

# Opening of the Housing Choice Voucher Program Centralized Wait List Portal

## How to Submit an Application Online

1. On any internet-capable computer, open your web browser to its home page. (ex: Chrome, Internet Explorer, Firefox)
2. In the address bar (also known as the search bar), enter [www.waitlistcentralri.com](http://www.waitlistcentralri.com), which will take you to the Centralized Wait List Online Portal.
3. Select “Applicant Login”
4. Next, you will be prompted to log in using a “User Name” (will be the email you registered with) and a password.
  - a. If you are using this site to apply for the first time, you must create an account by clicking “Click here to register” below the “Login” button. **Please note: An email address is required to complete an application. If you do not have an email address, please create one prior to continuing with the application.** We suggest [www.gmail.com](http://www.gmail.com) to create a free email account; once you have created an email address, use it to continue with the application.
  - b. Click the link “I want to apply for Housing Assistance”
  - c. Then click the link “I do NOT have a registration code”
5. On the page titled **Create an Account**, enter the required fields (\*) and click **Register**:
  - a. First Name\*
  - b. Last Name\*
  - c. Social Security Number (SSN#)\* - if you do not have a SSN#, enter 999-99-9999
  - d. Phone Number\*
  - e. A Valid Email Address\*
  - f. Password\* (Password must be a minimum of 10 characters long and must contain all of the following: one lowercase letter, one uppercase letter, one number and one symbol)
  - g. Confirm Password\*
  - h. Check off I am not a robot
  - i. Check off “I have read and accept Terms and Conditions”

Complete this page by Clicking “Register”.

Register

**You will then be redirected to the application. Please enter all required fields marked with an asterisk (\*)**

6. My Application... 0% Complete:  
Begin by:
  - a. Selecting your preferred language\*
  - b. Press: [Save and Continue.](#)
  
7. My Application... 7% Complete:
  - a. Welcome to our Online Application
  - b. Read and Press: [Save and Continue.](#) to proceed.
  
8. My Application... 13% Complete: Contact Information
  - a. First Name\* (Pre-Filled)
  - b. Last Name\* (Pre-Filled)
  - c. SSN\* **Reminder: If you do not have a SSN#, enter 999-99-9999**
  - d. Address\*
  - e. City\*
  - f. State\*
  - g. Zip\*
  - h. Email Address\* (Pre-Filled)
  - i. Phone Number\* (Pre-Filled)
  - j. Press : [Save and Continue.](#) to proceed.
  
9. My Application... 20% Complete: Head of Household information
  - a. Read and Press: [Save and Continue.](#) to proceed.
  
10. My Application... 27% Complete: Head of Household Basic Information:
  - a. Date of Birth\*
  - b. Sex\*
  - c. Press: [Save and Continue.](#) to proceed
  
11. My Application... 33% Complete: Head of Household Demographic Information
  - a. Check all that apply for Race.
  - b. Use drop down box to select "Ethnicity\*"
  - c. Use drop down box to select "Citizenship Status" (Optional)
  - d. Press: [Save and Continue.](#) to proceed.
  
12. My Application...40% Complete: Household Information
  - a. Read and Press: [Save and Continue.](#) to proceed.

13. My Application... 47% Complete: Spouse/Co-Head

**If you have a Spouse or Co-Head:**

- a. Use drop down box to select "Relation" (**OPTIONAL**)
- b. Enter First Name\*
- c. Middle Initial (**OPTIONAL**)
- d. Last Name\*
- e. SSN (**OPTIONAL**)
- f. Sex (**OPTIONAL**)

**If you have NO Spouse or Co-Head:**

- a. Leave Blank and Press: **Save and Continue.** to proceed.

14. My Application...53% Complete: Income and Members

**Family Income:**

- a. Enter Annual Income of the Entire Household\*

**Family Members:**

- b. Enter the numbers of males and/or females, for each category.  
**NOTE: ALL WHITE BOXES MUST BE FILLED. IF NONE, ENTER "0".**
- c. Press: **Save and Continue.** to proceed.

15. My Application...60% Complete: Accessibility Needs

**CHECK ALL THAT APPLY:**

- a. Select your Accessibility Needs
- b. Press: **Save and Continue.** to proceed.

16. My Application...67% Complete: Special Needs

**CHECK ALL THAT APPLY:**

- a. Select your Special Needs
- b. Press: **Save and Continue.** to proceed.

17. My Application...73% Complete: Waiting List

- a. Select the waiting list(s) you wish to apply for
- b. Press: **Save and Continue.** to proceed.

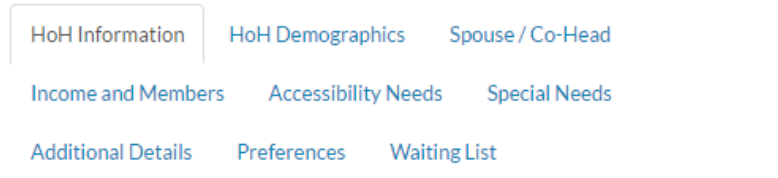
18. My Application...80% Complete: Preferences

**CHECK ALL THAT APPLY:**

- a. Select any preferences for which you may qualify. Definitions of these preferences are provided, as well as which housing authorities have adopted each preference on their waiting lists.
- b. Press: **Save and Continue.** to proceed.
- c. **IF NONE APPLY**, Press: **Save and Continue.** to proceed.

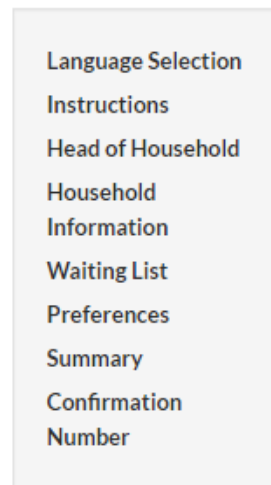
19. My Application...87% Complete: Final Review & Submission

- a. Verify that the information you provided is correct by selecting through the different tabs.




- b. Once you are satisfied with the answers on your application, read the Terms and Conditions on the bottom of the page, select the “I Accept all of the above Terms and Conditions” box.
- c. If any changes need to be made, use the appropriate menu link on the left side of the screen.

My Application...



- d. Press:  to proceed.

20. My Application...100% Complete

- a. A confirmation number will be provided to you.
- b. You may download your completed application in PDF (OPTIONAL).
- c. Once you are done, Press:  to sign out of the application portal.

**ONCE YOUR APPLICATION IS SUBMITTED, YOU WILL RECEIVE A COMPLETION CONFIRMATION EMAIL.**

**For answers to questions and/or technical assistance please call 844-459-3600, from Monday-Friday 8:30 AM – 5:00 PM.**