

Section 8

Annual Recertification

Manual

DRAFT



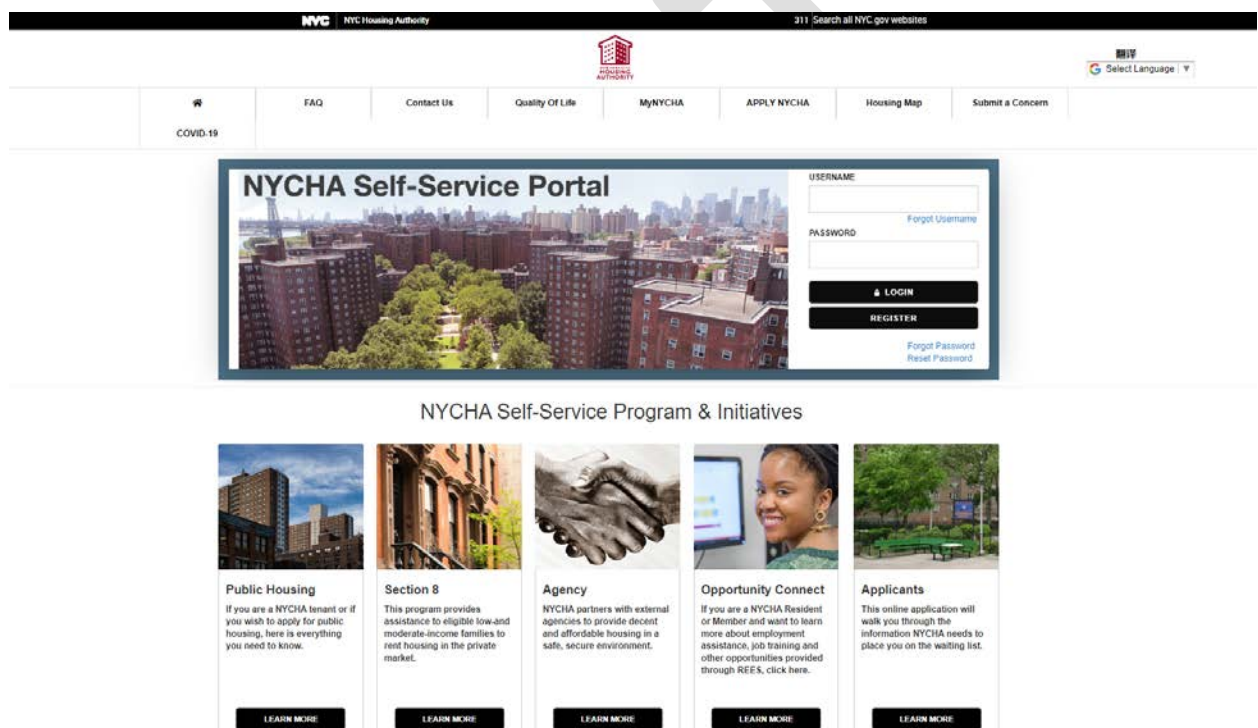
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INSTRUCTIONS FOR COMPLETING ANNUAL RECERTIFICATION ONLINE

Self-Service Portal Login Information:

Login Page: The Tenant Self Service Portal link is accessible from the NYCHA website. Once the Section 8 tenant clicks on the Tenant Self-Service Portal link, they will be taken to the following landing page:



The screenshot shows the NYCHA Self-Service Portal landing page. At the top, there is a navigation bar with links for COVID-19, FAQ, Contact Us, Quality Of Life, MyNYCHA, APPLY NYCHA, Housing Map, and Submit a Concern. The main content area is titled "NYCHA Self-Service Portal" and features a login form with fields for USERNAME and PASSWORD, a LOGIN button, and a REGISTER button. Below the login form, there are five cards representing different programs: Public Housing, Section 8, Agency, Opportunity Connect, and Applicants, each with a "LEARN MORE" button.

Enter Credentials: The Section 8 tenant must be the head of household and have a valid USERNAME and PASSWORD to login and use the Tenant Self-Service portal.

⇒ Enter

- **USERNAME:** JOHNDOE123
- **PASSWORD:** *****

Case Information: The tenant will be taken to the **Home** page of the portal. The tenant will be taken to a page that displays their basic case information. The tenant should click on the **View Details button** given below.

Welcome Back JOHN DOE. Today is, Tue Apr 07 2020

Click on the 'View Details' button below to continue.

Section 8

Case Status: **Rented**

Case Number: 1700094

VIEW DETAILS

Annual Recertification: The tenant will be taken to a page that displays their detailed Case information. The tenant should click **Annual recertification Tab** on the left pane as shown below.

NYC NYC Housing Authority 311 Search all NYC gov websites My Profile Log Out Переводите Select Language

Home FAQ Contact Us Quality Of Life MyNYCHA APPLY NYCHA Housing Map Submit a Concern

