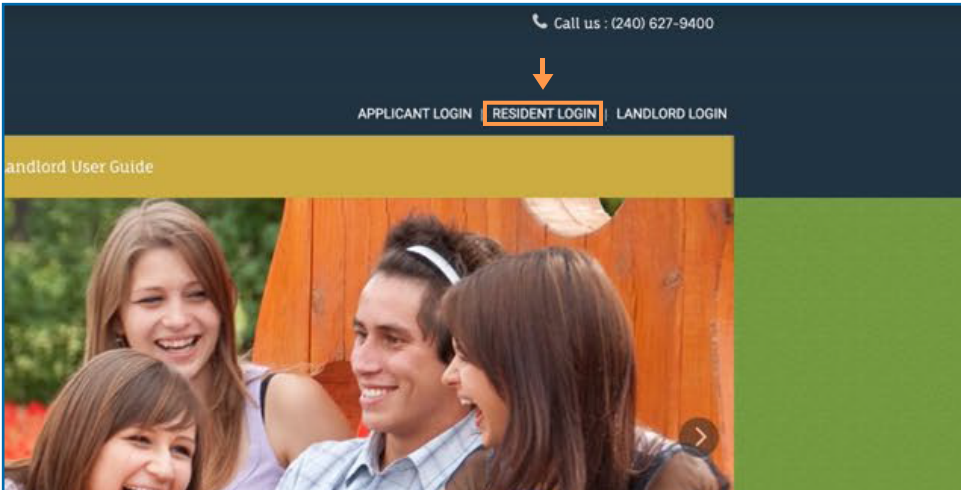


How to Submit Annual Recertification

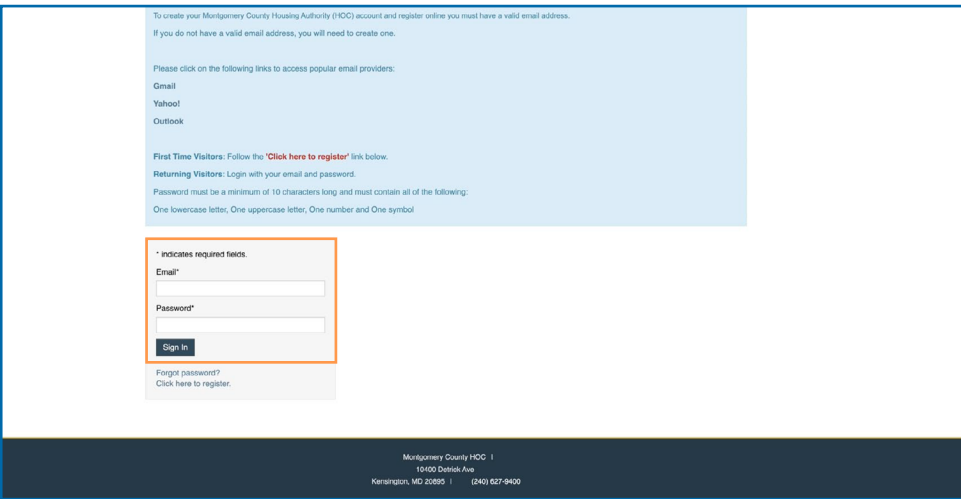
1. Visit www.hocmcr.org



