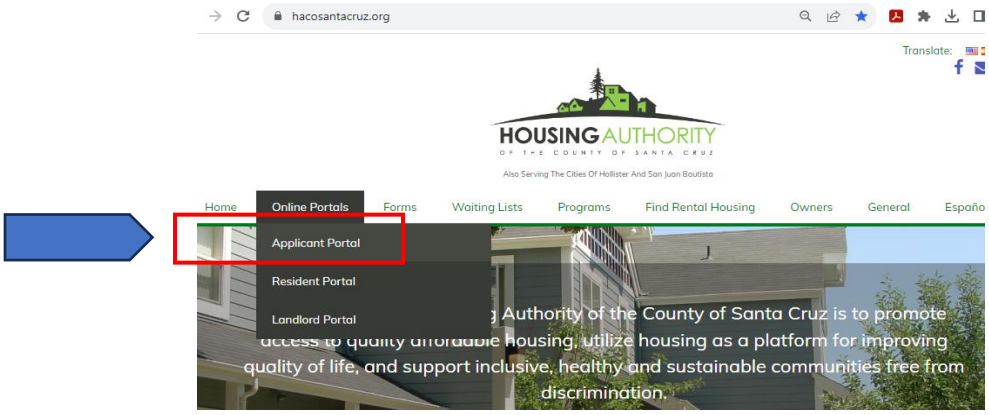
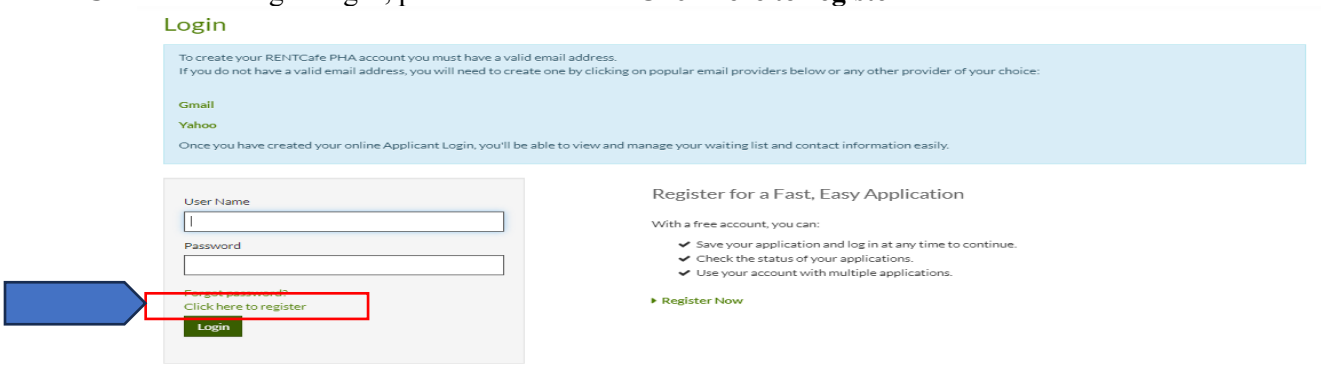
INSTRUCTIONS ON HOW TO REGISTER TO THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ ONLINE PORTAL.

For information and/or assistance on this process, please contact our agency's waiting list department. Contact information is listed at the end of the instruction pages.

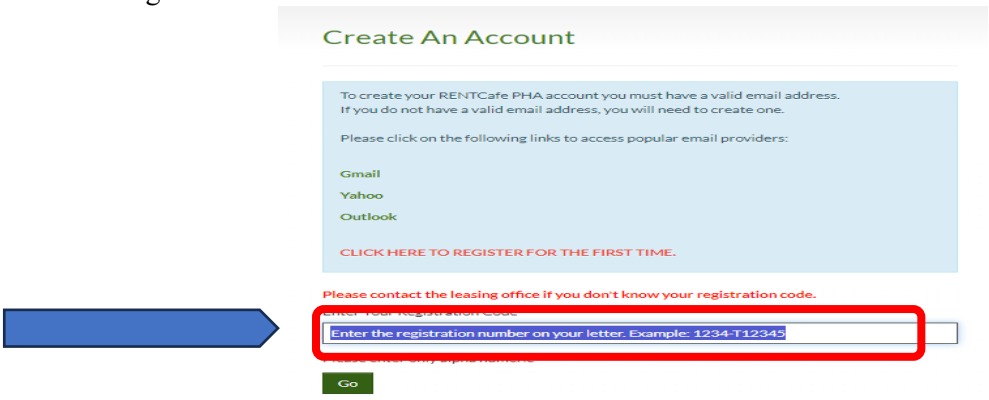
1. Go to our website: **hacosantacruz.org**.
2. From our main page (image below) Click on "**Online Portals**" and select the "**Applicant Portal.**"