COVID-19

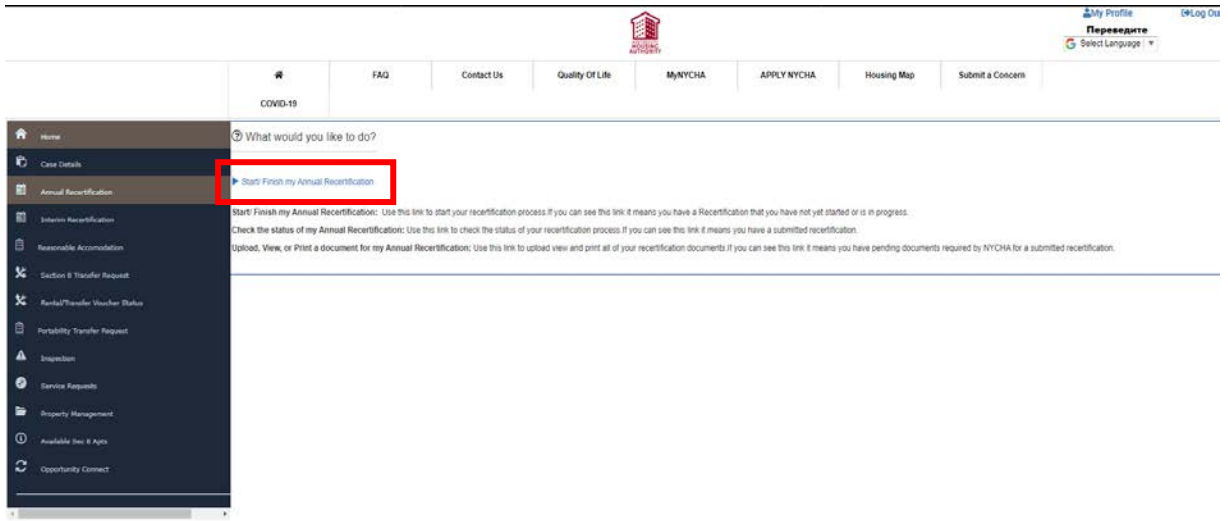
- Home
- Case Details
- Annual Recertification
- Interim Recertification
- Reasonable Accommodation
- Section 8 Transfer Request
- Rental/Transfer Voucher Status
- Portability Transfer Request
- Inspection
- Service Requests
- Property Management
- Available Sec 8 Apts
- Opportunity Connect

Case Information

Voucher/Case Number 1700094	Voucher Status [Dropdown]	Voucher Issue Date 3/18/2020
Section 8 Admission Date [Date Picker]	Voucher Unit Size 2	Head of Household Last Name DOE
Head of Household First Name JOHN	Contract Rent \$ [Text]	NYCHA Share \$ [Text]
Tenant Share \$ [Text]	Last Annual Recertification Date [Date Picker]	Next Annual Recertification Date 4/1/2018
Last Inspection Date 11/20/2019	Last Inspection Result Fail	Lease Start Date [Date Picker]
Lease End Date [Date Picker]		

Initiate Annual Recertification:

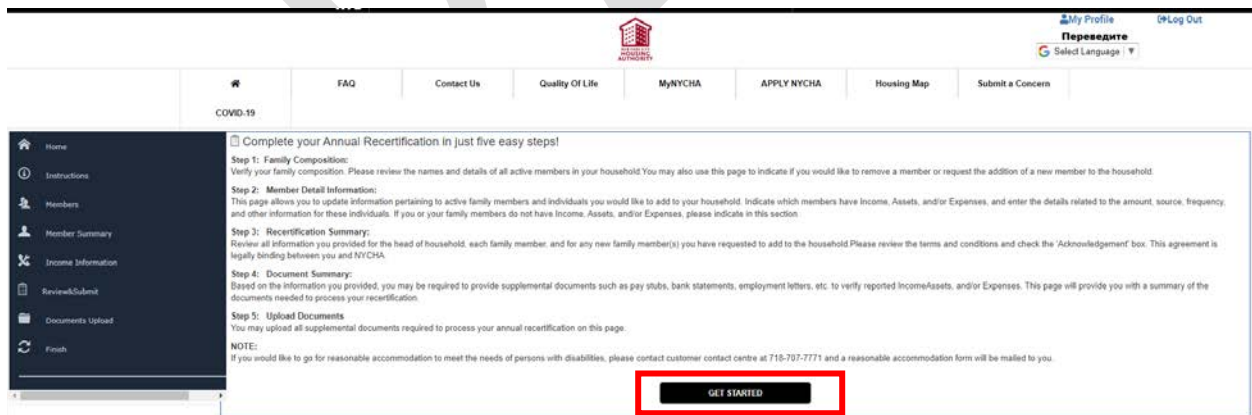
The tenant should click on the [Start/Resume](#) my Annual Recertification link to begin the recertification process.



Annual Recertification Instructions:

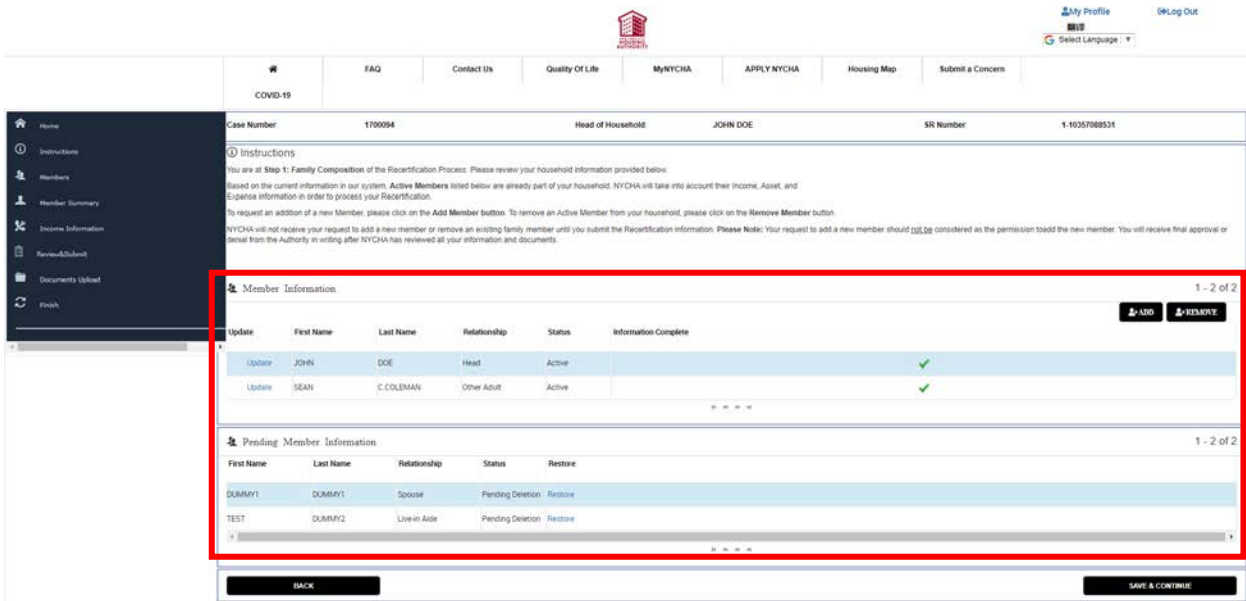
Once the tenant clicks on the **Start/Resume my Annual Recertification** link, they will be taken to the Instruction landing page. This page provides instructions for completing their Annual Recertification on the portal.