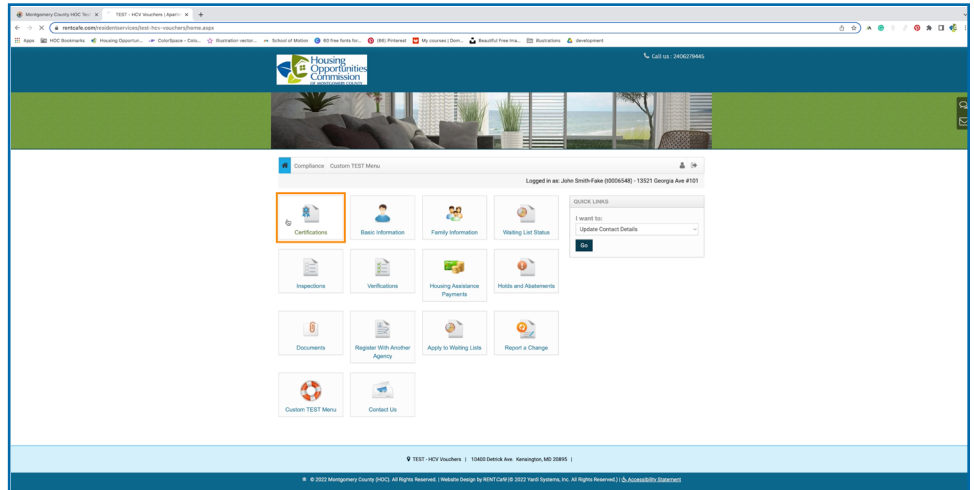
2. Click on **Resident Login.**



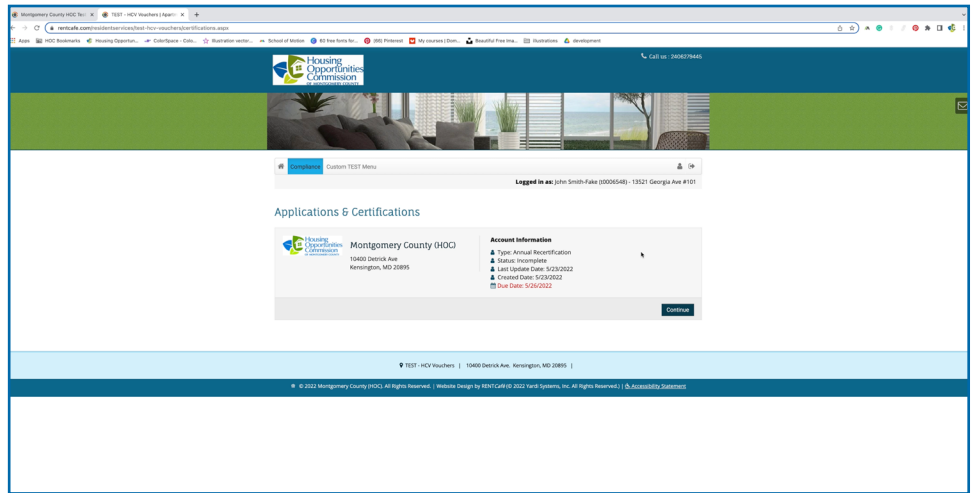
3. Sign in with **Your Email and Password.**



