How to Submit Annual Recertification_

1. Visit www.hocmcrc.org



2. Click on Resident Login.

3. Sign in with

Password.

Your Email and



















7. Click on Next.



8. To add a new household member click on Add Household Member or click on Edit or Delete to modify the household members. Then click Next.



9. To add a new income click on Add Income Or click on Edit or Delete to modify your Income details. Then click Next.

Compliance Custom TEST Met	u & e
	Logged in as: John Smith-Fake (t0006548) - 13521 Georgia Ave #101
Annual	Application Progress 17%
Recertification	* Denotes a required field
Language Selection	Emergency Contact (optional)
Welcome Page Household Members	You may add a person or organization as an emergency contact to help resolve issues that may arise during your tenancy.
Emergency Contact	Add Emergency Contact
Assets Expenses	No Emergency Contact Added
Final Review & Submission	Back Next
	——
	TEST - HCV Vouchers 10400 Detrick Ave. Kensington, MD 20895



 To add a new asset click on Add Assets Or click on Edit or Delete to modify your assets. Then click Next.

Compliance Custom TEST Me	mu				a (+	
			Logged in as: Joh	ın Smith-Fake (t0006548) - 135	21 Georgia Ave #101	
Annual	Application Progress	22%				
Recertification	* Denotes a required field	I				
Language Selection	Income					
Welcome Page Household Members	Review and update your	'amily's income.				
Emergency Contact	Add Income					
Assets						
Expenses						
Reasonable Accommodation Final Review & Submission	Name	Income Source	Annual Earnings	Edit	Delete	
	John Smith-Fake	SSI	\$8,088.00	Review and Confirm	Delete	
	John Smith-Fake	Pension	\$6,000.00	Edit	Delete	
	Showing 1 to 2 of 2 er	tries				
*						
	Back Next					

 To add a new Expense click on Add Expenses Or click on Edit or Delete to modify your expenses. Then click Next.



12. Click on Review and Confirm, next to each expense, you can also add, edit, or delete an expense.

Then click Next.





13. Select from the drop down menu if you are requesting a reasonable accommodation. Then click **Next.**



14. Click Next.



15. Click **Upload** to upload the required

Documents.

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Annual Application Progres To Description of the sequence of t		Logged in as, soint annut-take ((0006346) * 1352) Georgia Ave #101
Recertification * * Pandes a required field Language Selection Error Check Mode/ond Kembers Error Check Locence Review and fix any errors listed below. Assts Error Check Documents Summary Sign and Submit Exel	Annual	Application Progress 78%
Wildows Prigr Review and fix any errors listed below. Emerginary Contact Income Assets Expension Final Review & Submission Enror Encomes Encombele Summary Connective Actions Sign and Submit Next		* Denotes a required field
Assts Expense Resconsble Accommodation Final Review & Submission Enror Check Documents Summary Sign and Submit	Welcome Page Household Members Emergency Contact Income	Review and fix any errors listed below.
Error Check Constraints Constr	Assets Expenses Reasonable Accommodation Final Review & Submission	Error Corrective Actions Please confirm that all incomes, assets, and expenses have been entered for all Cogtum
Summary Back Next Sign and Submit	Error Check Documents	household members.
	Summary Sign and Submit	Back Next



16. Click **Upload** to upload the required Documents.

Annual	Application Progress 83%				
Recertification	* Denotes a required field				
Language Selection Welcome Page Household Members Emergency Contact Income	Documents Upload the requested documents below. If you are unable to upload the	documents now	, we will ç	gather this	information later.
Assets Expenses	Document	Upload	View	Delete	Uploaded Date
Reasonable Accommodation	John Smith-Fake - Chevy Chase - Upload necessary documents.	Upigad			
Error Check	John Smith-Fake - Pension - Upload necessary documents.	Upload			
Documents	John Smith-Fake - SSI - Upload necessary documents.	Upload			
Summary	Optional - Scan other household documents.	Upload			
Sign and Submit	Showing 1 to 4 of 4 entries				

17. Review the information and check that you certify that the information provided is true and correct. Then click Next.



 Click View Document to read the document and then click Click Here to Sign, to sign the documents.