- The tenant should click on the [Get Started](#) button to begin.



Step 1: Verify Family Composition:

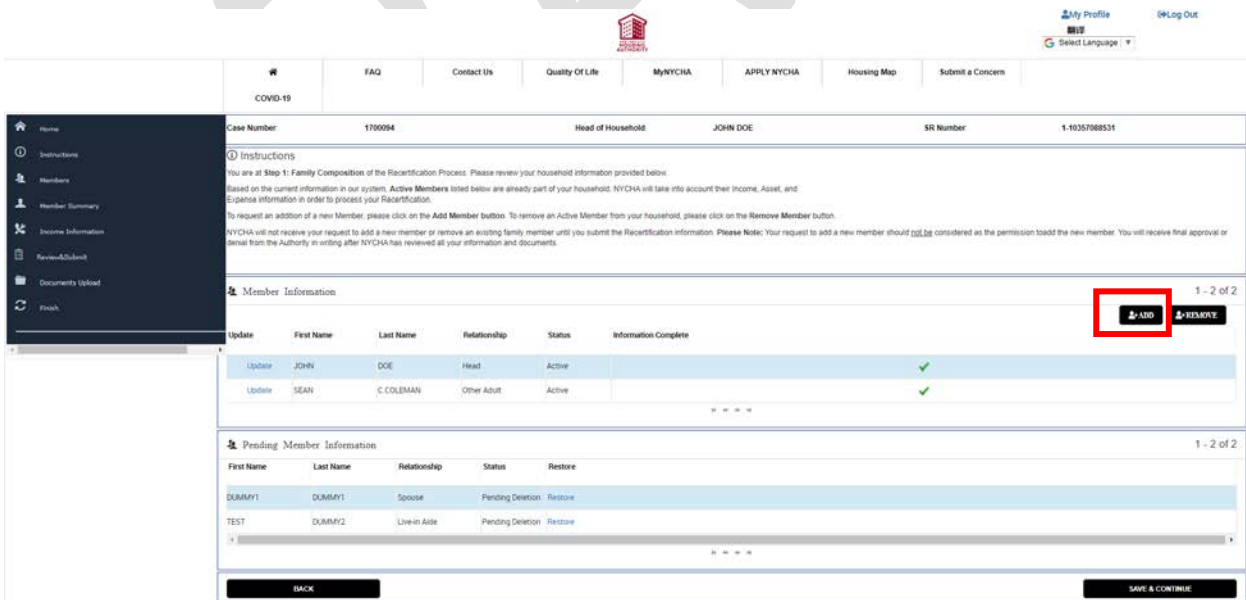
This page displays the most current household information available in Siebel. All Active Household Members currently residing in the household are listed in the [Member Information](#) section. The tenant must review the information presented in this section.



(a) Adding a Family Member (if applicable)

Tenants may request to add member(s) to their household while completing their recertification on the portal.

To add a member, the tenant should click on the [Add Member](#) button under the [Member Information](#) section.



A new page will open. The tenant must provide information about the proposed addition. The following fields are required:

NYC NYC Housing Authority 311 Search all NYC.gov websites My Profile Log Out 翻译 Select Language

COVID-19

Case Number: 1700094 Head of Household: JOHN DOE SR Number: 1-1035708531

Instructions

You are at **Step 1: Family Composition** of the Recertification Process. Please review your household information provided below.

Based on the current information in our system, **Active Members** listed below are already part of your household. NYCHA will take into account their Income, Asset, and Expense information in order to process your Recertification.

To request an addition of a new Member, please click on the **Add Member** button. To remove an Active Member from your household, please click on the **Remove Member** button.

NYCHA will not receive your request to add a new member or remove an existing family member until you submit the Recertification information. **Please Note:** Your request to add a new member should not be considered as the permission to add the new member. You will receive final approval or denial from the Authority in writing after NYCHA has reviewed all your information and documents.

Member Information

+ Basic Details

First Name*	Last Name*	Middle Initial
Date of Birth*	Sex	Relationship*
Citizenship Status	No SSN <input type="checkbox"/>	Social Security Number (SSN)
Alien Registration # or I-94 #	Disability	Home Phone
Race	Ethnicity	Work Phone
Email Address	Mobile Phone	

(b) Member Information :

- **First Name** of the proposed addition
- **Last Name** of the proposed addition
- **Date of Birth** of the proposed addition

Note: The birth date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956

- **Sex** of the proposed addition
- **Relationship** of the proposed addition (to head of household).
- **Citizenship Status** of the proposed addition.
- **Social Security Number (SSN)** of the proposed addition.

The social security number must be entered in the following format (**without** the dashes included): 123456789.

NOTE: If the proposed addition does not have an SSN, the tenant must click on the **No SSN** checkbox and enter the Alien Registration # or I-94 # of the proposed addition.

In addition to the required fields, the tenant should provide the following information regarding the new member:

- **Disability** status of the proposed addition (Y/N)
- **Race** of the proposed addition
- **Ethnicity** of the proposed addition

- **Mobile, Home or Work** telephone number for the proposed addition
- **Email Address** for the proposed addition

(c) Earnings/Asset Related Information

The tenant is required to answer yes or no (Y/N) to the following questions:

- Is this member currently employed?
- Does this member have any assets?
- Was this member employed during the last 12 months?