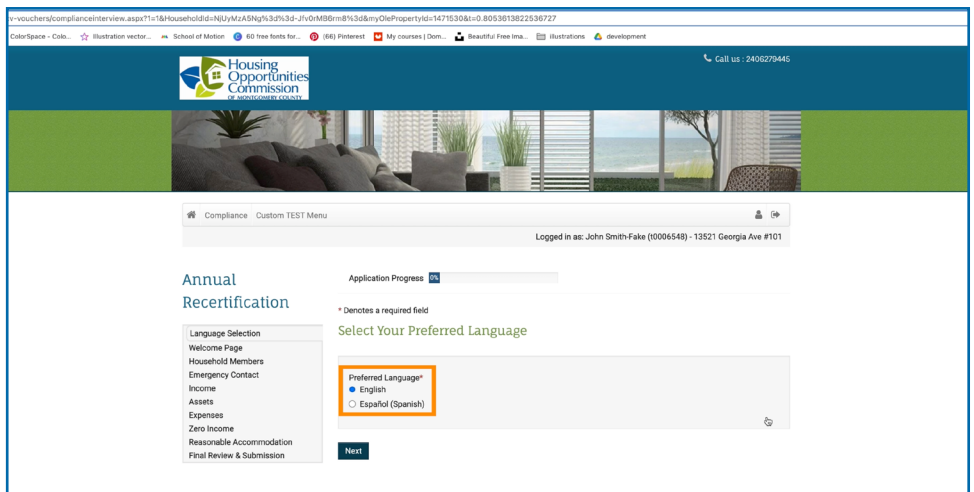
4. Click on Certification



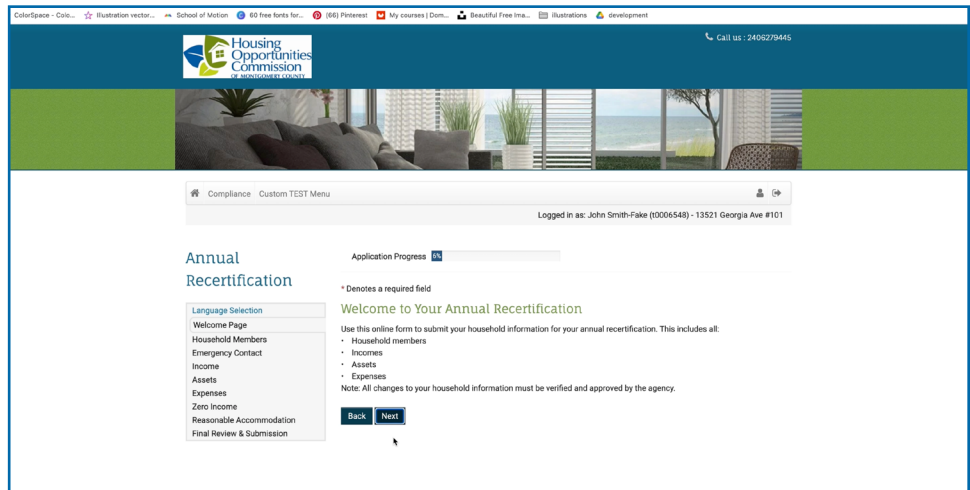
5. Click on Continue



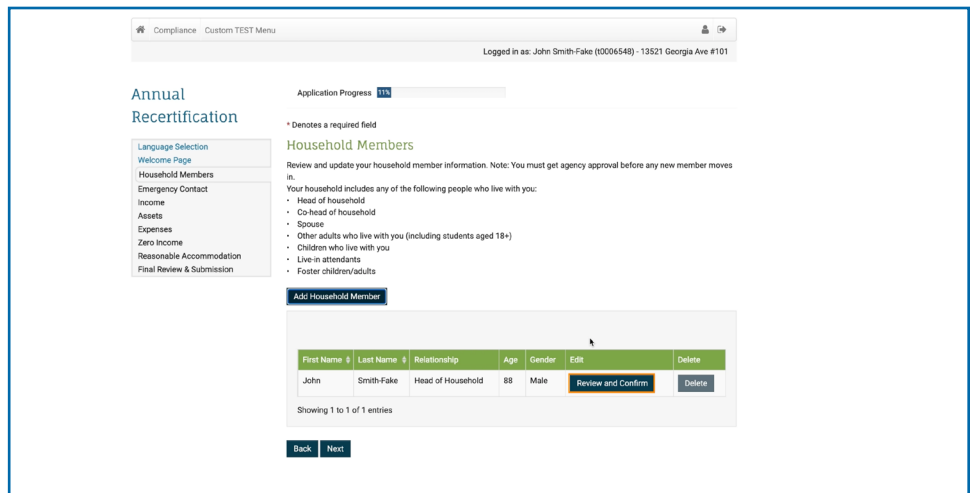
6. Select your preferred Language.



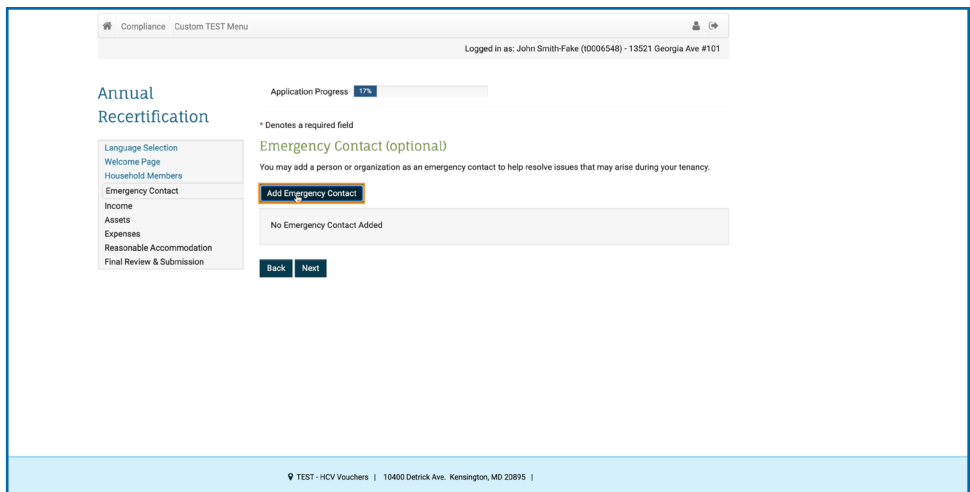
7. Click on **Next**.



