

# ADDING DOCUMENTS TO YOUR ONLINE APPLICATION:

## A guide for applicants



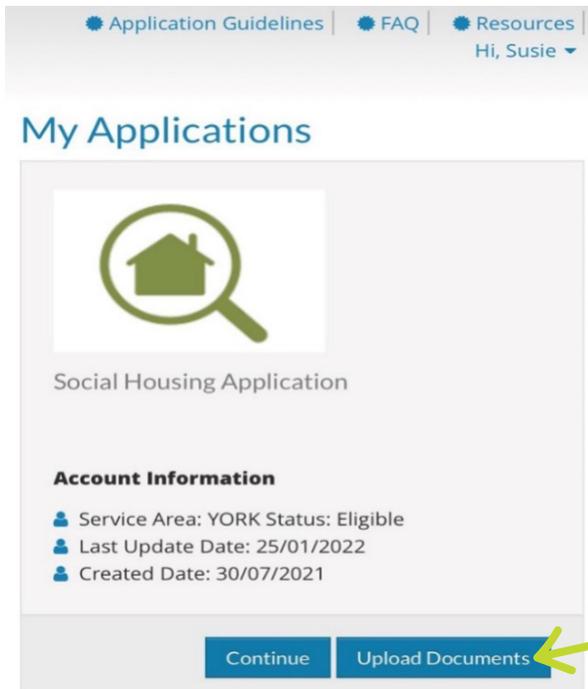
York Region has launched an online portal for subsidized housing applicants that lets you easily check the status of your application, change building selections and update information. The online portal is a faster, more convenient way to manage your subsidized housing application. In the future, York Region will use the online portal to offer available units.

Uploading documents to support your application is required to successfully complete the registration process and access the online portal.

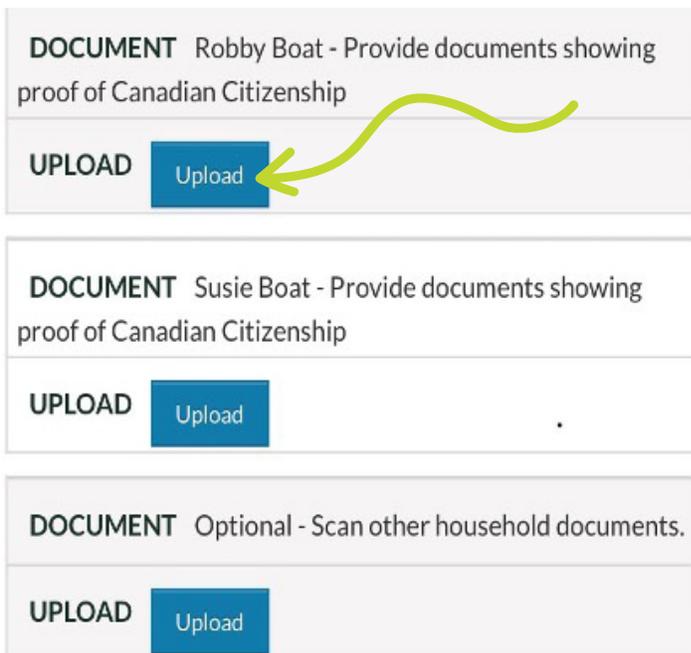
This document provides additional resources to help you upload documents using your smartphone, tablet or computer to help complete your application.