+ Earnings/Asset Related Information

<p>Is this member Currently Employed?</p> <input style="width: 95%; height: 20px;" type="text"/>	<p>Does this member have any Assets?</p> <input style="width: 95%; height: 20px;" type="text"/>
<p>Was this member employed during the last 12 months?</p> <input style="width: 95%; height: 20px;" type="text"/>	

(d) Affidavit of Student Status:

The tenant is required to answer yes or no (Y/N) to the following questions:

- **Does this member currently attend school (College, University, or Vocational Training)?**
- Please note that the tenant answers ‘Y’ to this questions, they must provide the start date for when the member began attending school. The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956.
- **Current School Name**
- **Current School Address**
- Do you anticipate becoming a full-time or part-time student? If you answer ‘yes’ then they must provide **Future School Name** and **Future School Address**.

Home | Case Number: 1700094 | Head of Household: JOHN DOE | SR Number: 1-10357088531

Instructions

You are at **Step 1: Family Composition** of the Recertification Process. Please review your household information provided below.

Based on the current information in our system, **Active Members** listed below are already part of your household. NYCHA will take into account their Income, Asset, and Expense information in order to process your Recertification.

To request an addition of a new Member, please click on the **Add Member** button. To remove an Active Member from your household, please click on the **Remove Member** button.

NYCHA will not receive your request to add a new member or remove an existing family member until you submit the Recertification information. **Please Note:** Your request to add a new member should not be considered as the permission to add the new member. You will receive final approval or denial from the Authority in writing after NYCHA has reviewed all your information and documents.

Member Information

- + Basic Details
- + Earnings/Asset Related Information
- + Affidavit of Student Status**

Does this Member currently attend school (College, University, or Vocational Training)? *

Start Date

Do you anticipate becoming a full-time or part-time student?

Current School Name

Current School Address

Future School Name

Future School Address

(e) Emergency contact:

Please enter the requested information if you have any emergency contact that you would like to include.

Home | Case Number: 1700094 | Head of Household: JOHN DOE | SR Number: 1-10357088531

Instructions

You are at **Step 1: Family Composition** of the Recertification Process. Please review your household information provided below.

Based on the current information in our system, **Active Members** listed below are already part of your household. NYCHA will take into account their Income, Asset, and Expense information in order to process your Recertification.

To request an addition of a new Member, please click on the **Add Member** button. To remove an Active Member from your household, please click on the **Remove Member** button.

NYCHA will not receive your request to add a new member or remove an existing family member until you submit the Recertification information. **Please Note:** Your request to add a new member should not be considered as the permission to add the new member. You will receive final approval or denial from the Authority in writing after NYCHA has reviewed all your information and documents.

Member Information

- + Basic Details
- + Earnings/Asset Related Information
- + Affidavit of Student Status
- + Additional Information
- + Emergency Contact Information**
- + Third Party Verification: Consent to Release Information
- + Declaration of Citizenship
- + Debts Owed to PHA

Emergency Contact

Emergency Contact Relationship

Emergency Contact Number

Emergency Contact Email

CANCEL | SAVE & CONTINUE

(f) Third Party Verification: Consent to Release Information

For all household additions 18 years of age or older, the tenant must click on the **I Confirm** checkbox and the proposed addition must provide their signature (their full name) in the **Signed By** box.

The tenant can view the form by clicking on the **To view the Third Party Terms & Conditions Please Click Here** link.

The screenshot shows the NYCHA recertification portal interface. At the top, there is a navigation bar with links for Home, FAQ, Contact Us, Quality Of Life, MyNYCHA, APPLY NYCHA, Housing Map, and Submit a Concern. Below this is a header section with 'COVID-19' and a 'Select Language' dropdown. The main content area displays case details: Case Number 1700094, Head of Household JOHN DOE, and SIR Number 1-10257088531. A sidebar on the left contains navigation options: Home, Instructions, Members, Member Summary, Income Information, Review & Submit, Documents Upload, and Finish. The main content area lists various information sections with expandable arrows and counts: Member Information (0), Earnings/Asset Related Information (0), Affidavit of Student Status (0), Additional Information (0), Emergency Contact Information (0), **Third Party Verification: Consent to Release Information (0)**, Declaration of Citizenship (0), and Debts Owed to PHA (0). The 'Third Party Verification' section is highlighted with a red border and contains the following text: 'Please ensure that you have read the Third Party Verification: Consent to Release Information Terms and Conditions. Please note that all authorized family members 18 years of age and older must sign a consent form'. Below this text are three input fields: 'I Confirm' with a checked checkbox, 'Signed By' with the text 'Amy Doe', and 'Signed Date' with the date '4/9/2020'. At the bottom of the form are two buttons: 'CANCEL' and 'SAVE & CONTINUE'.

(g) Declaration of Citizenship

NYCHA is required to information regarding citizenship status of each household member and all proposed additions. The tenant must click on the **I Confirm** checkbox to affirm all information provided is true and accurate.

The tenant can view the form by clicking on the **To view the Citizenship Declaration & Conditions Please Click Here** link.

NYCHA logo

Переводчик Select Language

COVID-19

Case Number: 1700094 Head of Household: JOHN DOE SR Number: 1-10357088531

Instructions

You are at Step 1: Family Composition of the Recertification Process. Please review your household information provided below. Based on the current information in our system, Active Members listed below are already part of your household. NYCHA will take into account their Income, Asset, and Expense information in order to process your Recertification.

To request an addition of a new Member, please click on the **Add Member** button. To remove an Active Member from your household, please click on the **Remove Member** button. NYCHA will not receive your request to add a new member or remove an existing family member until you submit the Recertification information. **Please Note:** Your request to add a new member should not be considered as the permission to add the new member. You will receive final approval or denial from the Authority in writing after NYCHA has reviewed all your information and documents.

