UPDATING INFORMATION ON RENT CAFÉ FOR APPLICANTS

1. Log into https://recertification.alamedahsg.org/

TO CHANGE PASSWORD, ADDRESS, OTHER CONTACT INFORMATION, OR E-MAIL:

1. Click on My Profile in the right-hand corner or Update Contact Details under Quick Links

OR

2. Scroll down to the bottom of the screen and click Edit Profile or Change Password
3. Click *Update Profile* when completed

**TO CHANGE FAMILY COMPOSITION** (see Administrative Plan for allowable additions):

1. Click on *Apply to Wait lists* or *Update Application* under Quick Links

OR

2. Click on *Continue Application*
3. Click on *Household Information*

4. Click on *Member Information*

50058 Waiting List
Application/Update
5. Click on Next

6. To add members, click on Add Household Member.
7. To update members, click on Edit next to the member’s name.

8. To remove members, click on Delete next to the member’s name.
9. Click Next to continue in workflow. You must complete workflow, sign form, and submit form. Once submitted, you will get a message that your change is pending.