## Option 1. Using a smartphone or tablet

1. Log into the online portal and go to the documents page by selecting "Upload Documents."

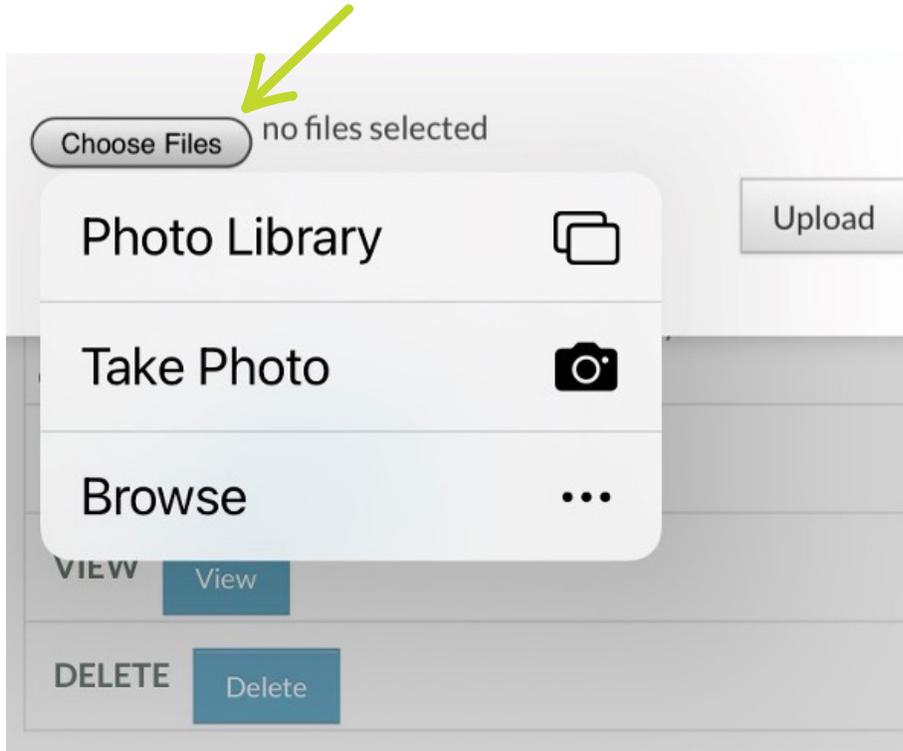


2. On the documents page select the "Upload" button beside the type of document you are submitting. If the document type is not listed select "Optional-Scan other household documents."

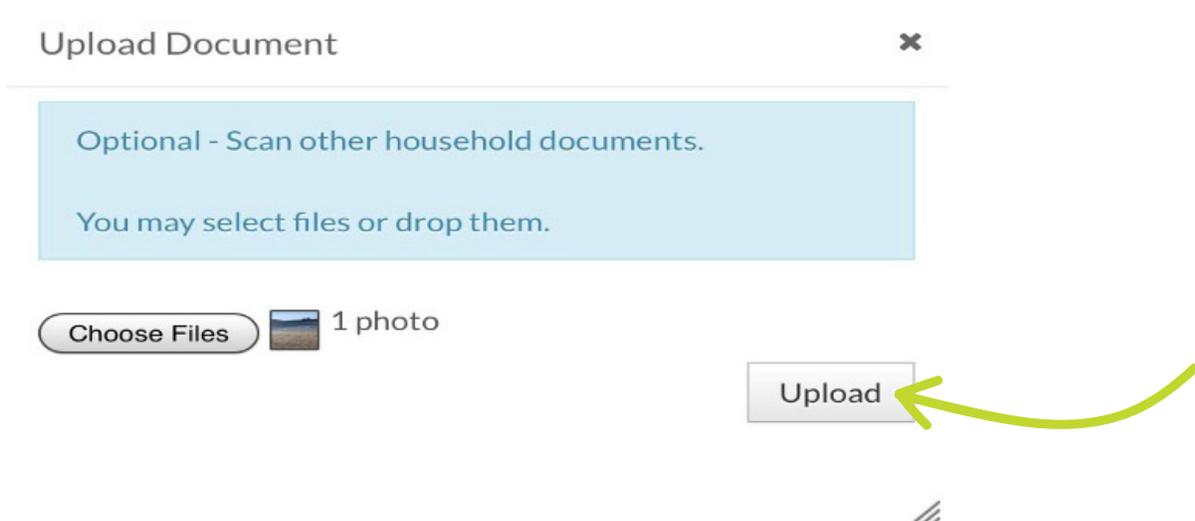


3. Select "Choose Files." There are three options:

- Select "Photo Library" to add a saved photo from your phone or tablet
- Select "Take Photo" to take a new photo of the document you want to upload
- Select "Browse" to attach a document saved on your phone or tablet