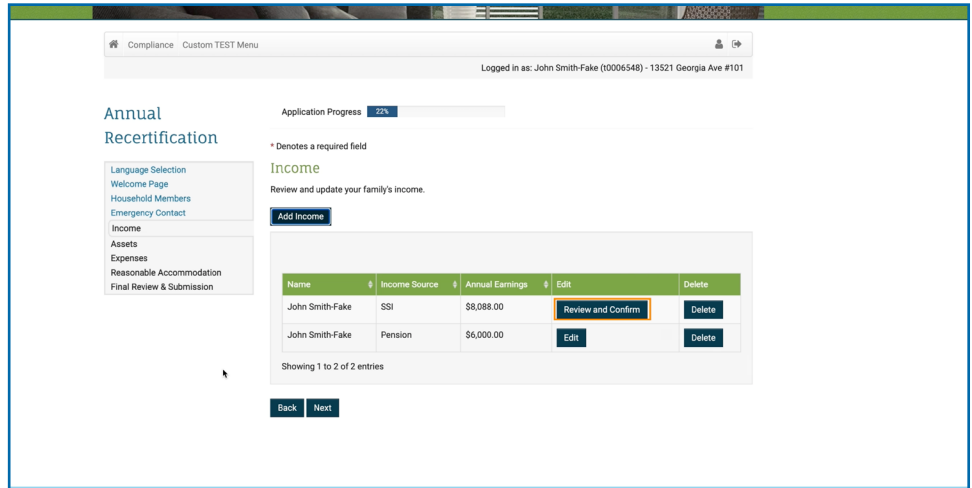
8. To add a new household member click on **Add Household Member** or click on **Edit** or **Delete** to modify the household members. Then click **Next**.



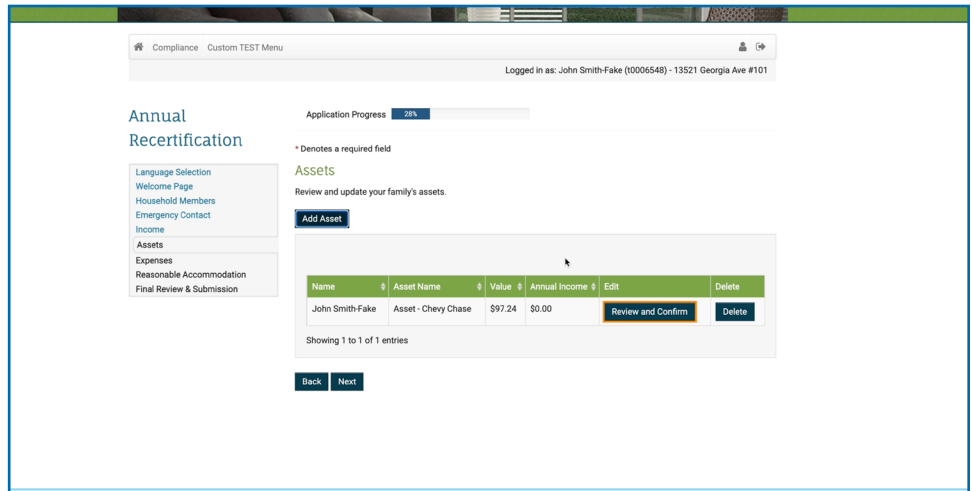
9. To add a new income click on **Add Income** Or click on **Edit** or **Delete** to modify your Income details. Then click **Next**.



