

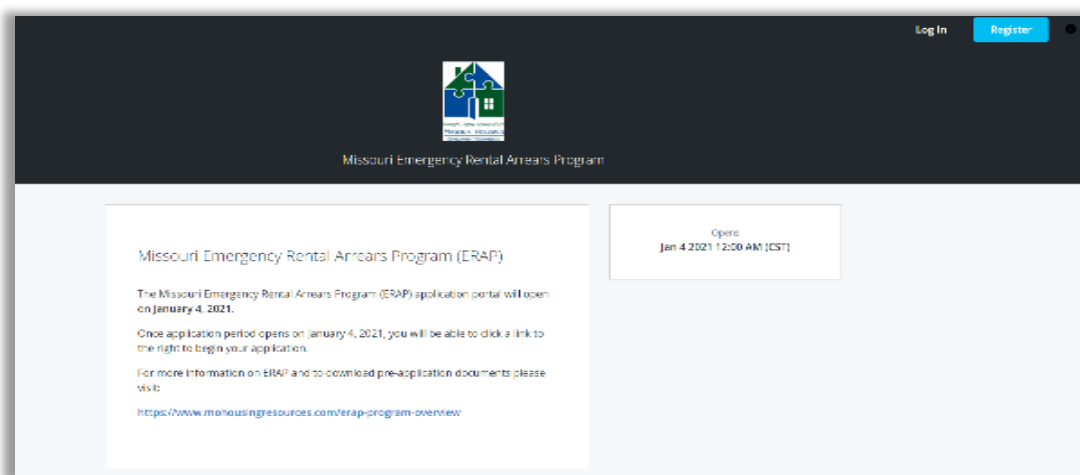


State Assistance for Housing Relief (SAFHR) Landlord Application Portal Instructions

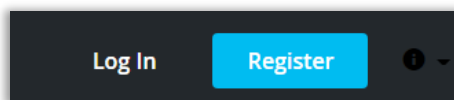
Getting Started

To apply visit: www.safhr.smapply.org or through the link on www.mohousingresources.com/safhr

1. Applicant will be taken to a page similar to the page in the image below. Applicant will either
 - Login if your account has already been created, or
 - Register as a new user



2. To create a new account, begin by clicking “Register” in the upper right hand corner.



3. Once you have clicked “Register” you will be taken to a page where you may create a username and password. You may create either create a new account using:
 - a. Your email, or
 - b. Login using Facebook, Twitter, or Gmail

The screenshot shows the 'Apply' registration page. At the top, the 'Apply' logo is followed by the text 'Register for an applicant account'. Below this, there are three social media login buttons for Facebook, Twitter, and Google. An 'OR' separator follows. The registration form includes fields for 'First name', 'Last name', 'Email', 'Password', and 'Confirm password'. Each password field has an eye icon to toggle visibility. Below the form, a line of text states: 'By registering for an account, you agree to our [terms of service](#) and [privacy policy](#).' This is followed by a checkbox labeled 'I'm not a robot' and a reCAPTCHA widget. At the bottom of the form is a large blue button labeled 'CREATE ACCOUNT'.

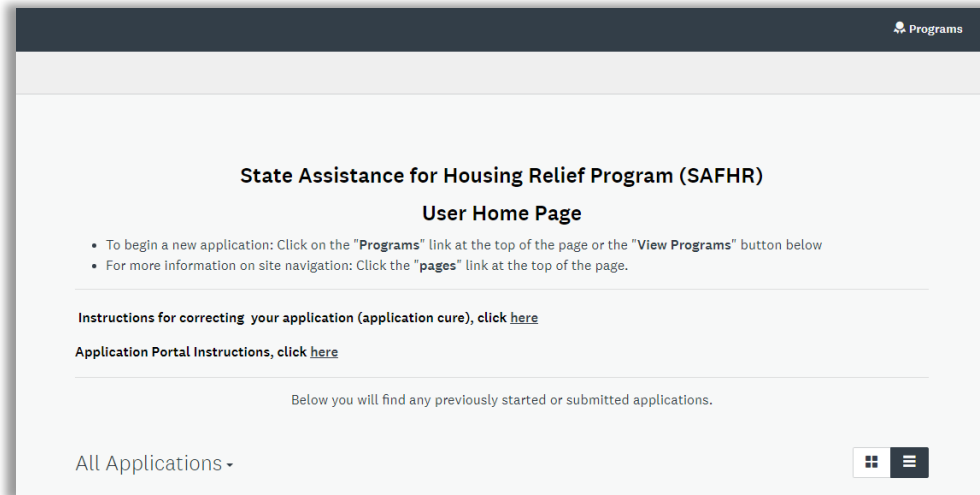
4. Once you have completed this form click “Create Account” and complete the reCAPTCHA verification.

This is a close-up of the bottom portion of the registration form. It shows the 'I'm not a robot' checkbox, which is currently unchecked. To its right is the reCAPTCHA logo and the text 'reCAPTCHA Privacy - Terms'. Below these elements is a large blue button labeled 'CREATE ACCOUNT'.

