

# Welcome to 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

## How to Access Your Applicant Portal

If you are a new applicant, you can register for, and access, the Applicant Portal after you've submitted your application online. If you're an existing waiting list applicant, you will receive an email/letter from Jefferson Village Apartments which will give you instructions for logging into your Applicant Portal.

You can also access your Applicant Portal with your login credentials by visiting [www.watkinsqlenha.org](http://www.watkinsqlenha.org).

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