Member Information

- + Basic Details
- + Earnings/Asset Related Information
- + Affidavit of Student Status
- + Additional Information
- + Emergency Contact Information
- + Third Party Verification: Consent to Release Information
- + Declaration of Citizenship**
- + Debts Owed to PHA

Declaration of Citizenship

Please note that the New York City Housing Authority is required to obtain information regarding citizenship status of each authorized occupant in your apartment to determine eligibility for rental assistance in federally-assisted housing by checking / Confirm, you declare under penalties of perjury that you have read the terms and conditions and all information provided by you (or authorized family members) are true and correct. To view the US Citizenship Declaration Terms & Conditions, please [Click Here](#)

I Confirm

CANCEL SAVE & CONTINUE

(h) Debts Owed to PHA

For all household additions 18 years of age or older, the tenant must click on the **I Confirm** checkbox and the proposed addition must provide their signature (their full name) in the **Signed By** box.

The tenant can view the form by clicking on the **To view the Terms and Conditions for Debts Owed to PHA Please Click Here** link.

NYCHA logo

Translate Select Language

COVID-19

Case Number: 1700094 Head of Household: JOHN DOE SR Number: 1-10357088531

Instructions

You are at Step 1: Family Composition of the Recertification Process. Please review your household information provided below. Based on the current information in our system, Active Members listed below are already part of your household. NYCHA will take into account their Income, Asset, and Expense information in order to process your Recertification.

To request an addition of a new Member, please click on the **Add Member** button. To remove an Active Member from your household, please click on the **Remove Member** button. NYCHA will not receive your request to add a new member or remove an existing family member until you submit the Recertification information. **Please Note:** Your request to add a new member should not be considered as the permission to add the new member. You will receive final approval or denial from the Authority in writing after NYCHA has reviewed all your information and documents.

Member Information

- + Basic Details
- + Earnings/Asset Related Information
- + Affidavit of Student Status
- + Additional Information
- + Emergency Contact Information
- + Third Party Verification: Consent to Release Information
- + Declaration of Citizenship
- + Debts Owed to PHA**

Debts Owed to PHA

Please ensure that you have read the Debts Owed to PHA Terms and Conditions. Please note that all authorized family members 18 years of age and older must sign a consent form. Failure to sign this consent form may result in denial of eligibility and/or termination of subsidy. To view the **Debts owed to PHA Terms & Conditions**, please [Click Here](#)

I Confirm

Signed By: Amy Doe

Signed Date: 4/9/2020

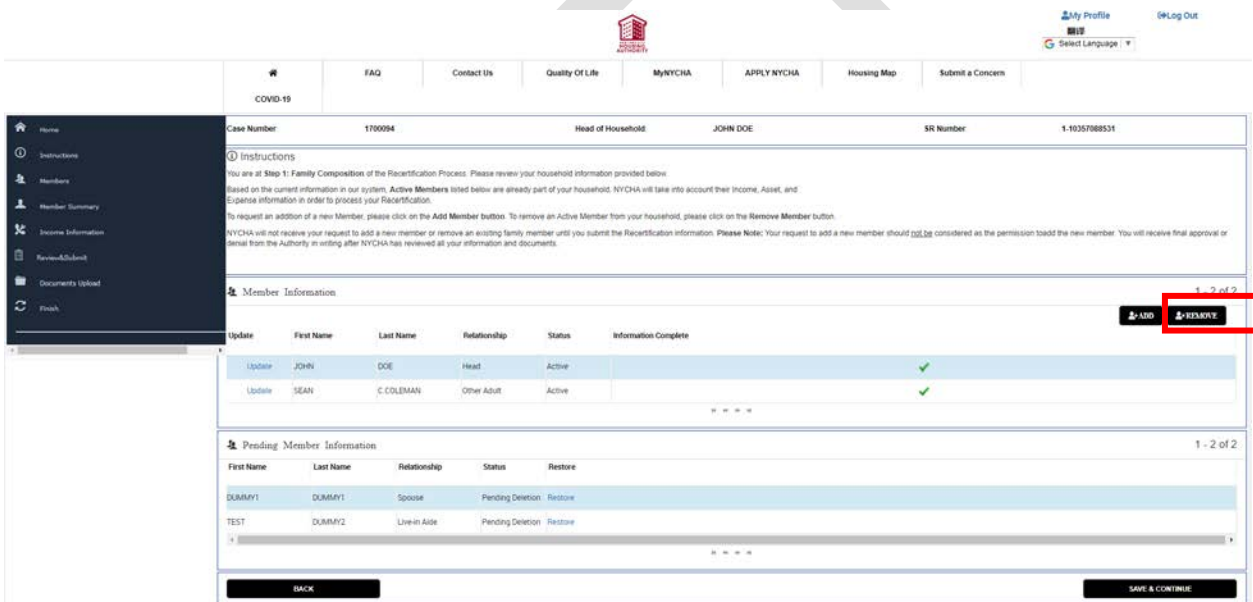
CANCEL SAVE & CONTINUE

NOTE: The new addition will appear under the **Pending Member Information** section with the Status **'Pending Addition'**. NYCHA will send the tenant final approval or denial to add the new member after all documents submitted for the new member have been reviewed.

(i) Removing a Family Member (if applicable)

Tenants may request to remove member(s) from their household while completing their recertification on the portal.

- a. To remove a member from their household, the tenant should click on the **Remove Member** button under the **Member Information** section.
- b. A new screen will open. The tenant must click on the **I Confirm** checkbox, provide their initials in the **Initialed By** box next to the name of the member they would like to remove, and click the **Remove Selected** button.



- Please note that a pop-up will appear at the top of the screen. If the tenant wishes to proceed with removing the household member, they must click **OK**. If not, they must click **Cancel**.
- The member that the tenant is requesting to remove will appear in the **Pending Member Information** section with the status **'Pending Deletion'**. To continue, the tenant must click on **Save & Continue**.

