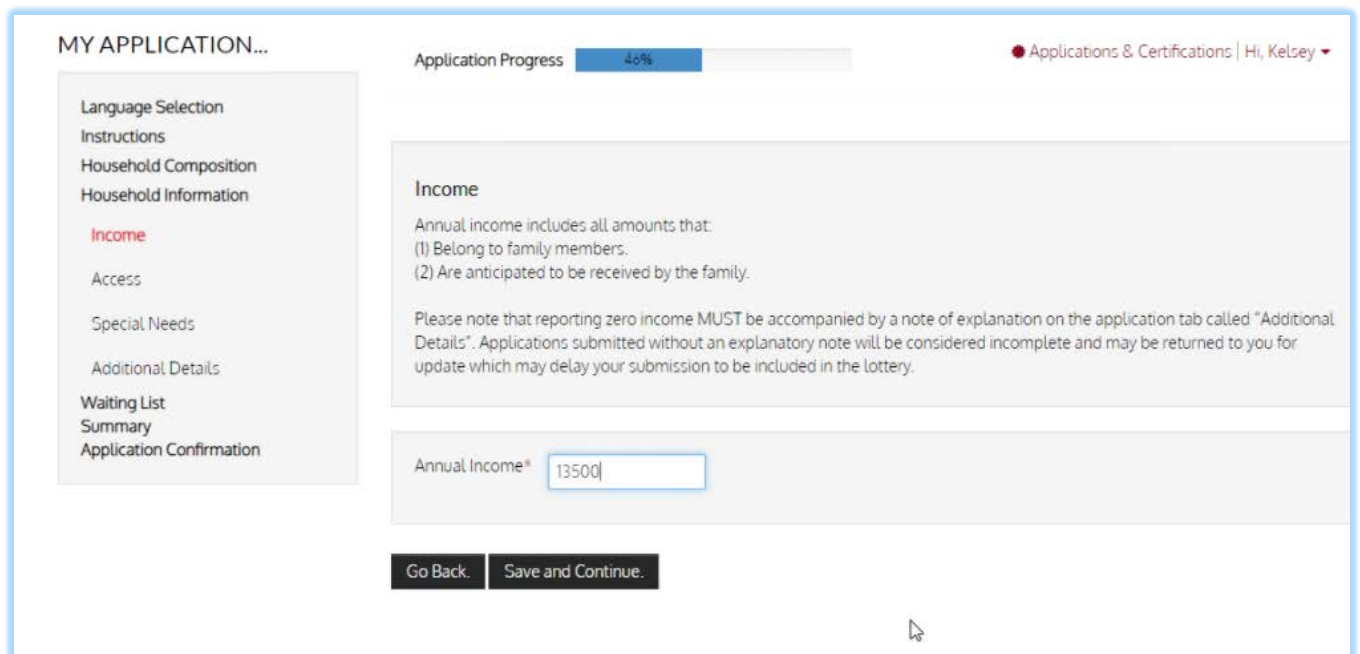
## Household information

The next section covers income, assets & special needs



## Income Information

You **MUST** calculate the annual income for ALL members of the household. Please multiple 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.



A screenshot of the "Income" section of the application form. The page title is "MY APPLICATION...". The "Application Progress" bar shows 40% completion. The user is logged in as "Hi, Kelsey". The "Income" section contains the following text:

**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\*

Buttons: [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.

MY APPLICATION... Application Progress 62% Applications & Certifications | Hi, Kelsey ▾

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

**Special Needs**  
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.

Displaced   
Homeless   
None

Go Back Save and Continue.

**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

MY APPLICATION... Application Progress 69% Applications & Certifications | Hi, Kelsey

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

**Additional Details**  
These questions are for public housing and project-based voucher applicants. You are not required to complete at this point in time.

Section 8 app - explanation for zero income:

Current Landlord & contact information:

Move-in date with current landlord:

Case Manager Name

Case Manager email/Phone #

Go Back Save and Continue

**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
--------	--------------	-------------

This completes the process and now you are on the summary page. Click on the 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 clicking on the item on the left hand side of the screen

Click on any item to return & make a correction

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

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

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

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

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	