



CHA Applicant Portal

How to Check Your Status on the Waitlist and/or
Make Changes to your Pre-Application

What is the Applicant Portal?

The Applicant Portal is the quick and easy way for applicants to check the status of and make changes to pre-applications and household information as needed. Applicants can use the portal to:

- Check waitlist status and position on waitlist(s) that you've applied to
- Change/update contact and other household information
- Revise other information related to your waitlist pre-application(s)

When will the Applicant Portal be available for me to check my status and/or change information?

The Applicant Portal will be available beginning **November 15, 2016**. Applicants will be unable to register for the Portal or request changes prior to this date.

How do I access the Applicant Portal?

Go to <https://cha.applicants4housing.com> to get started. To use the Applicant Portal, applicants will need the following:

- A computer, laptop, smartphone, or any device with internet access. If you do not have access to a computer with internet access you may use a computer located in a library, case manager or advocate's office, friend or family's computer, etc.
- A valid email address. If you do not have an email address you can set one up for free at: <http://mail.google.com/mail/signup>.

First time users will need to register for the portal and create a username and password. You will need the following information to register for the portal and create a username:

- **Last name** and **date of birth** of the person who applied; and
- The last 4 digits of the **social security number** or **alternate ID** (if you do not have a social security number) of the person who applied OR your **confirmation number** from when you applied.

What if I am unable to access the Applicant Portal?

If you are unable to access the Applicant Portal a paper form will be available to request changes to your pre-application. This form will be available at the office or on the CHA website beginning on November 15, 2016. You can contact **617-499-7041** to check our status and position on the waitlist.

Questions?

If you have questions regarding the portal please contact **617-499-7041**

Please note that it is the applicant's responsibility to notify CHA of any changes in your contact information, household composition, and/or selection preferences.

CHA main website: <http://www.cambridge-housing.org>

To apply online, go to: <http://www.cambridge-housing.org/waitlist>

To access the Applicant Portal, go to: <https://cha.applicants4housing.com>