(j) Confirm Updates Under Member information.

he tenant must check the **I Confirm** checkbox and must provide the signature (their full name) in the **Signed By** box under the (1) Third Party Verification: Consent to Release Information; (2) Declaration

of Citizenship; and (3) Debts Owed to PHA sections. To continue, the tenant must click on **Save & Continue**.

The screenshot shows the NYCHA recertification portal. The user is at Step 1: Family Composition of the Recertification Process. The page displays instructions and a list of sections to be completed, including Member Information, Earnings/Asset Related Information, and Debts Owed to PHA. A red box highlights the signature area for the Debts Owed to PHA section, which includes a checkbox for 'I Confirm', a signature field for 'Amy Doe', and a signed date field for '4/9/2020'. A 'SAVE & CONTINUE' button is visible in the bottom right corner of the highlighted area.

Step 2: Adding Income Information

- a. The tenant must click on the **Add Income** button to begin. The tenant can add multiple income sources for themselves, family members, or members they would like to add to the household.

The screenshot shows the NYCHA recertification portal. The user is at Step 2: Adding Income Information. The page displays instructions and a list of sections to be completed, including Contact Information for Amy Doe, My Income Information, My Asset Information, and My Expense Information. A red box highlights the '+ ADD INCOME(S)' button in the My Income Information section. The page also shows a table for My Income Information with columns for Income Source, Total Income, Frequency, Start Date, and Edit Income. There are also buttons for 'REMOVE INCOME' and '+ ADD INCOME(S)'. The page includes a 'BACK' button and 'SKIP & CONTINUE' and 'SAVE & CONTINUE' buttons at the bottom.

Tenants are required to report all sources of income for the household to NYCHA. The following pop-up will appear if the tenant reports that a household member has income, but does not provide information for the income source. If the tenant would like to add an income source, they should click [Cancel](#) and then click the Add Income button. If there is no income, the tenant should click [OK](#).

The screenshot shows the NYCHA portal interface. At the top, there are navigation links for COVID-19, FAQ, Contact Us, Quality Of Life, MyNYCHA, APPLY NYCHA, Housing Map, and Submit a Concern. Below this is a header with the NYCHA logo and user information: Case Number 1700994, Head of Household JOHN DOE, and SR Number 1-505288531. A sidebar on the left contains navigation options: Home, Instructions, Members, Member Summary, Income Information, Reviews/Submit, and Documents Upload. The main content area is titled 'Income Information' and is highlighted with a red border. It contains the following sections:

- Instructions:** You are at Step 2 : Member Detail Information of the Annual Recertification process. Please enter the income information for a household member below. You may add multiple sources of income on this page, however, the information must pertain to the household member specified below.
- Contact Information for -** AMY DOE
- Income Information:** Income Detail Information: Source Name and Address Information
- Income Details:** Note: Please enter your income details in this section. Some examples of valid income sources are: Wages, Commission, Tips, etc.
 - Total Income: [Dropdown menu]
 - Start Date: [Date field]
 - Frequency: [Dropdown menu]
- Income Source & Income Information:** Note: Please enter your Income Source and address information in this section. Where you are getting your income, the address of your work location - stuff like that.
 - Source Name: [Text field]
 - Source Phone #: [Text field]
 - Source Address: [Text field]

At the bottom of the form, there are two buttons: 'BACK' and 'SAVE & CONTINUE'.

The following information is required:

- **Income Source** – The tenant must select their source of income from the dropdown menu.
 - **Start Date** of the income. The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956.
 - **Total Income** received
 - **Frequency** – The tenant must make a selection from the dropdown menu
- The tenant must also provide the name, full address and telephone number of the source of income. Once complete, the tenant must click **Save & Continue**.

NOTE: All income information entered will appear under the **Income Information** section.

Step 3: Adding Asset Information

- The tenant must click on the **Add Asset/Report Sales** button to begin. The tenant can add multiple assets for themselves, family members, or members they would like to add to the household.

The following pop-up will appear if the tenant reports that a household member has an Asset.

The following information is required:

- **What do you want to do?** – The tenant can either select 'Add an Asset' or 'Report a Sale':
- **Asset Type** – The tenant must select their asset from the dropdown menu.
- **Name of other Asset** of the tenant
- **Current Balance/Value** of the asset type
- **Interest Rate** of the asset type
- **Account Number (if any)**

If tenant selected 'Real Estate' as the asset type, they should provide the following information under the **Real Estate Information** section:

- **Property Owned**
- **Property Income Last 12 Months**

If the tenant has sold an asset, they should provide the following information:

- **Date Given Away or Sold.** The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956
- **Market Value at Disposition of Sale**

Once complete, the tenant must click **Save & Continue**.

NOTE: All asset information entered will appear under the **Asset Information** section.

Step 4: Adding Expense Information

- The tenant must click on the **Add Expense** button to begin. The tenant can add multiple childcare and/or medical or disability expenses for themselves, family members, or members they would like to add to the household.

NOTE 1: A family may be eligible for medical or disability expenses if the head of household or their spouse is either (1) 62 years of age or older; or (2) disabled and/or handicapped.

NOTE 2: The tenant may submit childcare expenses for each child 12 years of age or younger in the household. Please note that each childcare expense must be entered under the contact of the child for whom the expense is for.

The screenshot shows a web application interface for a tenant. At the top, there are navigation links: Home, Instructions, Members, Member Summary, Income Information, Review Account, Documents Upload, and Finish. The main content area is titled 'My Expense Information' and contains a table with columns: Expense Type, Total Expenses, Frequency for Expenses, Total Reimbursement, Frequency for Reimbursement, and Edit Expense. The table is currently empty, and the 'ADD EXPENSES' button is highlighted with a red box. Other buttons visible include 'REMOVE EXPENSE', 'REMOVE ASSET', 'ADD ASSETS / REPORT SALES', 'REMOVE INCOME', and 'ADD INCOMES'. The interface also shows a sidebar menu on the left and a top navigation bar with various service links.

