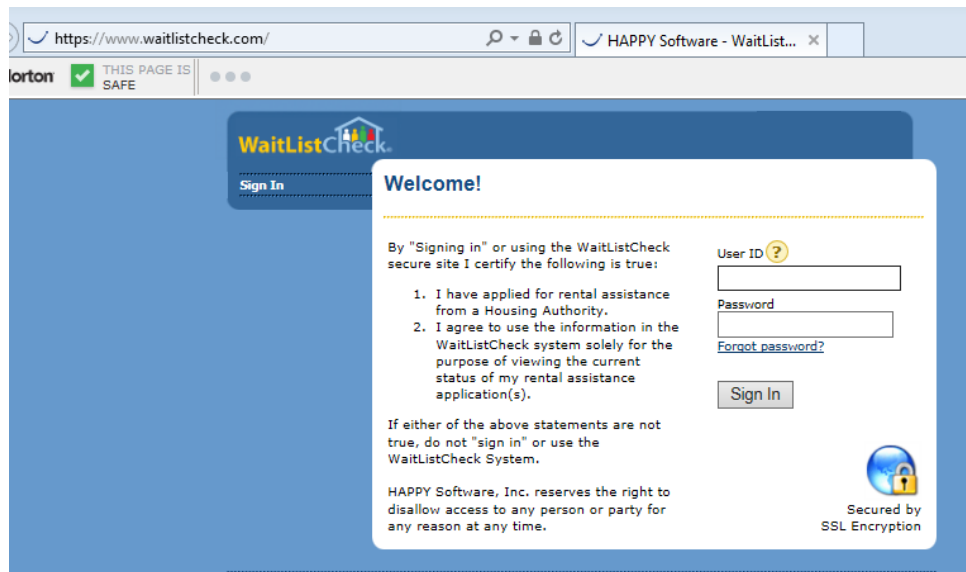


Checking your Status on WaitListCheck.com

1. Open up an internet browser and type the following in the address line: www.waitlistcheck.com
2. Type in the user name you created during the application process and the password. The user ID will be printed on your application receipt. Your user ID will be either your email address or the phone number you entered during your application process.



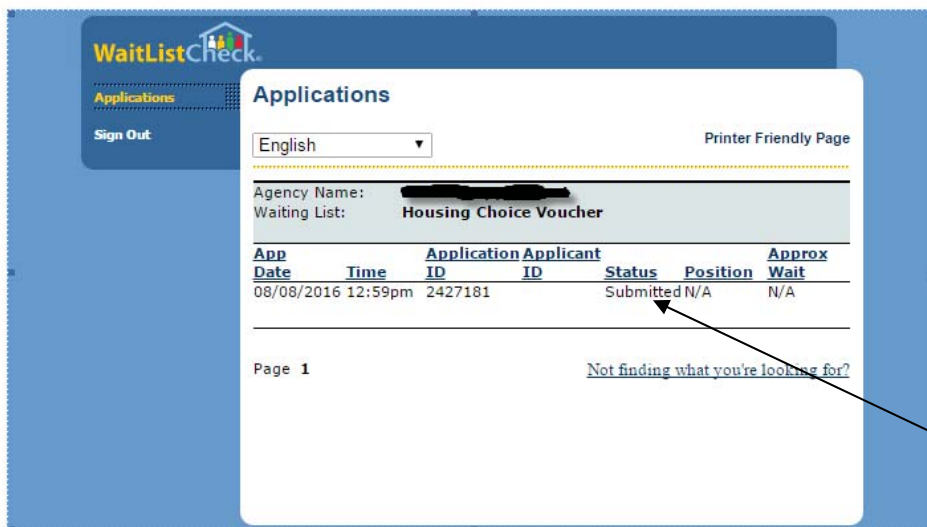
3. If you do not remember your password, click on [Forgot Password](#) and following the prompts. You will need to answer the security questions you created during the application process.

You can request your new password be sent via email, txt or phone.

4. Once you have logged in, you will be able to view your status on the waiting list.

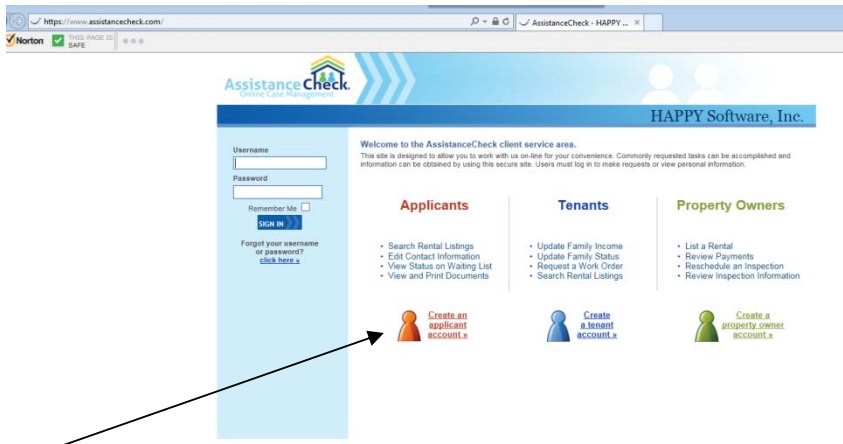
If **InActive**, you **were not** selected for the Waiting List.

If **Active**, you **were** selected for the Waiting List and may now create an account for www.AssistanceCheck.com using the Assistance Check pin on your Application Receipt.

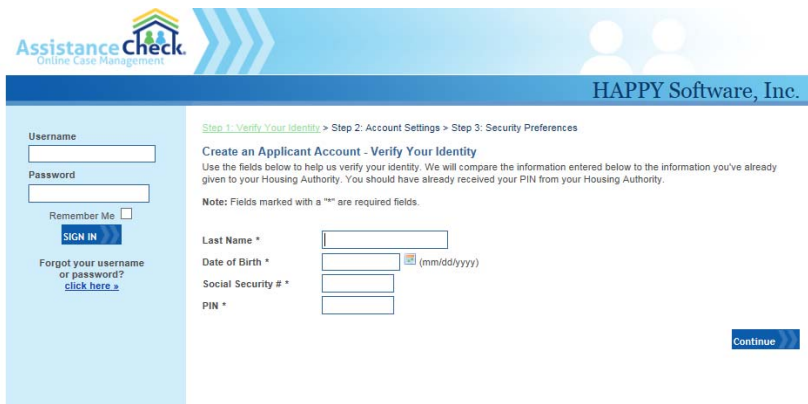


The process for an activate applicant to create and then activate an AssistanceCheck user account is as follows:

1. The applicant logs into www.assistancecheck.com and clicks on the click to create an applicant account.



2. The applicant then enters in their last name, ssn, date of birth and the PIN number (located on the Additional Tab of the Applicant record in Housing Pro).



3. The applicant then sets up two security questions and responses

4. The applicant then reviews their setup information prior to submitting the request to activate the account including their email address.

5. An email is sent from AssistanceCheck.com to the recipient email address and the applicant opens the email received and click on the link to complete the process to activate the account. Once activated the applicant may log into www.AssistanceCheck.com