4. Once you have chosen a document or photo, select "Upload."



5. Repeat steps 2-4 until all needed documents are uploaded, then choose "Next" to go to the next page.

## Option 2. Using a computer

1. Log into the online portal and go to the documents page by selecting "Upload Documents."

Social Housing Application

Application Guidelines | FAQ | Resources | Hi, Susie

### My Applications

Social Housing Application

**Account Information**

- Service Area: YORK Status: Eligible
- Last Update Date: 15/02/2022
- Created Date: 30/07/2021

Continue Upload Documents

2. On the documents page select the "Upload" button beside the type of document you are submitting. If the document type is not listed select "Optional-Scan other household documents."

My Application

Application Progress 100%

Application Guidelines | FAQ | Applications | Resources | Hi, Susie

\* Denotes a required field

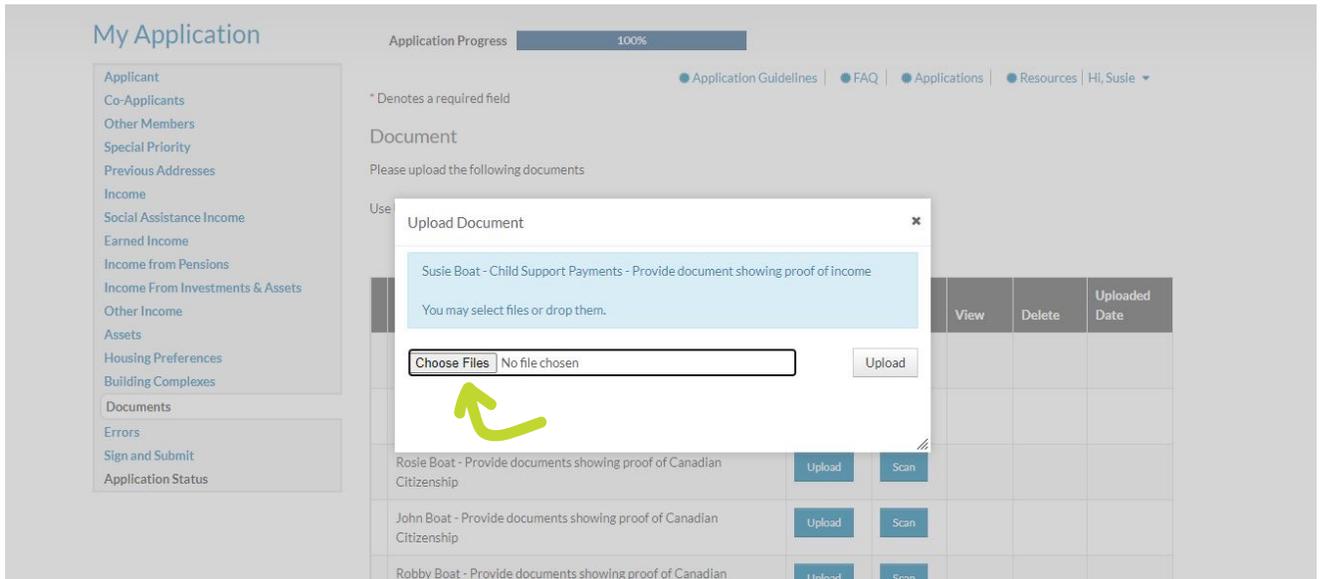
### Document

Please upload the following documents

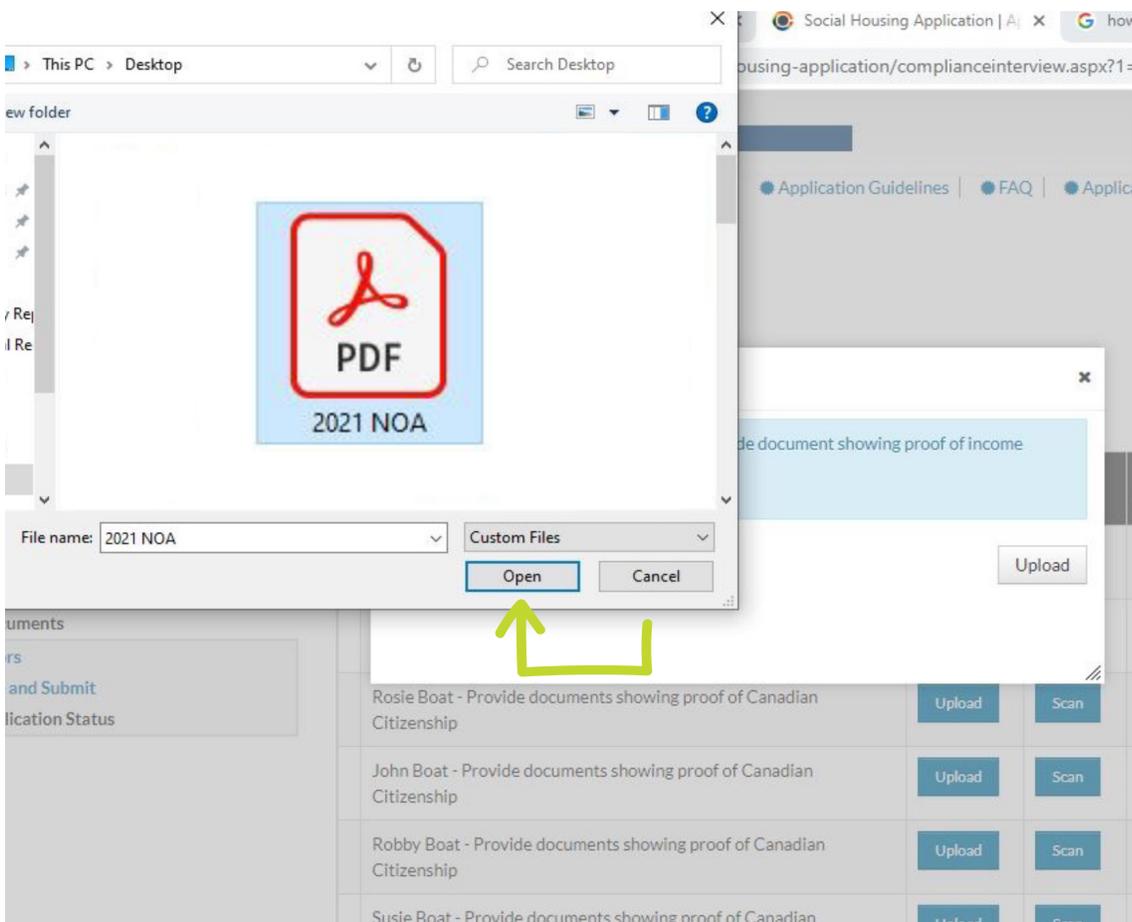
Use Upload New button if you want to upload additional document.

Document	Upload	Scan	View	Delete	Uploaded Date
Susie Boat - Child Support Payments - Provide document showing proof of income	Upload	Scan			
Susie Boat - Part Time Employment - Provide document showing proof of income	Upload	Scan			
Rosie Boat - Provide documents showing proof of Canadian Citizenship	Upload	Scan			
John Boat - Provide documents showing proof of Canadian Citizenship	Upload	Scan			
Robby Boat - Provide documents showing proof of Canadian Citizenship	Upload	Scan			
Susie Boat - Provide documents showing proof of Canadian Citizenship	Upload	Scan			
Optional - Scan other household documents.	Upload	Scan			

