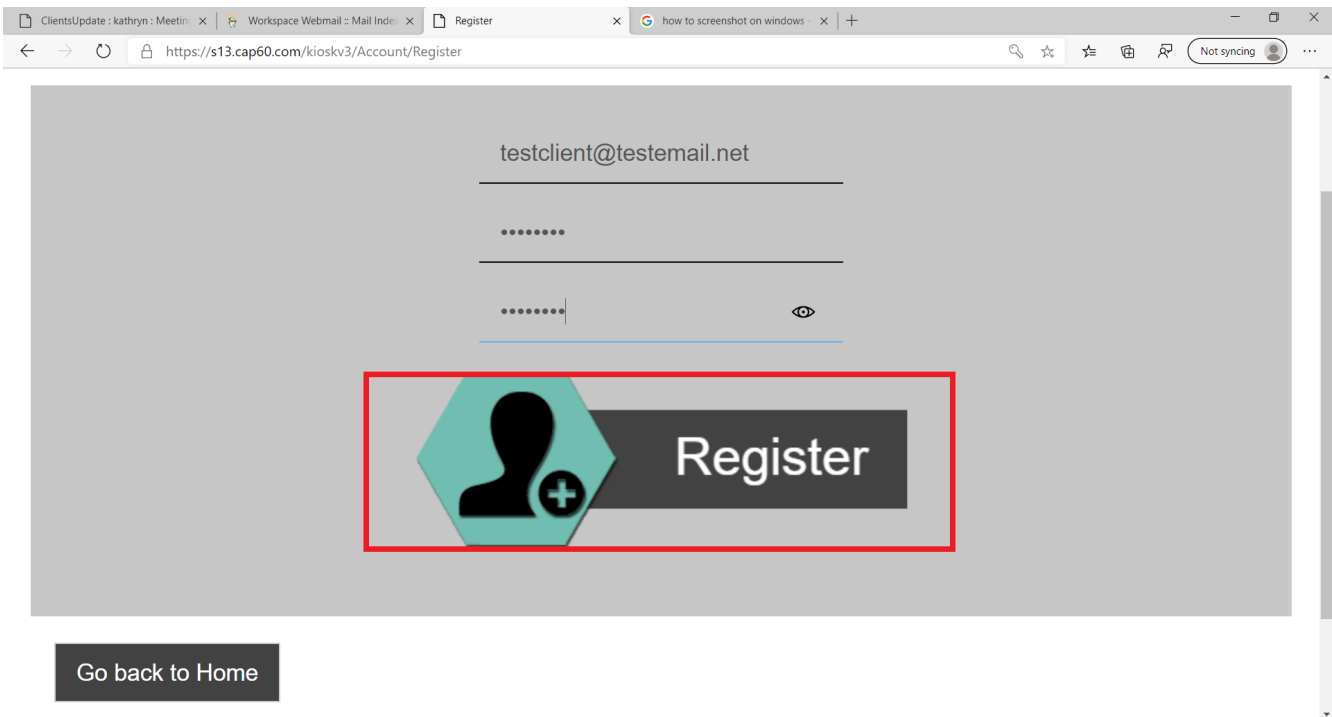
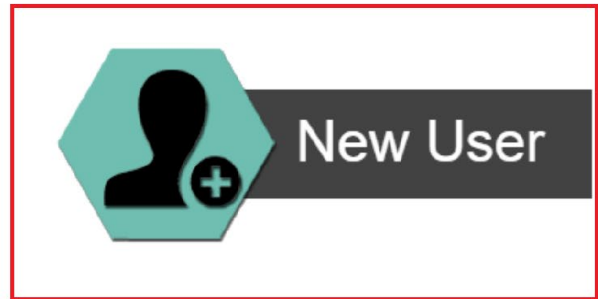


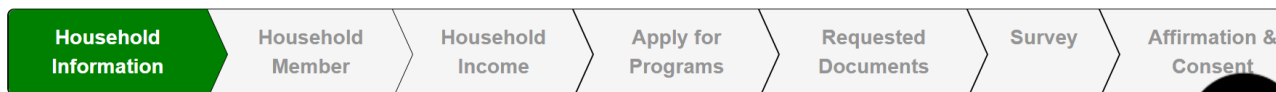
Step 1: Create account by clicking New User button and proceeding to enter email and password.