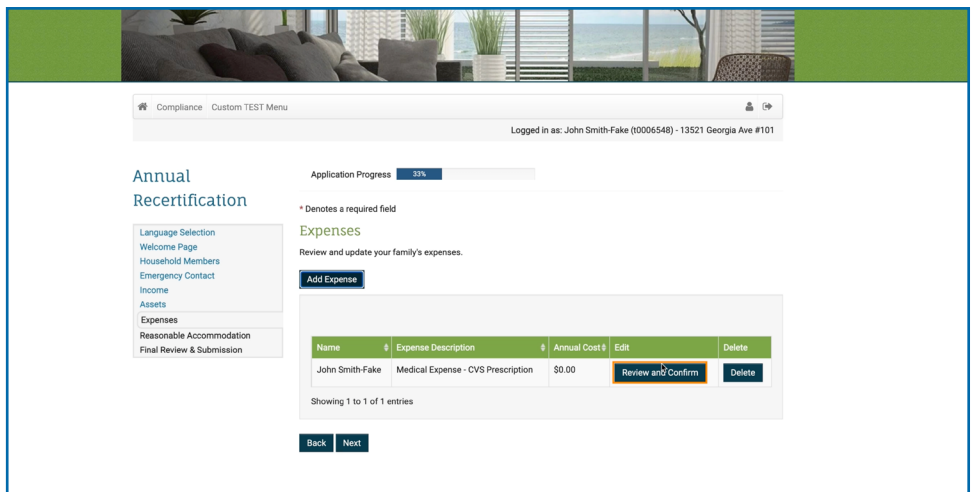
10. To add a new asset click on **Add Assets**
 Or click on **Edit or Delete** to modify your assets.
 Then click **Next**.



11. To add a new Expense click on **Add Expenses**
 Or click on **Edit or Delete** to modify your expenses.
 Then click **Next**.



12. Click on **Review and Confirm**, next to each expense, you can also add, edit, or delete an expense.
 Then click **Next**.



13. Select from the drop down menu if you are requesting a reasonable accommodation. Then click **Next**.

The screenshot shows the 'Annual Recertification' application progress at 50%. The 'Reasonable Accommodation' section is active, with a dropdown menu open for the question 'Are you requesting a reasonable accommodation?'. The 'Next' button is highlighted.

Compliance Custom TEST Menu
Logged in as: John Smith-Fake (10006548) - 13521 Georgia Ave #101

Annual Recertification
Application Progress 50%

* Denotes a required field

Reasonable Accommodation
A reasonable accommodation is a change to a policy, practice, or service that provides a person with disabilities the equal opportunity to use and enjoy a dwelling, including public and common use spaces.
Please Note : Making a reasonable accommodation request does not guarantee that your request will be approved.

Are you requesting a reasonable accommodation? *

Back Next

14. Click **Next**.

The screenshot shows the 'Annual Recertification' application progress at 72%. The 'Final Review & Submission' section is active, with the 'Next' button highlighted.

Compliance Custom TEST Menu
Logged in as: John Smith-Fake (10006548) - 13521 Georgia Ave #101

Annual Recertification
Application Progress 72%

* Denotes a required field

Final Review & Submission
On the following steps, review your information for errors and upload any required verification documents.

Back Next

15. Click **Upload** to upload the required Documents.

The screenshot shows the 'Annual Recertification' application progress at 78%. The 'Error Check' section is active, displaying an error message and a 'Confirm' button.

Compliance Custom TEST Menu
Logged in as: John Smith-Fake (10006548) - 13521 Georgia Ave #101

Annual Recertification
Application Progress 78%

* Denotes a required field

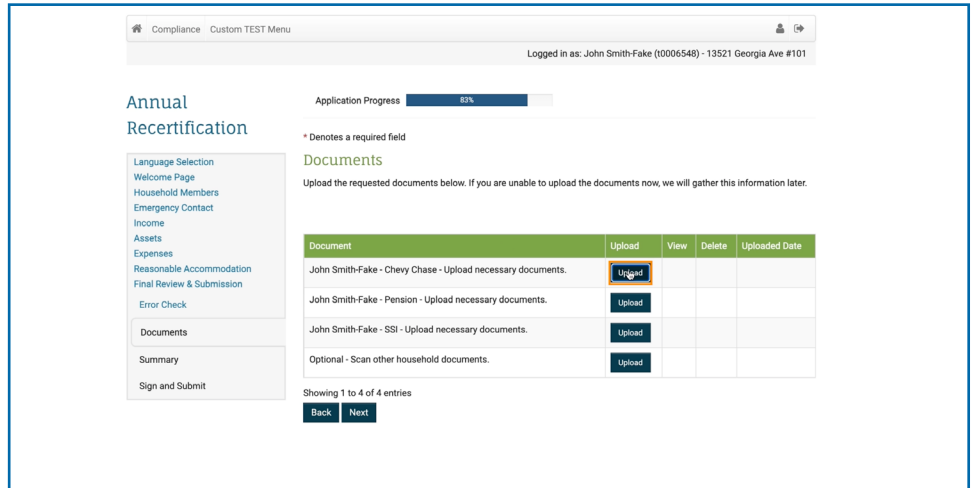
Error Check
Review and fix any errors listed below.

