

How to Complete Your Upcoming Online Re-Examination Appointment

VISIT RES-PAR.THECHA.ORG

CLICK “RESIDENT LOGIN”

LOG IN TO YOUR ACCOUNT

Your email address is your user name!

Forgot password? Click “Forgot password?” and enter your user name. A temporary password will be sent to your email on file. You will be prompted to change your password as soon as you log in with the temporary password.

CLICK “APPLICATIONS” BOX



WELCOME PAGE

Click “Save and Continue” to proceed to the next section.

FIRST TIME USER? REGISTER YOUR ACCOUNT!

1. Click the link ‘Click here to register.’
2. Enter the registration code exactly as it is written on your letter (include caps and hyphens). Then click “GO” to continue.
3. Carefully enter the Head of Household’s name, Social Security number, email and phone number.
Note: If you already have a Yardi RENTCafé® account connected to your email address, you will see an on-screen message with further instructions.
4. Create a strong password that is at least 8 characters long and uses a mix of upper and lower case letters, numbers and symbols.

FIRST TIME USER? SELECT YOUR LANGUAGE!

Select your preferred language. Click “Save and Continue” to proceed.
Note: This section will pre-fill if you previously notified CHA of your preference.

REVIEW AND UPDATE HOUSEHOLD MEMBERS

1. For each household member, click “Review and Confirm” to open the Member Details box. Review the household member’s information, update any inaccurate information and answer any blank questions. Then click “Save” to return to the full household list.
2. To request to add a household member to the voucher, click “Add Household Member” to open a Member Details box. Enter the household member’s information. Then click “Save” to return to the full list.
3. To remove a person no longer residing in the unit, click “Delete”.
4. Once complete, click “Save and Continue” to proceed to the next section.

Quick Tips!

- Questions marked with a red asterisk are required to complete.
- Answering questions may trigger additional follow-up questions to appear on screen.
- Answers in a gray shaded box cannot be edited. Contact CHA for assistance.

ADDITIONAL HOUSEHOLD QUESTIONS

1. Answer the household questions and any follow-up questions that appear on screen.
2. Once complete, click “Save and Continue” to proceed to the next section.

EMERGENCY CONTACT (OPTIONAL)

1. If desired, click “Add Emergency Contact” to open the Emergency Contact Information box. Enter the emergency contact’s information and select one or more Reasons for Contact. Then click “Save” to return to the full list.
2. Once complete, click “Save and Continue” to proceed to the next section.

Need a Break? Your work is saved after each section — you can resume later.

WiFi Check!

You need a strong internet connection to complete the Re-Examination! The system processes a lot of data — to see if a page is loading, check the bottom left of your screen.

REVIEW AND UPDATE HOUSEHOLD INCOME

1. For each type of household member income, click “Review and Confirm” to open the Income Details box.

Review each household member’s income, update any inaccurate information and answer any blank questions. Then click “Save” to return to the full household income list.

2. To add an adult household member’s income, click “Add Income” to open an Income Details box.

Choose the household member and enter their income information. Then click “Save” to return to the full list.

Trying to determine the income type? Click the “Income Type Definitions” tab to learn how to classify the income.

3. To remove a household member’s income, click “Delete”.

4. Once complete, click “Save and Continue” to proceed to the next section.

HOUSEHOLD EXPENSES

1. For existing expenses, click “Review and Confirm” to open the Expense Details box.

Review the expense, update any inaccurate information and answer any blank questions. Then click “Save” to return to the full household expenses list.

2. To add an expense, click “Add Expense” to open a blank Expense Details box.

Choose the household member and enter the expense information. Then click “Save” to return to the full list.

3. To remove an expense, click “Delete”.

4. Once complete, click “Save and Continue” to proceed to the next section.

HARDSHIP EXEMPTIONS

Do you currently pay \$75 or less to the property owner and are experiencing a financial hardship? Read the listed requirements, select Yes or No from the drop-down menu and answer any follow-up questions that appear on the screen.

Once complete, click “Save and Continue” to proceed to the next section.

REASONABLE ACCOMMODATIONS

Is anyone in your household a person with a disability? Do they require an accommodation to equally access the HCV Program or better manage their disability? Select Yes or No from the drop-down menu and answer any follow-up questions that appear on the screen.

Once complete, click “Save and Continue” to proceed and run the Error Check.

ERROR CHECK

The system will flag any inconsistent information. Review the flagged items then edit or confirm the data.

Once complete, click “Save and Continue” to proceed.

DOCUMENTS

Review the income verification checklist to determine what documents are necessary to submit for the income type. Click the “Upload” button next to each item to attach files or take photos of the documents using your phone or tablet.

Once complete, click “Save and Continue” to proceed.

SUMMARY

Review the summary of your household information for accuracy. Ensure all documents are attached where requested. Once complete, click “Save and Continue” to sign and submit the Re-Examination.

SIGN AND SUBMIT

Click “Click here to sign” to open each document. Each adult household member must: accept the digital signature terms, establish a digital signature, review the document(s) and click the yellow boxes to digitally sign and date.

Once the last document is signed, the Re-Examination will be automatically submitted! CHA will contact you to finalize your Re-Examination.

ANY CHANGES?

If there are any changes to your household after you submit your Re-Examination, please contact CHA to make updates to your account.