	Logged in	n as: John Smith-Fake (t0006548)	- 13521 Georgia Ave #101
Annual	Application Progress 94%	п	
Recertification Language Selection Welcome Page Household Members Emergency Contact	* Denotes a required field Sign and Submit Sign all the required documents to submit your certification		Upload Documents
Income Assets Expenses Reasonable Accommodation Final Review & Submission	Document	View	Sign
Error Check Documents	Household Documents for John Smith-Fake to Sign Member Documents for John Smith-Fake to Sign	View Document (Unsigned) View Document (Unsigned)	Click Here to Sign
Sign and Submit	Showing 1 to 2 of 2 entries		
	TEST - HCV Vouchers 10400 Detrick Ave. Kensington,	MD 20895	
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19. Read the Disclosures & Consent. Then click **Agree & Continue.**

SIGN > DOCUMENT
Disclosures & Consent
Sectif to the fostexe to Exectional I understand in this has a struk in a red to the disclosures & consent document before I can continue with the electronic signature process.
Consent to the Use of My Electronic Signature By cicking "given & Construm," (consent to the use of my electronic opatiate intends of a physical ignature to execute the metal application, rental property issue, and/or any conresponding documents bunch have invited and capital, and a given to be bound by the terms of the documents as if it had speed it with my physical signature.
Advanced generation between barriers and an experimental interventially in education of the symposition interpretation of the symposition of the
Acknowledgement of Review of Ilectronic Signature Consent and Disclosures Those received and reviewed this consent before providing my electronic signature and Thuse no difficulty accessing this information that has been provided to me electronically.
Advanced agreen of chysics in the law in the Use in the Constant Signature Americanity Londonced fails and inspirately law on the constant set of the constant set of the law extension of the law extension of the constant set o
All by the Witches' cancer is the for a fight extends figurate. Linking the Witches' cancer is the fight extends figurate is the strategies of the strategi
Physical Signatures May Delay the Signing Process Endoconcellege and understand that executing the hansin by a physical signature may result is among other things: a delay's the leaning process, and the potential for the leane not to be approved by property managed with the bigs.
System Requirements to Utilite the Electronic Eignature Functionality To utilite the Electronic Signature & Redotavily, and the Owner that support the HTTP's protocol, HTML, and cosine (e.g., Holdorg but not limited to, correct versions of Chroam, Einforc, Intermet Engineer, or Safarul 1991 and Chrole Waver Signature Equiparts (e.g., Safarul 1994).
Instructions to Charge Consent and/or Update Contact Information. Luchermark that Look do contact the property owner or manager dready to request paper copies of documents, withd are consert to conduct business electronically, and/or update my contact information.
Sere by Signature Consent and Dicknewe By Colong Save & Consent at the react scenes, Lagre and scenes to the use of my electronic signature, inclusive of my chosen signature and initials, instead of a physical signature to execute at disconterno chosen inclusing high horizing contexts, and agree to be to outdoy the terms thereoff as 1 that signed and document with my physical signature.

20. Create your signature, by using your mouse or choosing a script signature. Then click Save & Continue.

			SIGN	
Create Your Signature The arease of fight to create your signature. You create The fight the arease Arease The series Contract of the arease Contract of the arease Con	- Anno 1904	nstea	d.	

		TERMS	> _sigi	<u>•</u> >	DOCUMENT
Choose a Scrip Choose a scrip toot for John Sn John Sn & John Sn	t our signature or <u>cases succours</u> nith-Fake JS uth-Fake JS - J				

21. Click Sign to sign, and Click Date to put the current date. You can scroll or click Jump to Next.





22. When you finish signing the document, a window will pop up saying the Document is completed. Click OK.



23. Once you sign all the documents a Green Check Mark will appear and you'll finish the process.

Compliance Custom TEST Men	1		â (+
	Logged in	as: John Smith-Fake (t0006548) -	13521 Georgia Ave #101
Annual	Application Progress 100%		
Recertification	* Denotes a required field		
Language Selection Welcome Page Household Members Emergency Contact	Sign and Submit Sign all the required documents to submit your certification.	٠	Upload Documents
Income Assets Expenses Reasonable Accommodation Final Review & Submission Error Check Documents	You have successful	ully submitted your annual recerti	fication.
Summary			
Sign and Submit	Document	View	Sign
	Household Documents for John Smith-Fake to Sign	View Document (Signed)	Signing Complete
	Member Documents for John Smith-Fake to Sign	View Document (Signed)	Signing Complete
	Showing 1 to 2 of 2 entries		
	Back Log Out		

If you need additional assistance:

- Watch the step by step video: <u>https://youtu.be/WIZnHMJnChE</u>
- Call HOC Call Center at 240-627-9400, or send an email to help@hocmc.org

