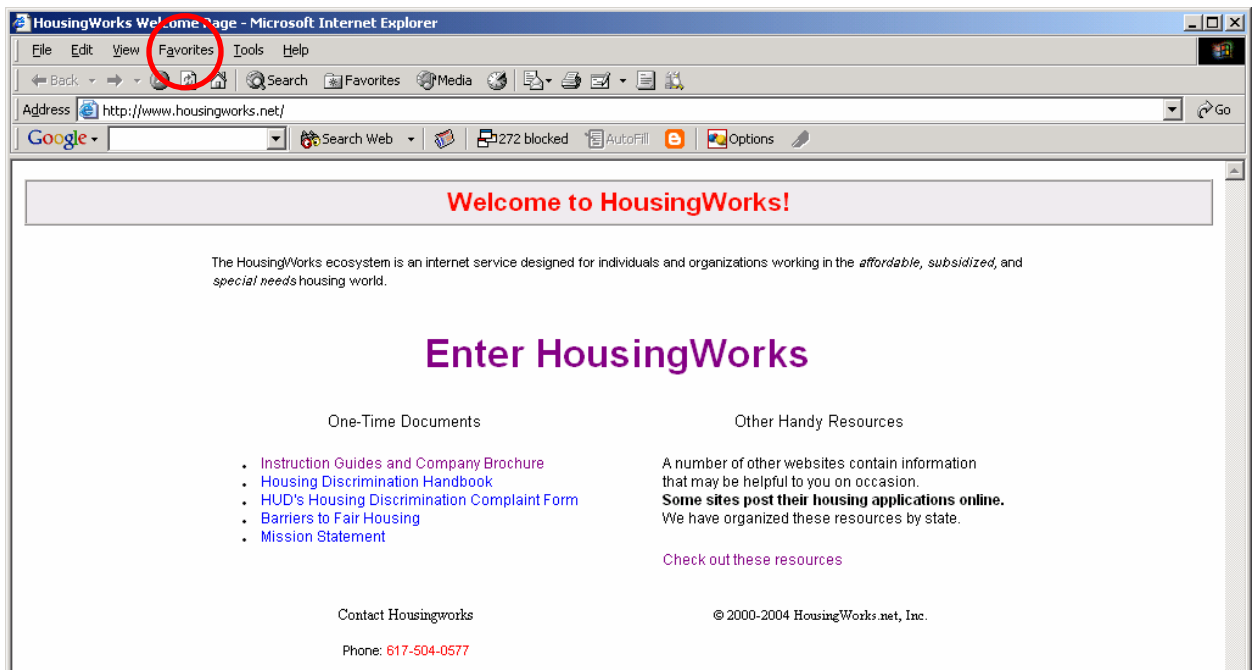


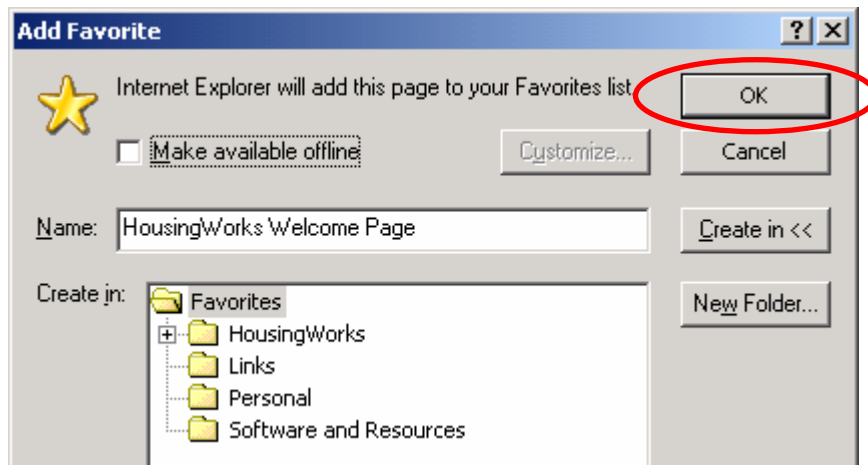
1. How to Start HousingWorks: Set-up

1. Print this set of instructions out so you can refer to them more easily while you are setting up your computer.
2. Make sure you have Acrobat Reader 5.0 or later on your computer. If you do not, have your technical department download this free software and install it on your computer.
3. Consider adding these few sentences to the outgoing message on your voice mail: *“If you want to learn about our housing development(s), please visit the website: www.housingworks.net and click the link “Enter HousingWorks”. On the next page, click the link “I’m looking for housing for myself or a friend”, and then follow the instructions to perform a search. This will save you time, by showing you every piece of housing that has an open waitlist right now and giving detailed information about each property.”*
4. Add the following links to your favorites:
 - www.housingworks.net
 - http://www.housingworks.net/static/____.pdf link to online *Quick Entry Form*
 - http://www.housingworks.net/static/____.pdf link to online *application*

Here’s how to add the first link. Click the link - your web browser will open and you’ll see the page below: Now click the word “Favorites” (circled in red below) and then click “Add to Favorites”:



You'll see this little window: Just click the "OK" button (circled in red)

