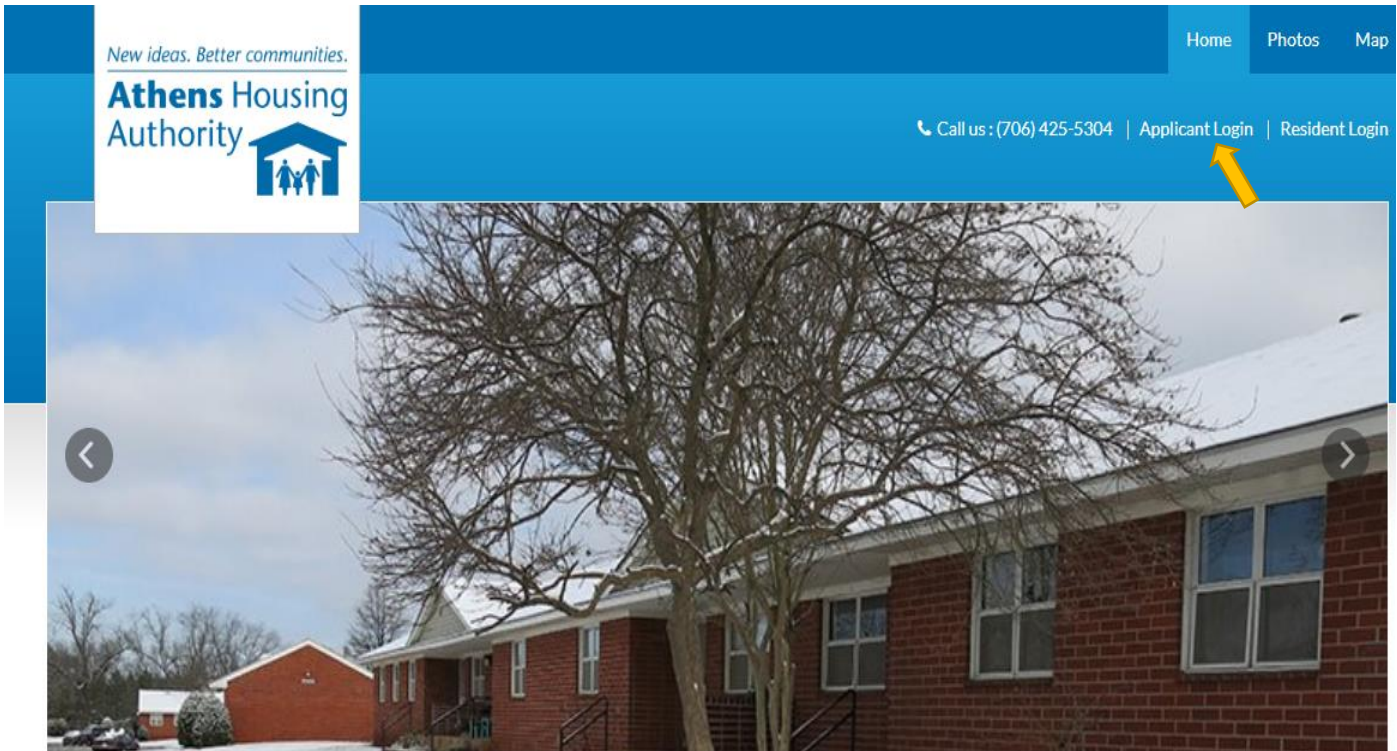


# Online Waitlist Portal Registration

1. You need a few things to use the online waitlist portal system. The first is internet access. The second requirement is a valid email address. The third requirement is a **Registration Code**. In your web browser, go to the Registration URL: [portal.athenshousing.org](http://portal.athenshousing.org). **Click Applicant Login to register.**



2. For First-time users, on the Registration login page, you will click **Register Now**. If you are a returning Applicant, you can use your **Email** login and **Password** to **Sign in**.

## First Time Visitor?

You must have a valid email address to create your portal account.  
To create a free email address, click one of these email providers:

[Gmail](#)

[Outlook](#)

A registration form with fields for Email and Password. Below the fields are links for 'Forgot password?' and 'Click here to register', and a green 'Login' button. Three yellow arrows point to the email field, the password field, and the 'Click here to register' link.

## Register for a Fast, Easy Application

With a free account, you can:

- ✓ Save your application and log in at any time to continue.
- ✓ Check the status of your applications.
- ✓ Use your account with multiple applications.

[▶ Register Now](#)

3. First-time users must use the **Registration code**(7576-Tt00#####) on file with the AHA.

## Create an Account

I have a registration code



I do NOT have a registration code

4. Next, you need to complete the next steps by entering your First Name, Last Name, SSN#, Phone(Home) Email Address, Create a password, and Confirm the password etc.. Finally, you will need to click **Accept** on the Terms and Conditions link to continue.

Please contact the leasing office if you don't know your registration code.

Enter Your Registration Code

7576-Tt00[REDACTED]

\* Denotes a required field

### Personal Details

First Name\*

First Name

Last Name\*

Last Name

SSN#\*\*



Phone (Home)\*

(555) 555-5555

### Account Information

Email Address\* (Your email address is your user name)

YourEmail@Example.com

Confirm Email Address\*

YourEmail@Example.com

Password\*

Password

Confirm Password\*

Confirm Password

5. After you have registered the account, you will have the ability to review certifications, review and update family information, review waiting list status, and update your application such as your contact information, household members, preferences ect...

The screenshot displays the Athens Housing Authority website interface. At the top left, the logo features the text "New ideas. Better communities." above "Athens Housing Authority" and a house icon with three figures. A blue header bar on the right contains the phone number "Call us : 8557368223". Below the header, a navigation bar shows a home icon, the word "Compliance", a user profile icon, and a share icon. A "Logged in as:" field is partially visible. The main content area contains seven large icons for navigation: "Certifications" (document with ribbon), "Family Information" (family group), "My Waiting List Status" (document with clock), "Attachments" (paperclip), "Register With Another Agency" (document with pencil), "Update Your Application" (document with clock), and "Contact Us" (envelope). On the right, a "QUICK LINKS" section includes a dropdown menu labeled "I want to:" with "Update Contact Details" selected, and a green "Go" button.