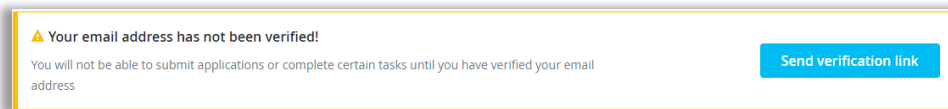
5. Once your account has been created you will be taken to a confirmation page where you can click to continue to “Continue to site” to be taken back to the application portal. You will also receive a verification email.

The screenshot shows a single blue button with the text 'Continue to site' in white.

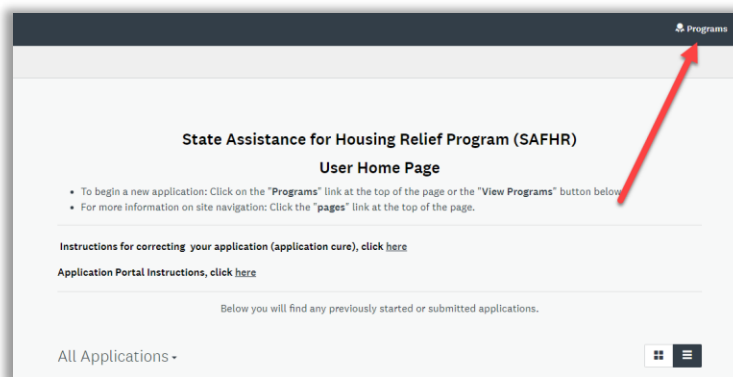
6. You will be taken to the application homepage.

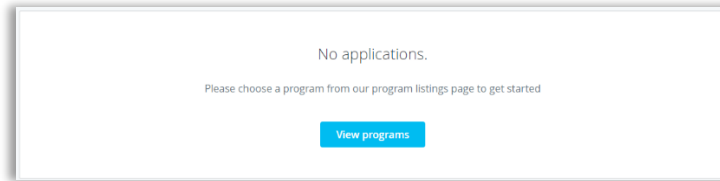


7. If you have **NOT** verified your email you will see a warning message on your home screen (below). **You must verify your email address before an application can be submitted.** After your email address has been verified the warning message will no longer appear on the homepage.

