

# INTRODUCING THE APPLICANT PORTAL

The Applicant Portal gives you easy access to:

- Apply to a Waiting List Online
- View/Update Your Existing Waiting List Applications
- Contact Housing Authority Caseworkers via Direct Messaging
- Update Electronic Notification Preferences
- Send and Receive Documents to/from the Housing Authority via the Secure Document Exchange
- Look Up Your Status and Position on Waiting Lists

## Demonstration Housing Authority

Welcome, Joe Racicot!

### Applicant Portal (Joseph Racicot)

Waiting List	Entered	Status	Bedrooms
Public Housing	04/14/2022	Eligible	1



#### Application Information

Update information on submitted applications.



#### Apply Online

Apply to additional waiting lists.



#### Contact

Contact the Housing Authority.



#### Notification Preferences

Review your notification preferences.



#### Secure Document Exchange

Send/Receive documents with the Housing Authority.



#### Status Lookup

Check the current status of submitted applications.

## How to Access Your Applicant Portal

You will receive an email/letter from Jefferson Village Apartments which will give you instructions for logging into your Applicant Portal. When you receive your registration code you can access your Applicant Portal by visiting [www.watkinsglenha.org](http://www.watkinsglenha.org).

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If you have any questions about accessing the Applicant Portal or using any of its features, please contact the Leasing Office at 607-535-2640.