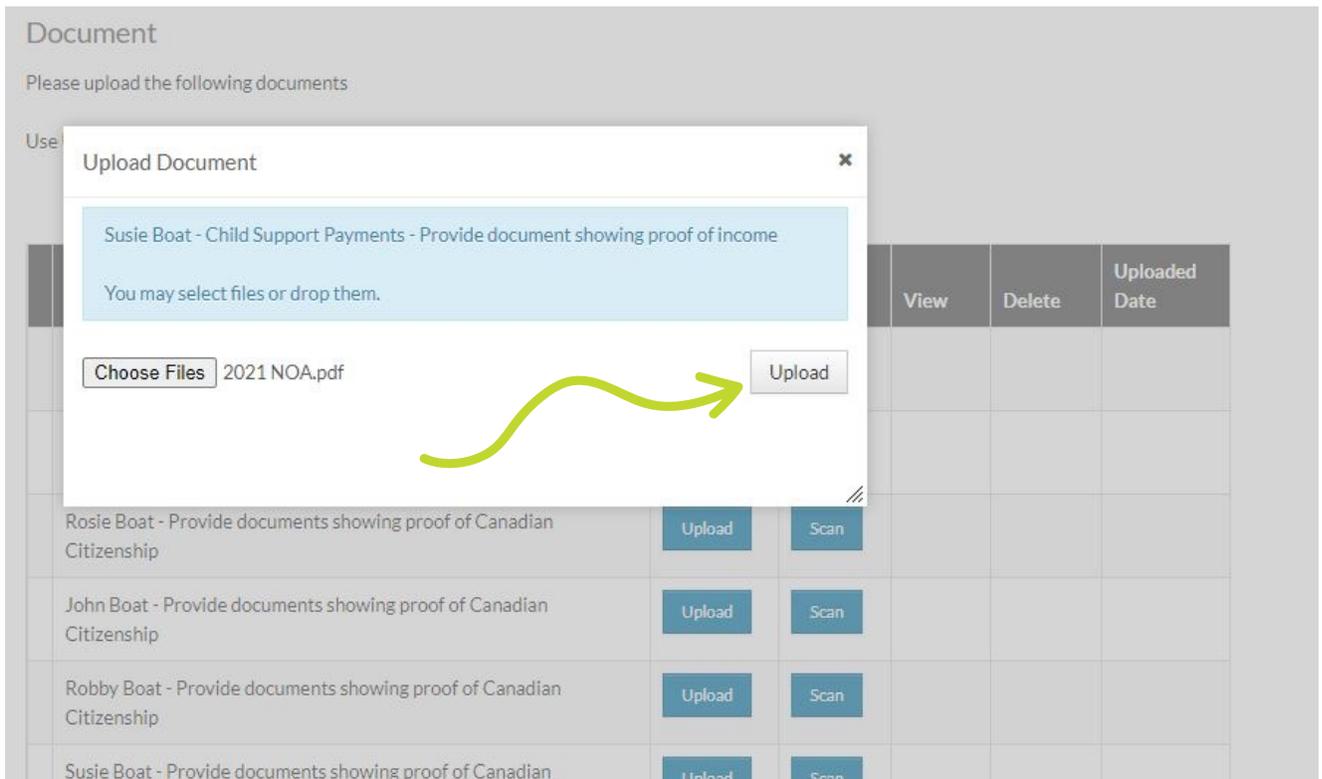
a. A pop-up window will open where you can choose the document to upload. Select "Choose Files."



b. Choose the document to upload and click "Open."



c. Upload the document to the Online Portal by clicking "Upload."



3. Repeat step 2 until all needed documents are uploaded, then choose "Next" to go to the next page.

Contact ACCESS YORK for assistance

1-877-464-9675

accessyork@york.ca

Hours of operation: Monday to Friday from 8:30 a.m. to 4:30 p.m.