

Metro HRA

How to Create an Account on Assistance Check

Housing Choice Voucher Wait List



MAKE SURE YOU HAVE YOUR ASSISTANCE CHECK PIN



Application Receipt

Congratulations, your Preliminary Application for housing has been successfully submitted.
Please retain this receipt for your records.

Application Information	
Name:	[REDACTED]
Agency Name:	Metro Council HRA
Waiting List:	Section 8
Date and Time:	February 26, 2015 at 8:50AM (CT)
Application ID:	[REDACTED]
AssistanceCheck PIN:	[REDACTED]
Status information will not be provided over the phone, via the mail or any other means of communication unless a reasonable accommodation is requested. Please check www.waitlistcheck.com for status and www.assistancecheck.com if you are active on the list and require further information from the Agency.	

Status Information

Please check www.waitlistcheck.com starting 03/06/2015 for your application status.

If your application is marked "active" you will be required to create an account on www.assistancecheck.com using the PIN specified, which will allow you to communicate with the Agency.

If your application is marked "inactive" you were not selected in the lottery and will not be able to create an AssistanceCheck account.

Privacy Act Notice. Authority: The Department of Housing and Urban Development (HUD) is authorized to collect this information by the U.S. Housing Act of 1937 (42 U.S.C. 1437 et. seq.), Title VI of the Civil Rights Act of 1964 (42 U.S.C. 20006), and by the Fair Housing Act (42 U.S.C. 3601-19). The Housing and Community Development Act of 1987 (42 U.S.C. 3543) requires applicants and participants to submit the Social Security Number of each household member who is six years old or older. Purpose: Your income and other information are being collected by HUD to determine your eligibility, the appropriate bedroom size, and the amount your family will pay toward rent and utilities. Other Uses: HUD uses your family income and other information to assist in managing and monitoring HUD-assisted housing programs, to protect the Government's financial interest, and to verify the accuracy of the information you provide. This information may be released to appropriate Federal, State, and local agencies, when relevant, and to civil, criminal, or regulatory investigators and prosecutors. However, the information will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Penalty: You must provide all of the information requested by the HA, including all Social Security Numbers you, and all other household members, have and use. Giving the Social Security Numbers of all household members is mandatory, and not providing the Social Security Numbers will affect your eligibility. Failure to provide any of the requested information may result in a delay or rejection of your eligibility approval.



CREATE ACCOUNT ON ASSISTANCECHECK.COM

Log into www.assistancecheck.com

The screenshot shows a web browser window with the URL <https://www.assistancecheck.com/createaccountintro.php?t=applicant>. The page features the AssistanceCheck logo (Online Case Management) and the text "HAPPY Software, Inc." in the top right. On the left, there is a login form with fields for "Username" and "Password", a "Remember Me" checkbox, a "SIGN IN" button, and a link for "Forgot your username or password? click here >". The main content area is titled "Account Services - Create an Applicant Account" and contains the following text: "You have chosen to create your AssistanceCheck user account as an applicant for housing. You will need to provide the following during the registration process:" followed by a bulleted list: "• Your Social Security Number. This information will only be used to verify your identity." and "• Your Personal Identification Number (PIN) that was provided by your housing agency." Below this, it says "To create an account, click the *Begin* button and follow the on-screen instructions." and a "Begin" button is visible on the right. A footer at the bottom contains contact information for HAPPY Software, Inc. and a copyright notice.

Start Here to Create your Account on Assistance Check.

Read the Page and the Click BEGIN.



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[My Account](#) | [Sign Out](#)
Last Login 03/12/2015

Metro Council HRA

Username

Password

Remember Me

SIGN IN

Forgot your username
or password?
[click here »](#)

[Step 1: Verify Your Identity](#) > [Step 2: Account Settings](#) > Step 3: Security Preferences

Create an Applicant Account - Account Settings

Hello [REDACTED]

Use the fields below to select a **Username** for your AssistanceCheck account with Metro Council HRA. Please make sure you have access to the **Email Address** you provide below. We will email you instructions on how to activate your user account before you are allowed log in. Your **Username** must contain at least 3 characters and may not contain spaces or symbols other than hyphen (-) and underscore (_). Your **Password** must contain at least 5 characters.

Note: Fields marked with a "*" are required fields.

Username *	<input type="text"/>
Password *	<input type="password"/>
Confirm Password *	<input type="password"/>
Email Address *	<input type="text"/>
Confirm Email *	<input type="text"/>

Continue

Begin by creating a username and password. This can be any letters of your choice.

YOU WILL NEED AN ACTIVE EMAIL ACCOUNT.

When you are done, click Continue.



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[My Account](#) | [Sign Out](#)
Last Login 03/12/2016

Metro Council HRA

Username

Password

Remember Me

[SIGN IN](#)

Forgot your username
or password?
[click here »](#)

[Step 1: Verify Your Identity](#) > [Step 2: Account Settings](#) > [Step 3: Security Preferences](#)

Create an Applicant Account - Security Preferences

You're almost done. All that's left is to set up a few security questions for your AssistanceCheck account. The answers you provide to the selected questions are used during the password reset process to verify your identity. Your answers are case sensitive, so you will have to match you answer exactly whenever you are asked for it.

Note: Fields marked with a "*" are required fields.

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

[Continue](#)

Next you will need to set up security questions. The computer will ask you to select from a variety of questions which you will type in an answer to.

When you are done, click Continue.



Username

Password

Remember Me

SIGN IN

Forgot your username or password? [click here >](#)

[Step 1: Verify Your Identity](#) > [Step 2: Account Settings](#) > [Step 3: Security Preferences](#)

Printer Friendly Page

Create an Applicant Account - Review Your Information

Please review the information below and check for any errors. If you wish to make any changes, use the link above that corresponds to the section you wish to edit. If you are confident that this information is correct, click *Submit*.

Account Settings

Username

Email Address

Security Preferences

Question 1 What was your first pet's name?
 Answer 1

Question 2 What city did you grow up in?
 Answer 2

Submit

This page will confirm your username, email and your security questions. Please double check your answers.

When you are done, click Submit.



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[My Account](#) | [Sign Out](#)
Last Login 03/12/2015

Metro Council HRA

Username

Password

Remember Me

SIGN IN

Forgot your username
or password?
[click here »](#)

Account Services - Create an Applicant Account

Printer Friendly Page

Confirmation Details

Action	Username	Email Address	Created On
Create Account	[REDACTED]	[REDACTED]	[REDACTED]

Congratulations, your account has been created!

Before You Log In

An account activation email has been sent to the email address shown above. Before you will be allowed to access AssistanceCheck, you must activate your account. This email has the subject **AssistanceCheck Account Services - Account Activation** and was sent by **no-reply@assistancecheck.com**. Open the account activation email and follow the instructions in order to activate your account.

IMPORTANT INFORMATION

All emails sent from AssistanceCheck will be sent by **no-reply@assistancecheck.com**. To prevent these emails from being blocked by your SPAM filter, add **no-reply@assistancecheck.com** to your Safe Senders list.

Done