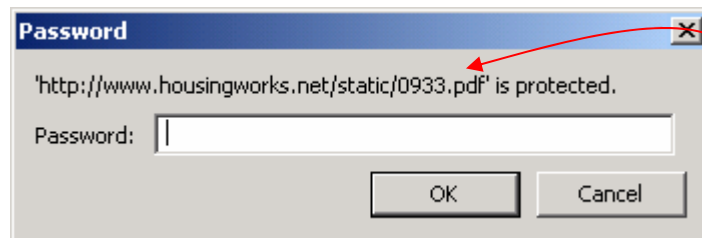


Now, whenever you need to visit our website, all you have to do is go to the Favorites menu again and click the link "HousingWorks Welcome Page"

Next, let's add the second link to your Favorites menu. The second link leads to a special form you will use before you can add people to your housing waitlist. You will receive an email from HousingWorks that will have the title: "**HousingWorks: Here is your One Stop Quick Entry Form**". This email will contain a link to your Quick Entry Form, that will look something like this:

<http://www.housingworks.net/static/xxxx.pdf>

Click this link – your web browser will open and you'll see this box:



If you look to where the red arrow is pointing, you will see a set of numbers: this is an **ID number you will need to remember**. If the numbers say: 0933, then your ID is: 933. If the link says 0008, then your ID is: 8. If the link says 1217, then your ID is 1217. Get it?

Write your **ID number** here: _____

Write your **Password** here: _____

5. Enter your password into the box and click “OK”. This will open up the **HW One Stop Quick Entry Form**:

Provider HallKeen FH	Look for housing within: _____ miles of
ID 933 Password	<small>(type 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 15, 20, 25, 30, 40)</small>
Email newclient@housingworks.net Phone 617-524-8254	Zip Code: _____
Section One	
First Name Jane <small>(Jane not jane or JANE)</small>	<input type="checkbox"/> Check if you need some form of public transportation
Middle _____ M.I.	<input type="checkbox"/> Check if you need a wheelchair accessible unit?
Last Name _____	<input type="checkbox"/> Check if you have a Rental Assistance voucher already
SSN <small>Type without dashes</small>	
Alien Registration No. _____	
Date of Birth <small>MM/DD/YYYY</small> _____ Age _____	Current Housing Classification - answer requested
Mother's Maiden Name housingworks	Primary Housing Classification - choose one below
Mailing Address or P.O. Box _____	At risk of homelessness-domestic violence
City _____ State _____ Zip _____	At risk of homelessness-hates crimes/fear
	At risk of homelessness-landlord non-renewal
	At risk of homelessness-private landlord action
	At risk of homelessness-public action

6. You have to use this form to put applicant information into the HousingWorks system, and you will need to use it fairly often: that means you will want to have fast and easy access to it. So, put it into your “Favorites”:

 - a. While the form is still open, click on the “Favorites” menu of your browser (circled in red)

http://www.housingworks.net/static/0933.pdf - Microsoft Internet Explorer

File Edit View **Favorites** Tools Help

Address http://www.housingworks.net/static/0933.pdf

Race: **Other**

Asian Black White

Native American Hispanic Other

Section Two: Search Parameters

Unit Size(s) Desired

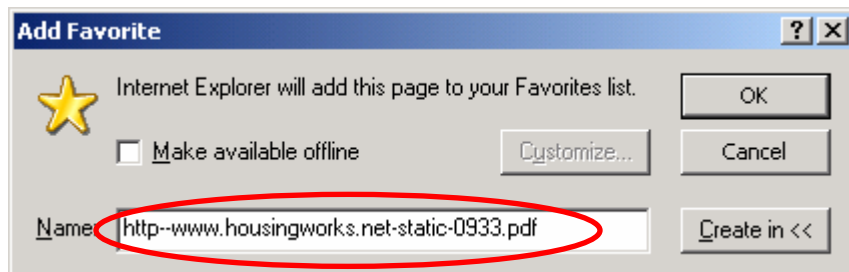
Shelter/Bed SRO Studio

1BR 2BR 3BR

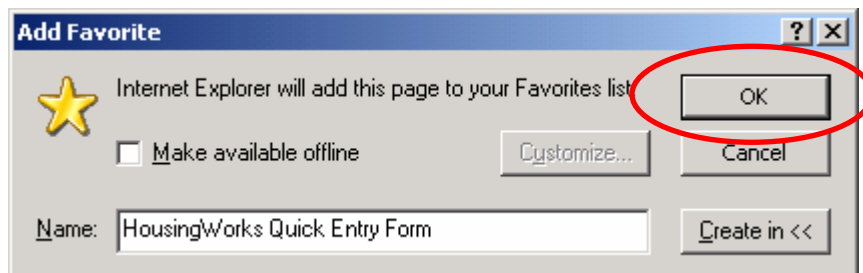
4BR 5BR 6BR or larger

Homeless-natural disaster
Homeless-other
Homeless-overcrowding
Homeless-physical disability
Homeless-relocation
Homeless-substance abuse
Homeless-unable to pay utilities
Homeless-unemployment
Overhoused-death of spouse
Overhoused-divorce or break-up
Overhoused-loss of children or relatives
Overhoused-other
Underhoused-disability requires new housing
Underhoused-gain in income (rent ineligible)
Underhoused-need de-leaded unit
Underhoused-new children or relatives
Underhoused-new marriage or domestic partner

- b. In the menu that drops down, click “Add to Favorites”. You’ll then see this little window:



- c. Erase the Name that you see circled in red and type in a new name: *HousingWorks Quick Entry Form*:



- d. Click the OK button (circled in red). In the future, whenever you want to get to this form, just go back to the “Favorites” menu and select *HousingWorks Quick Entry Form* link, then enter your password when requested. This will open up the form and you can start typing.