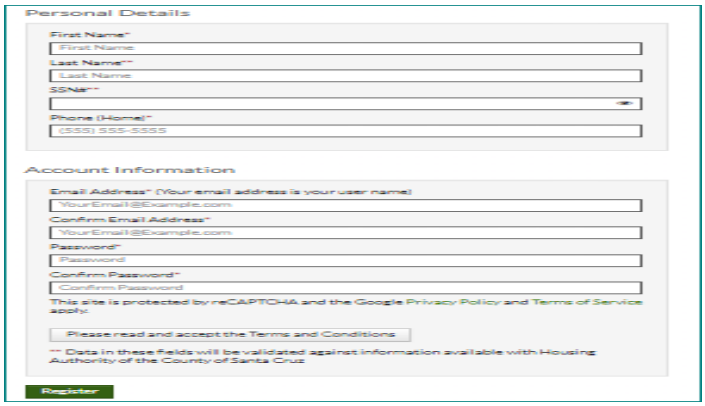
3. On the "Login Page", please click on the "**Click here to register**".



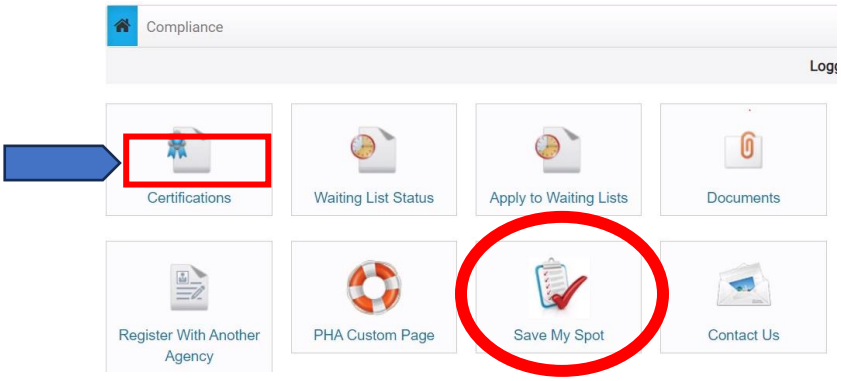
4. On the following screen, select "**I have a registration code**". **If you previously registered, simply Log in to your account and proceed to item #7.**
5. Enter your Registration number – *If you do not have a registration number, contact our office at 831-454-5950*. Then click the green "**Go**" button.



6. Enter the information on these fields. Please be sure to **save your password for future use**. Then, click "**Register**".



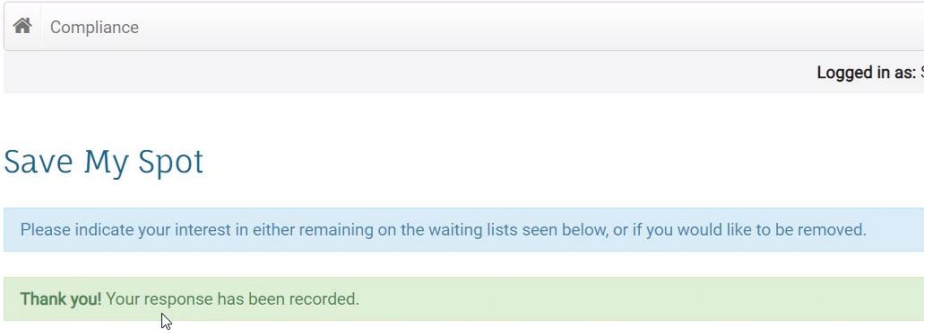
7. Once you have registered, please click on the "**Save my Spot"** button, circled below.



8. Complete this section by checking the "S**ave My Spot Checkbox"**, then click "Save". Once this step is complete, you will receive a screen confirmation as well as an email notification.



9. Once this message is displayed on your screen, you have successfully confirmed your interest to remain on the Waiting list(s). ***Please update your contact information and family details, if needed***.



10. **Your process is complete!!** **Thank** you and please contact our agency's waiting list department for information or assistance on this process.

For information and/or assistance on this process, please contact us!

Waiting list department - Phone: 831-454-5950
Email: ***waitlist@hacosantacruz.org***
In person: 2160 41st ave. Capitola CA 95010