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
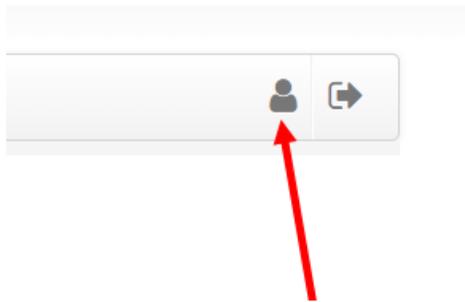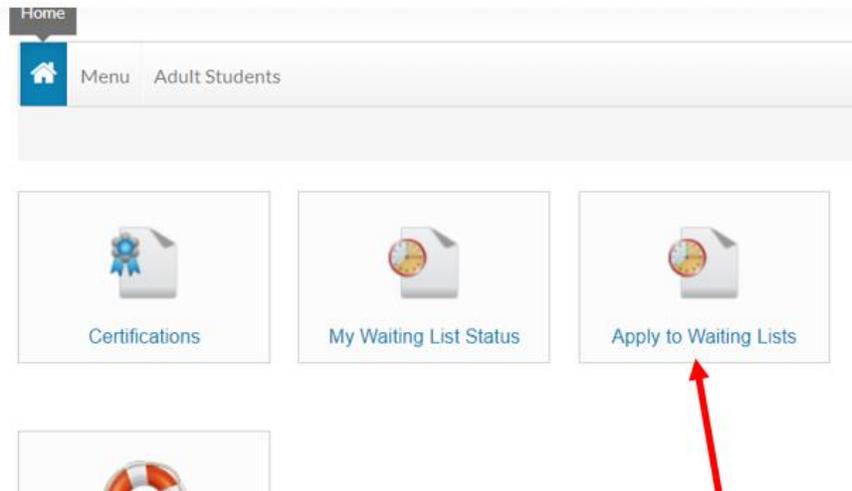

OR

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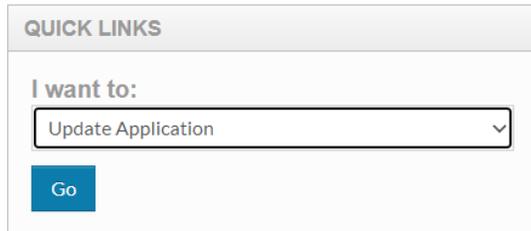
3. Click *Update Profile* when completed

TO CHANGE FAMILY COMPOSITION (see Administrative Plan for allowable additions):
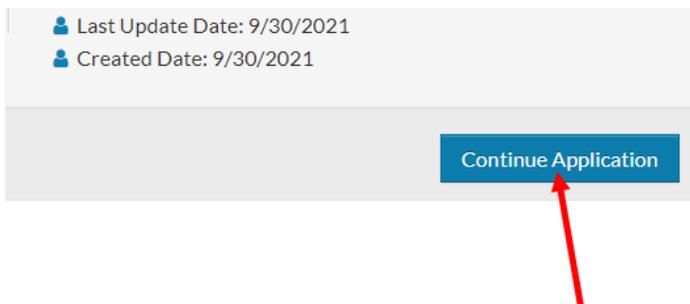
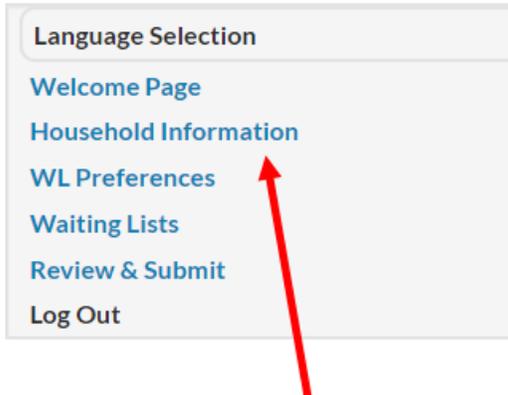1. Click on *Apply to Wait lists* or *Update Application* under Quick Links

OR
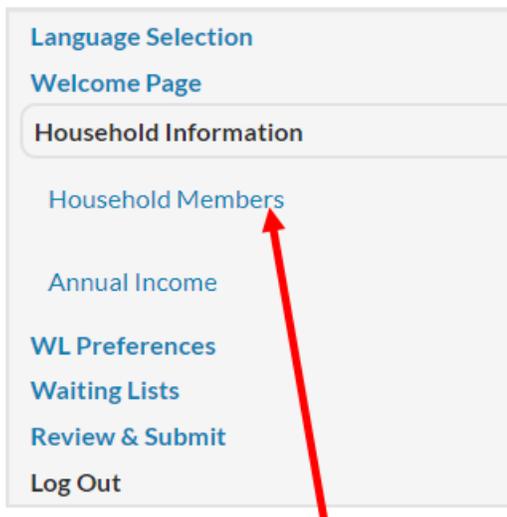

2. Click on *Continue Application*

3. Click on *Household Information*

Language Selection

Welcome Page
Household Information
WL Preferences
Waiting Lists
Review & Submit
Log Out

4. Click on *Member Information*

50058 Waiting List Application/Update

Language Selection
Welcome Page

Household Information

Household Members

Annual Income

WL Preferences
Waiting Lists
Review & Submit
Log Out

5. Click on *Next*

50058 Waiting List Application/Update

Application Progress   17%

* Denotes a required field

Household Information

Next, we will collect information about the people i
live-in aides or foster children.

Language Selection

Welcome Page

Household Information

  Household Members

  Annual Income

WL Preferences

Waiting Lists

Review & Submit

Back   Next

6. To add members, click on *Add Household Member*.

* Denotes a required field

Household Members

Add all members of your household. Include any live-in aides or foster children.

***Note - If you are currently a resident in one of our housing programs, you cannot update your household member informat
authority approval. Contact us for more information.
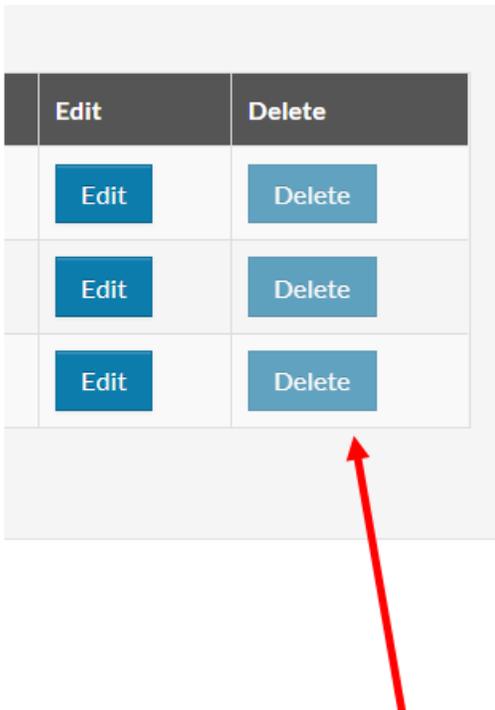
Add Household Member

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.

Back   Next