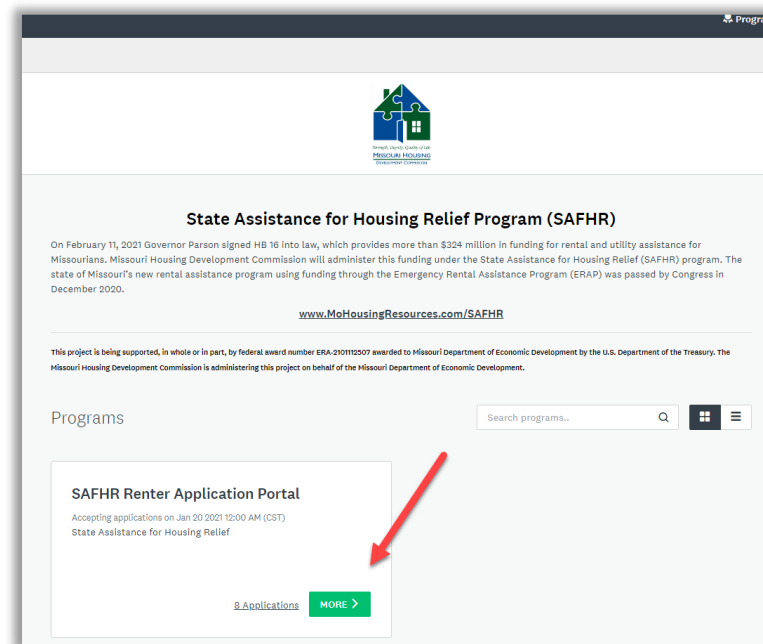


8. You can access the application by clicking "Programs" on the menu bar at the top of the page.

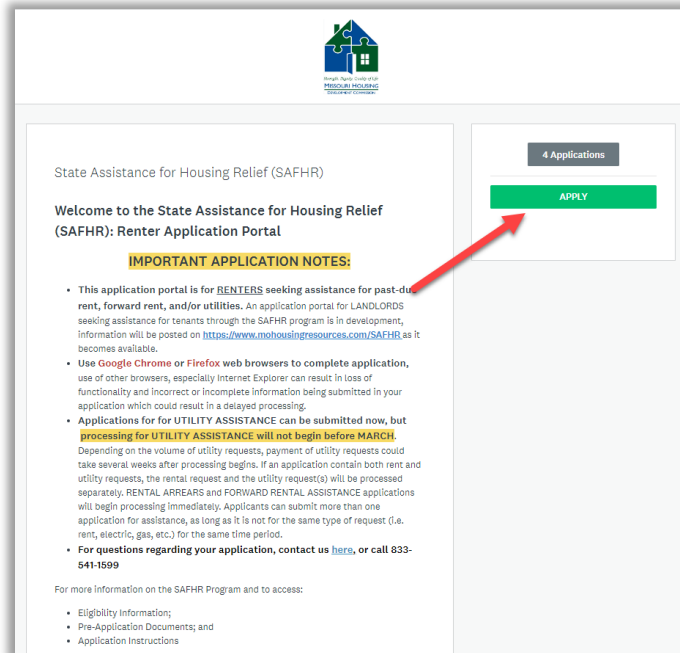




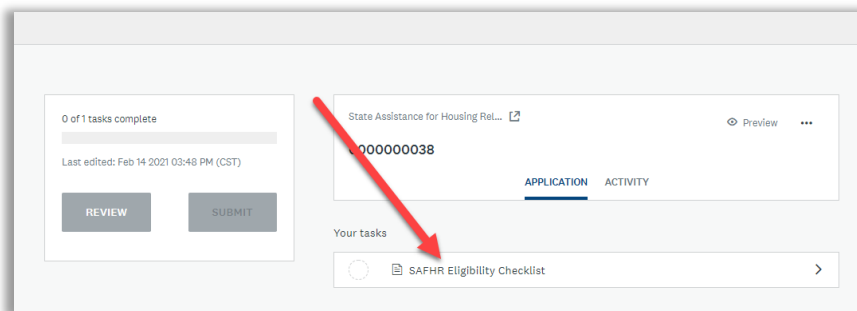
9. Once on the program page, click “More” on the SAFHR program.



10. Start the application by clicking “Apply.” The landlord application opens on Thursday April 1, 2021.



11. When you enter the application portal opens, you can begin your application by clicking on the “SAFHR Eligibility Checklist” under Your Tasks.



Completing Tasks

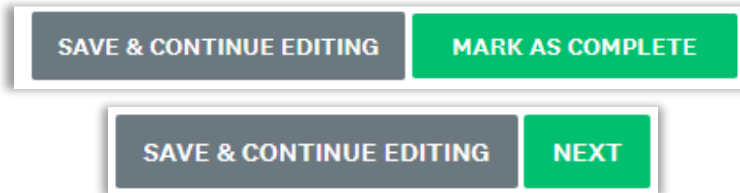
The SAFHR Renter Application is divided in five (5) sections or tasks. On the right, you will be able to monitor your progress through the application on the right-hand side.

- a. Application progress – see the application tasks left in the application
- b. Application questions
- c. Tasks – initially you will only see one “task”, the SAFHR Eligibility Checklist, once it is submitted the other application “tasks” will appear.
- d. Other application tasks

This screenshot shows the initial state of the SAFHR Renter Application portal. On the left, a sidebar contains a 'Back to application' link (labeled 'a'), the application title 'State Assistance for Housing Relief (S...)', the application ID '0000000038', and a list of tasks. The first task, 'SAFHR Eligibility Checklist' (labeled 'c'), is the only one shown. Below the task list, it indicates '0 of 1 tasks complete' and shows the last edit time. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons. The main content area (labeled 'b') displays the 'SAFHR Eligibility Checklist' task instructions, including a link to 'Task instructions' and a note about using Google Chrome or Firefox. A progress bar at the bottom right shows '0%' completion.

This screenshot shows the application progress after completing the 'SAFHR Eligibility Checklist'. The sidebar now shows a list of four tasks: 'SAFHR Eligibility Checklist' (marked as complete with a green checkmark), 'SAFHR Section 1: Applicant Information', 'SAFHR Section 2: Financial Assistance Request Information', and 'SAFHR Section 3: Tenant Application Certification' (labeled 'd'). The progress bar now shows '1 of 4 tasks complete'. The 'REVIEW' and 'SUBMIT' buttons remain at the bottom.

2. You do not need to complete the application all at one time. If you would like to come back to the task you are working click “SAVE & CONTINUING EDITING” on the bottom of the page.



- When you click “SAVE & CONTINUING EDITING”, “NEXT”, OR “MARK AS COMPLETE” the application will check you application for any missing required information, or invalid entries. If your application in that section needs correcting, you will see a message under the section heading, and you will see a note by the questions that need correction:

SAFHR Section 1: Applicant Information

Please check your answers below and correct them before continuing.

1. Primary Applicant Information

The Primary Applicant (tenant) entered below must be named on the lease agreement and/or utility statement(s) that will be uploaded with this application.

Please ensure that the tenant contact information entered is current and correct. This information will be used for any SAFHR application follow-up.

a. First Name An answer to this question is required.

- Once all corrections have been made on that page, you will be able to select “NEXT” or “MARK AS COMPLETE”
- After all application tasks are completed, your application will show green check boxes next to each task. You must now click “Submit” to complete the initial application process.

← Back to application

State Assistance for Housing Relief (S...
0000000038
ID: 0000000038

- ✓ SAFHR Eligibility Checklist
- ✓ SAFHR Section 1: Applicant Information
- ✓ SAFHR Section 2: Financial Assistance Request Information
- ✓ SAFHR Section 3: Tenant Application Certification
- ✓ SAFHR Landlord Recommender Task

5 of 5 tasks complete

Last edited: Feb 14 2021 06:09 PM (CST)

REVIEW SUBMIT

After submitting the application you will be taken to a confirmation page. A confirmation email will also be sent automatically to your email inbox. Please save your confirmation for your records.