Client Portal



Step 2: Enter Household Information

Progress can be monitored by referencing progress bar at the top of the page. All fields displaying red text are required to save the page.



Household Information

Physical Address

Address*	Unit	
123 ABC st.	123	
City	State*	Zipcode
Burbank	CA	55555-5555

At the bottom of the page, click the applicable button to save and come back, save and continue the application process, or skip the current page (can be completed at a later time).

Save & Finish Later	Save & Next	Skip
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Step 3: Enter Household Member

When prompted, select 'Yes' if household member being entered will be the person applying to the program and 'No' if not.

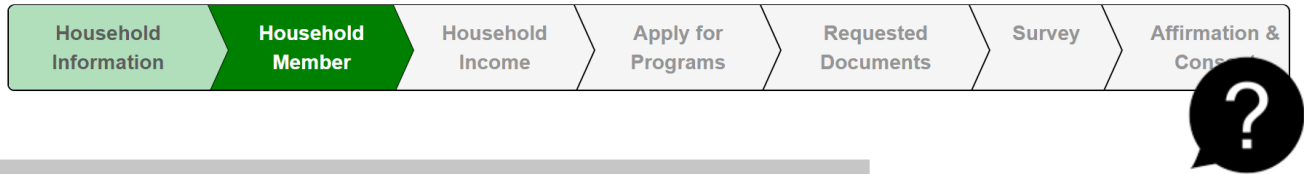
Household Member (#1)

Identification and Contact Info



First Name	Middle Name
test	
Last Name	Gender*
applicant	Female
Birth Date*	SSN

Step 4: Proceed to edit or remove existing household member, add additional household members or proceed to enter income by clicking Next.



Household Member List

First Name	Last Name	Primary Applicant?	Completed	
test	applicant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Edit / Delete

Step 5: Enter Income (additional sources can be added after saving initial income)

Household Income (#1)

What type of income?

Paycheck (s)

Who receives it?

test applicant

How often?

Weekly

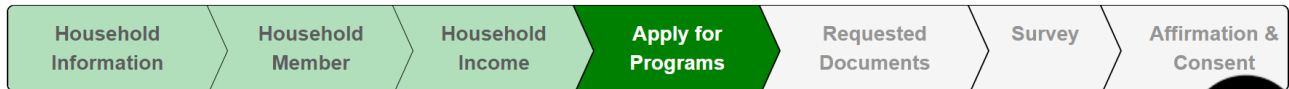
How much?

200

Date Received

4/15/2020

Step 6: Apply for Programs by clicking the link to the right of the applicable household member.



Apply for Programs

Full Name	Applied Programs
test applicant	Apply for Programs

Please Select Programs (test applicant)

Program eligibility is estimated and shown below. Please check off programs of interest. Programs listed with ~~strike throughs~~ and no checkbox indicate ineligibility for program. Programs with checkboxes available indicate potential eligibility for the program.



Check/Uncheck all

Budget Workshop

Receive training in how to budget your monthly income to account for family needs, but also saving for your future.

Early Head Start

Infants, toddlers, and pregnant women receive intensive comprehensive child development and family support services designed to nurture healthy attachments between parent and child.

Step 7: Submit requested documents based on applied programs by clicking blue upload link/button.

Requested Documents

Required Documents for test applicant

Birth Certificate



Electricity Bill



Gas Bill



Shut-off Notice



Step 8: Complete survey if prompted, otherwise, proceed to Affirmation & Consent page.








Affirmation & Consent

I swear (or affirm) that the information on this application, and all information I have submitted or will submit in support of this application, is true, correct and complete to the best of my knowledge, ability and belief. I understand that I can be penalized by fine and/or imprisonment for making false statements. My initials on this application grants permission to contact any parties necessary to verify the information that I have provided.

TA

Step 9: Save and complete at a later time or submit application.

Application Summary:

-  Household Information
-  Household Member
-  Household Income
-  Apply for Programs
-  Requested Documents
-  Survey
-  Affirmation & Consent

Save & Finish Later

Submit