Error	Corrective Actions
Please confirm that all incomes, assets, and expenses have been entered for all household members.	Confirm

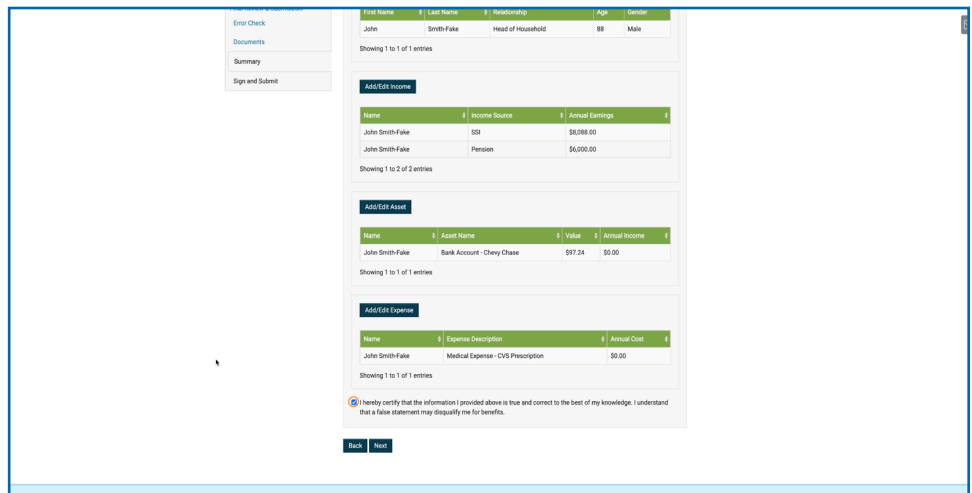
Back Next

TEST -HCV Vouchers | 10400 Detrick Ave. Kensington, MD 20895 |

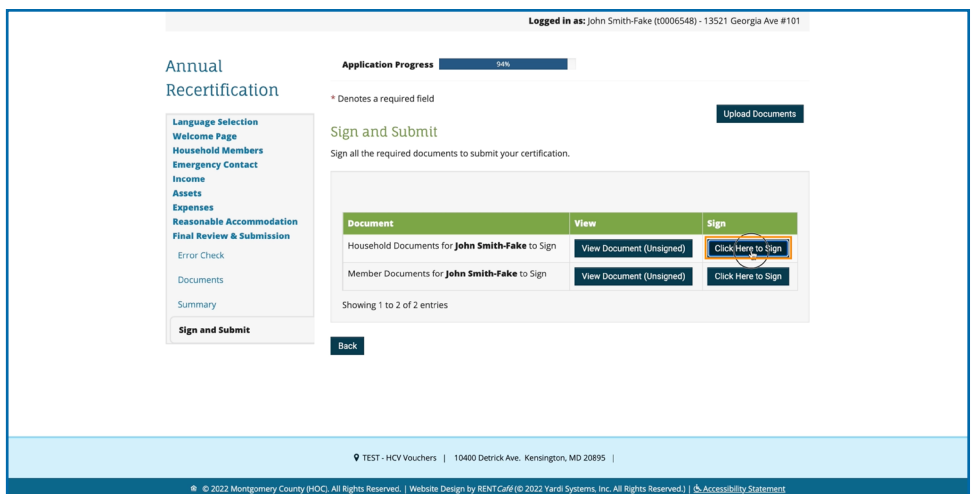
16. Click **Upload** to upload the required Documents.