The following window will open to allow the tenant to add their expenses.

The following information is required:

- **Expense Type** – The tenant must select their expense type from the drop-down menu
- **Other Expenses Description** -
- **Total Expense**-The must add total expenses
- **Frequency** – The tenant must make a selection from the dropdown menu
- **Estimated Annual Amount** of the expense

If applicable, the tenant must also enter the following information:

- **Reimbursement Frequency** – The tenant must make a selection from the dropdown menu

If the tenant selected 'Childcare Expense' as the expense type, they should fill out the **Agency Name and Address Information (Childcare Only)** section. The tenant should provide the following information:

- **Agency Provider Name**
- **Agency/Provider Address**
- **Agency/Provider Phone #**

Once complete, the tenant must click **Save & Continue**.

NOTE: All expense information entered will appear under the **Expenses Information** section.

Step 5: Review and Submit:

The **Review and Submit** provides a summary of all of the income, asset, and expense information entered for the head of household, each family member, and all requested household additions.

This page also allows the tenant to update any information for family members by clicking on the **Update** link next to the name of the member.

If the information is correct, the tenant must select the **Acknowledgement** checkbox and click **Submit** to submit their Annual Recertification. Please note that once the tenant submits their Annual Recertification, they cannot make any changes to their information.

Case Number: 1700094 | Head of Household: JOHN DOE | SR Number: 1-10357088531

Instructions
 You are at Step 3 - Recertification Summary of the Annual Recertification process. This page provides a summary of all the information you have entered so far for the head of the household and each family member.
 Please review the information you have provided so far. If you wish to add more information or edit the information provided, you may do so from this page. Please click on the Update button next to the family member's name to update their info/family member's name to update their information.

My Family Composition (1 - 3 of 3)

Update	First Name	Last Name	Relationship	Status	Information Complete
Update	SEAN	C. COLEMAN	Other Adult	Active	✓
Update	JOHN	DOE	Head	Active	✓
Update	AMY	DOE	Child	Pending Additi...	✓

My Income Information (No Records)

First Name	Last Name	Income Source	Total Income	Frequency	Start Date
No Records					

My Asset Information (No Records)

First Name	Last Name	Asset Type	Current Balance/Value	Interest Rate	Account Number
No Records					

My Expense Information (No Records)

First Name	Last Name	Expense Type	Total Expenses	Frequency for Expenses
No Records				

ACKNOWLEDGEMENT

I declare that the statements contained in this application are true and correct and that I have not knowingly or willingly made a false statement, given false information or omitted information in connection with this application.
 Warning: Willful false statements are a basis for rejection of your application and are a criminal offense under Section 1001 of Title 18 of the U.S. Code for federally aided developments.

[BACK](#) [SUBMIT](#)

Review the Document(s) Summary:

Click on the Continue to document upload (s)

NAVIGATION: My Profile, Log Out, Translate, Select Language

NAVIGATION: COVID-19, FAQ, Contact Us, Quality Of Life, MyNYCHA, APPLY NYCHA, Housing Map, Submit a Concern

Case Number: 1700094 | Head of Household: JOHN DOE | SR Number: 1-10357088531

You have successfully Submitted Your Annual Recertification
 1-10357088531
 This is to confirm the submission of your Recertification for this year. Please use above number as reference.
 You may need to submit supporting documentation in order to complete the Recertification process. Please click on the Next button to see the list of documents requested.
 You may go online at any time to check the status of your Recertification, or to upload supporting documentation.
 If you have any questions regarding your Recertification, please call NYCHA's Customer Contact Center Monday through Friday, 8:00 a.m. to 5:00 p.m. (877) 332-7771

[CONTINUE TO DOCUMENT UPLOADS](#)

The Document(s) Summary provides a list of supporting documents that must be submitted with the recertification based on the information provided by the tenant. If there are any pending documents that NYCHA has requested the tenant as a part of recertification process then tenant needs to provide documents.

The screenshot shows the NYCHA portal interface. At the top, there is a navigation menu with links for Home, FAQ, Contact Us, Quality Of Life, MYNYCHA, APPLY NYCHA, Housing Map, and Submit a Concern. Below this, a sidebar on the left contains 'Home', 'Documents Upload', and 'Finish'. The main content area is titled 'Documents Upload' and contains several sections:

- Instructions:** A list of six steps for uploading documents.
- Pending documents:** A table with columns: Document Name, Status, Requested For?, Expected Date, Acceptable Documents, View/Print Document, and Upload Document. A 'REFRESH' button and a 'NO RECORDS' button (highlighted with a red box) are located to the right of the table.
- Documents Received by NYCHA:** A table with columns: Document Name, Status, Requested For?, Expected Date, and View/Print Document. It shows five entries for various document types like 'Affidavit of Inc.' and 'Third Party Verl.'.

At the bottom right of the main content area, there is a 'CONTINUE' button.

A separate dialogue box will open to add documents.

