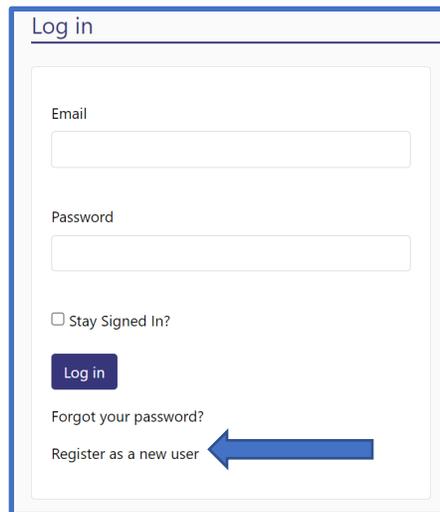# Applicant Portal – How to Register

Jefferson Village Apartments is now offering a new Applicant Portal, which will allow applicants to apply to Housing Authority waiting lists online, view and update their waiting list applications, look up their status and position on various waiting lists, contact Housing Authority caseworkers, update their notification preferences, and communicate with the Housing Authority by sending and receiving documents through the Secure Document Exchange.

Before you can use any of these new features you must register on the by applying to a waiting list online; or, if you're already an active applicant on a Housing Authority waiting list, you may register for the Applicant portal by visiting the Housing Authority's website and entering the six-character code from the registration letter or email you have received. There should also be a link to go to or you can follow the link here:

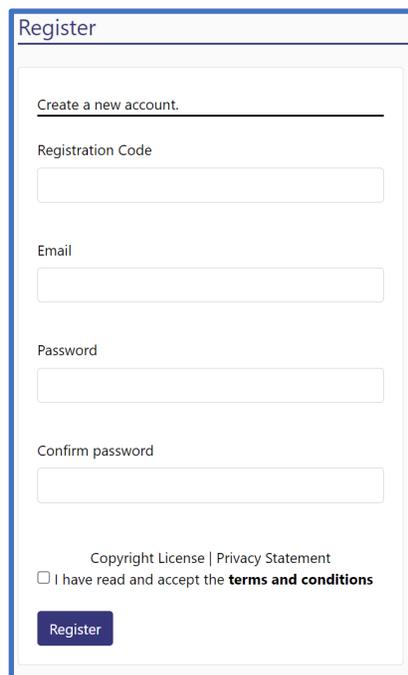On the Log In page click the link to **Register as a new user**.

Complete the **Register** page as shown below.

After you have completed the **Register** page you will see the following screen.

Register confirmation

Please check your email to confirm your account.

You will also receive an email asking you to verify the email address you registered with. Click the Verify Email Address link to verify your email address.

Demonstration Housing Authority

Verify your Demonstration Housing Authority portal email address.

Verifying your email address helps us to confirm we have the right email address to send you important messages about your Demonstration Housing Authority portal account.

To complete the email verification process of your Demonstration Housing Authority portal account, please click the button below.

Verify Email Address

If you didn't attempt to verify your Demonstration Housing Authority portal email address or you feel that your account may have been accessed by someone else, please let us know.

After your email address is verified, this message is displayed:

Email Verified Successfully

Thank you! Your email address has been verified. We'll now use this address to send you notifications about your account.

Click Here To Log In

Click the button above to login. Two factor authentication is being used to secure the portal accounts. After logging in the first time on a device you will receive an email with a numeric six-digit Authentication Code. Enter the Authentication Code in the box shown below and click Log In.

Two-factor authentication

Authenticator code

☐ Remember this machine

Log in

Congratulations! Your account is now setup and active.