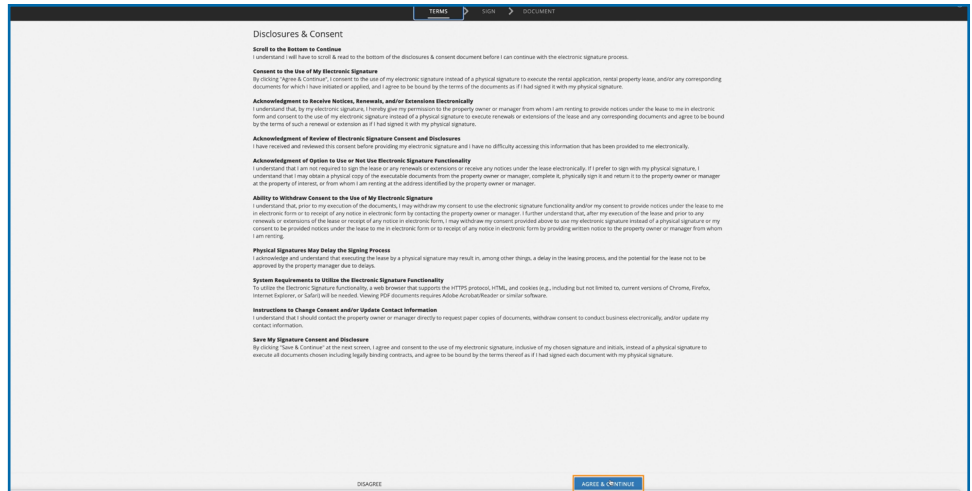
17. Review the information and check that you **certify that the information provided is true and correct**. Then click **Next**.



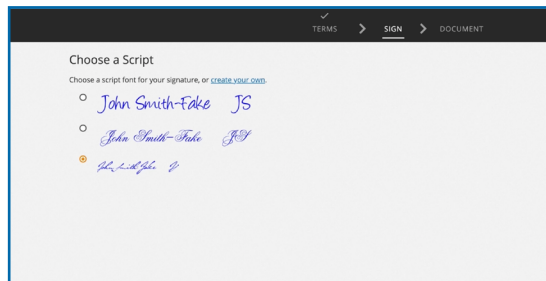
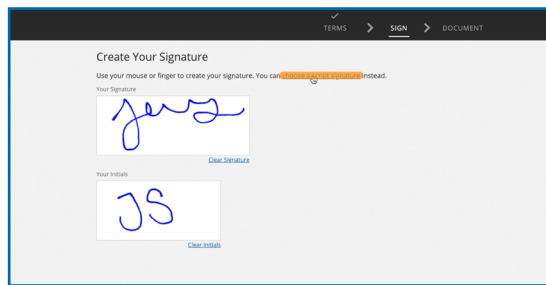
18. Click **View Document** to read the document and then click **Click Here to Sign**, to sign the documents.



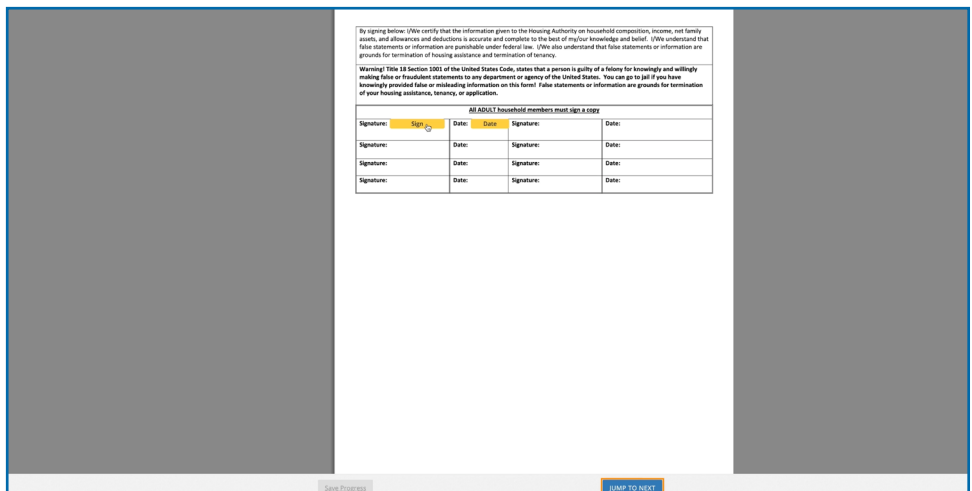
19. Read the Disclosures & Consent. Then click **Agree & Continue.**