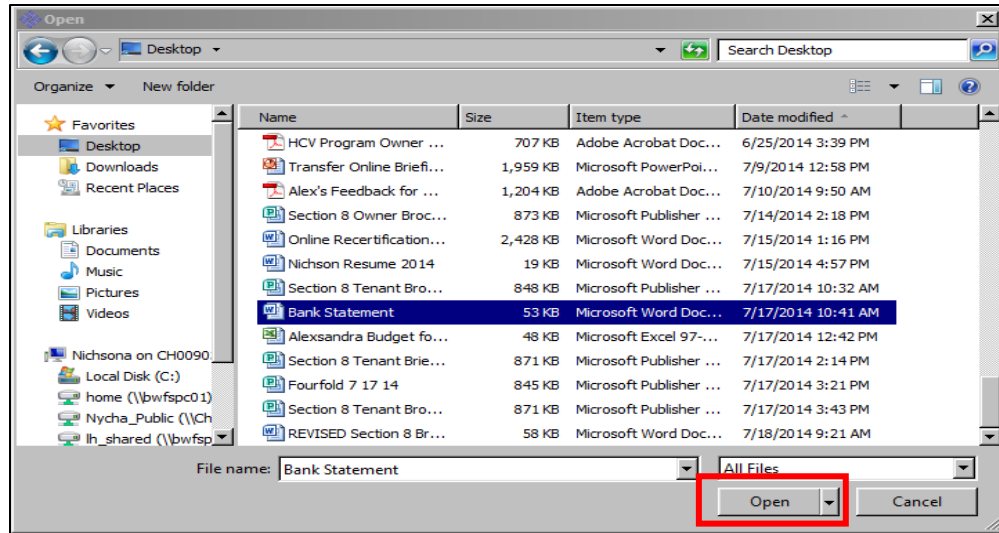
https://rcertify.nycha.info/FusionADFUploadSec/faces/isdDoc.jsp?_afwVendor_Numbers=1700094&_afwVendor_Id=1-40CS-2&_afwSource_Key=375R9977D84250UO&_afwRequested_Id=1-5YFF0PN&_afwHoH_Full_Name=JOHN+DOE&_afwHoH_Contact_Id=1-5YFF0PN&_afwLocale=EN&_afwId=1-4FACCN&_afwReq_Full_Name=JOHN+DOE

The 'Add Document' dialog box is a form with the following fields and controls:

- Vendor/Case#:** Text input field with value '1700094'.
- Service Request#:** Text input field with value '1-10357088531'.
- HOH Name:** Text input field with value 'JOHN DOE'.
- Requested For:** Text input field with value 'JOHN DOE'.
- Document Category:** Dropdown menu.
- Document SubCategory:** Dropdown menu.
- Document Name:** Dropdown menu.
- Contact Remarks:** Text area.
- File to upload:** File selection control with 'Choose File' and 'No file chosen' options.
- Buttons:** 'Add Document' and 'Close' buttons.

At the bottom, there is a small disclaimer: '* Document Name: Choose from the drop down list, the name closest in description of what you will be uploading. * Comments: Add Comments, if you wish, pertaining to the document. * File to Upload: Use browser and locate and click on your document on desktop. Click Open in the popup. Click Upload. * If successful, you can view the document in the Documents Received section on the main portal.'

By clicking document category, the box will display a list of acceptable documents that can be submitted. Document Sub Category (dropdown), Document name, Contact Remarks (tenant can add any additional information about the document), then click on the **choose file button**, then a separate dialogue box will open. The tenant must select the document they would like to upload. Once a document has been selected, tenant must click **Open**.



- a. The file the tenant uploaded will appear next to the **Choose File** button. The tenant should then click **Upload**.

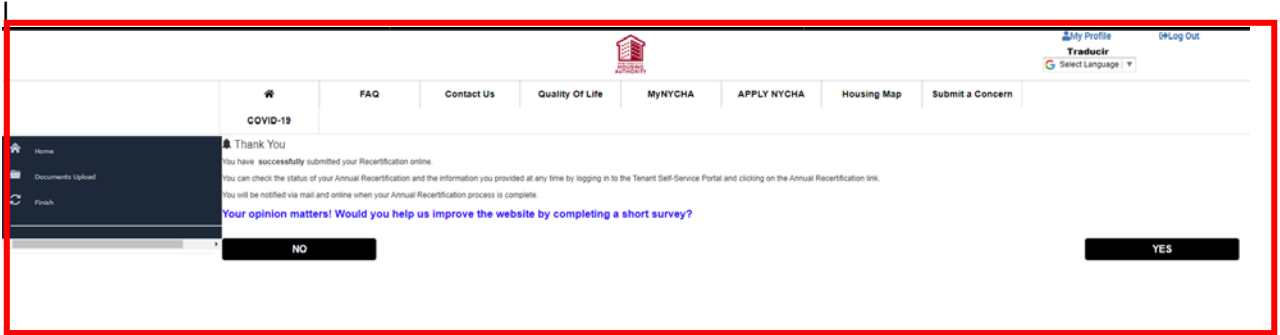
NOTE: A separate dialogue box will open informing the tenant that the document was successfully uploaded. The tenant must click **OK** in the Dialogue box, and then click **Close** to continue.

- b. All documents uploaded will appear in the **Documents Received** section at the bottom of the page. The tenant should always click on the **View/Print Doc** link of the corresponding document to ensure the upload was successful.

Documents Received by NYCHA				
Document Name	Status	Requested For?	Expected Date	View/Print Document
Affidavit of Income - Main Online	Pending Review	ABRAHAM FROMOWITZ		View Document
Affidavit of Income for Active Family Members...	Pending Review	MIRUI FROMOWITZ		View Document
Third Party Verification Consent to Release On...	Pending Review	MIRUI FROMOWITZ	11/5/2016	View Document
Debts Owed to Public Housing Agencies and T...	Pending Review	MIRUI FROMOWITZ		View Document

NOTE 1: If the tenant would like to submit additional documents not listed under the **Waiting on Documents** section, they can click on the **Add Additional Documents** link.

NOTE 2: If the tenant has any questions related to uploading documents, they can click on a link to the **Frequently Asked Questions (FAQs)** or watch the **'How to Upload Document'** video. After uploading the document, tenant can click on the **continue** button.



NOTE 2: If the tenant has any questions related to the use of the portal or about the recertification process, they can navigate to the Frequently Asked Questions (FAQs) section of the website by clicking on the **View All FAQs** link or typing a keyword or phrase into the **Search Frequently Asked Questions (FAQs)** free form text box and clicking **Go**.

—End of Online Recertification Process—