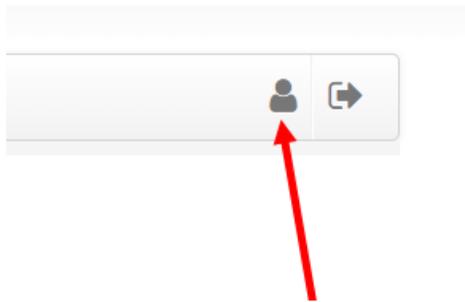


## UPDATING INFORMATION ON RENT CAFÉ FOR APPLICANTS

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

A screenshot of the 'QUICK LINKS' section. The section has a header 'QUICK LINKS' in a light gray box. Below the header, there is a section titled 'I want to:' followed by a dropdown menu. The dropdown menu is currently open and shows 'Update Contact Details' with a small downward arrow on the right. Below the dropdown menu is a blue button with the text 'Go'.

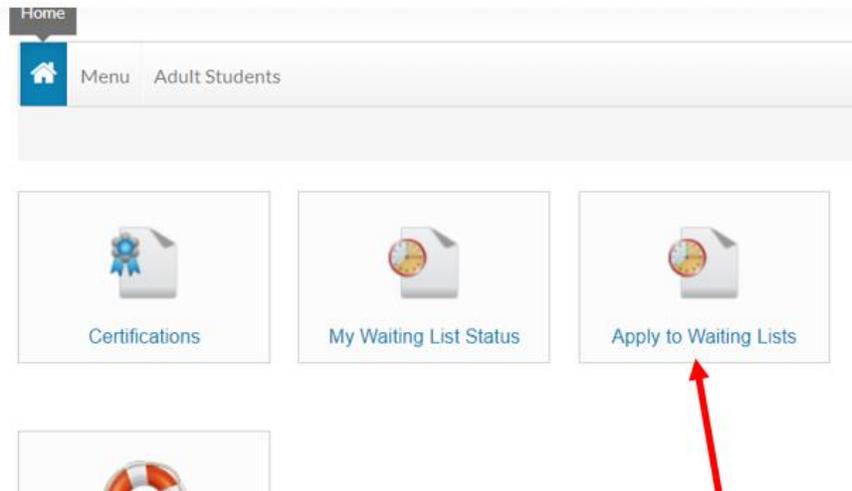
2. Scroll down to the bottom of the screen and click *Edit Profile* or *Change Password*



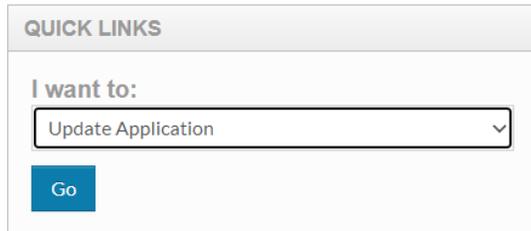
3. Click *Update Profile* when completed

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

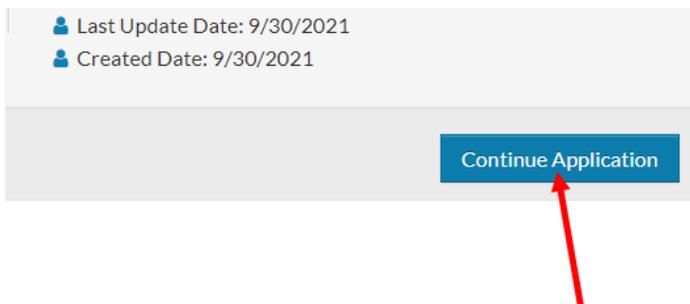
1. Click on *Apply to Wait lists* or *Update Application* under Quick Links



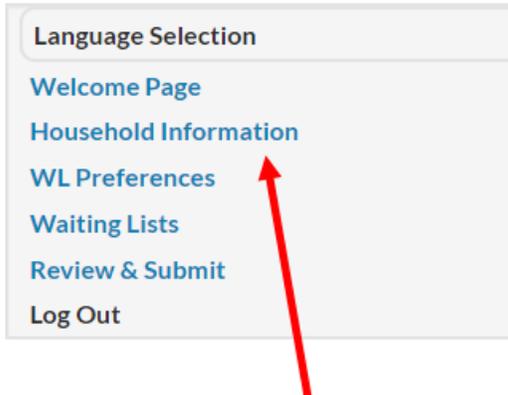
OR



2. Click on *Continue Application*

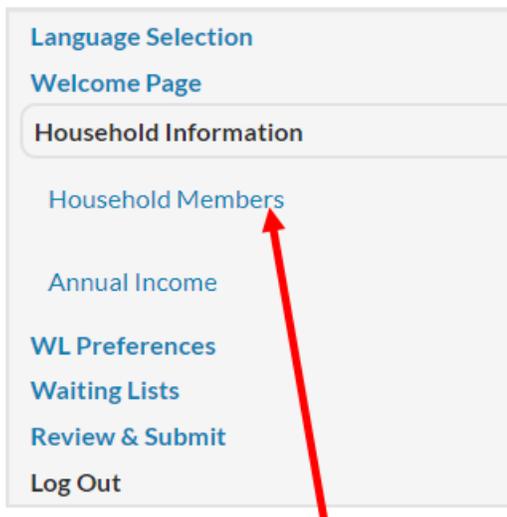


3. Click on *Household Information*



4. Click on *Member Information*

## 50058 Waiting List Application/Update



5. Click on *Next*

## 50058 Waiting List Application/Update

- Language Selection
- Welcome Page
- Household Information**
- Household Members
- Annual Income
- WL Preferences
- Waiting Lists
- Review & Submit

Application Progress **17%**

\* Denotes a required field

### Household Information

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

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



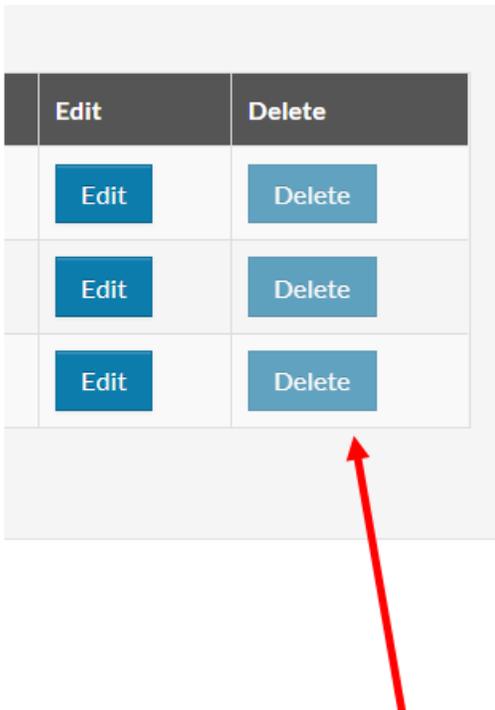
7. To update members, click on Edit next to the member's name.



A screenshot of a table with three rows. The first row has a dark header with the text 'Edit' and a partially visible 'D'. Below the header, each row contains a blue button with the text 'Edit'. A red arrow points from the bottom of the table up to the first 'Edit' button.

Edit	D
Edit	
Edit	
Edit	

8. To remove members, click on Delete next to the member's name.



A screenshot of a table with three rows. The first row has a dark header with the text 'Edit' and 'Delete'. Below the header, each row contains two blue buttons: 'Edit' and 'Delete'. A red arrow points from the bottom of the table up to the first 'Delete' button.

Edit	Delete
Edit	Delete
Edit	Delete
Edit	Delete

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.