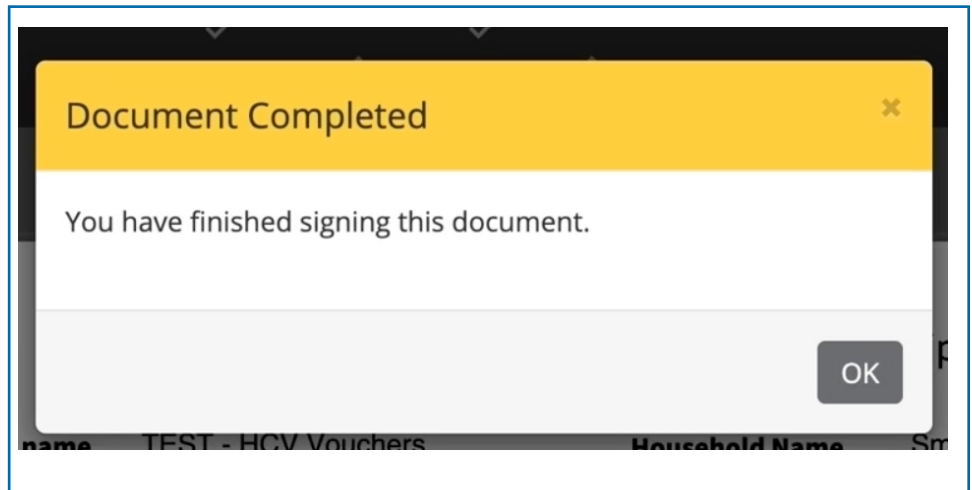
20. Create your signature, by using your mouse or choosing a script signature. Then click **Save & Continue.**



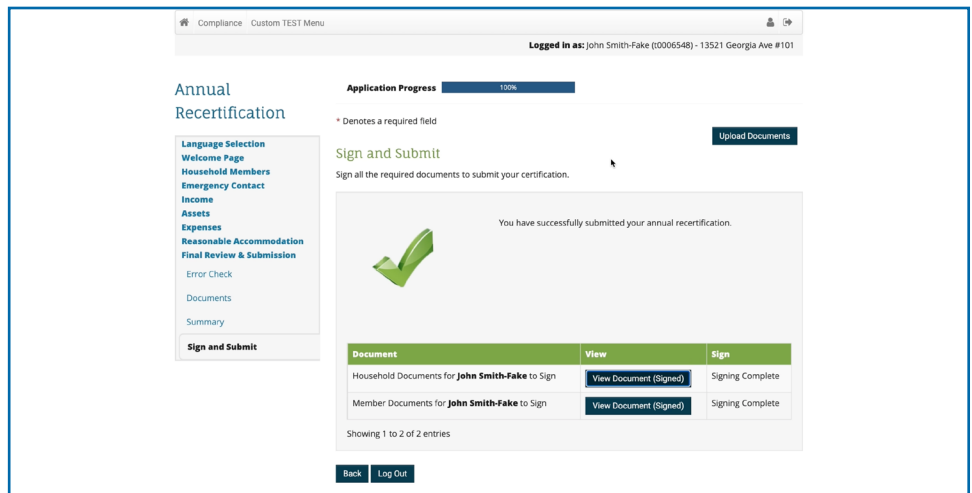
21. Click **Sign** to sign, and Click **Date** to put the current date. You can scroll or click **Jump to Next.**



22. When you finish signing the document, a window will pop up saying the Document is completed. Click **OK**.



23. Once you sign all the documents a **Green Check Mark** will appear and you'll finish the process.



If you need additional assistance:

- Watch the step by step video: <https://youtu.be/WIZnHMJnChE>
- Call HOC Call Center at 240-627-9400, or send an email to help@hocmc.org