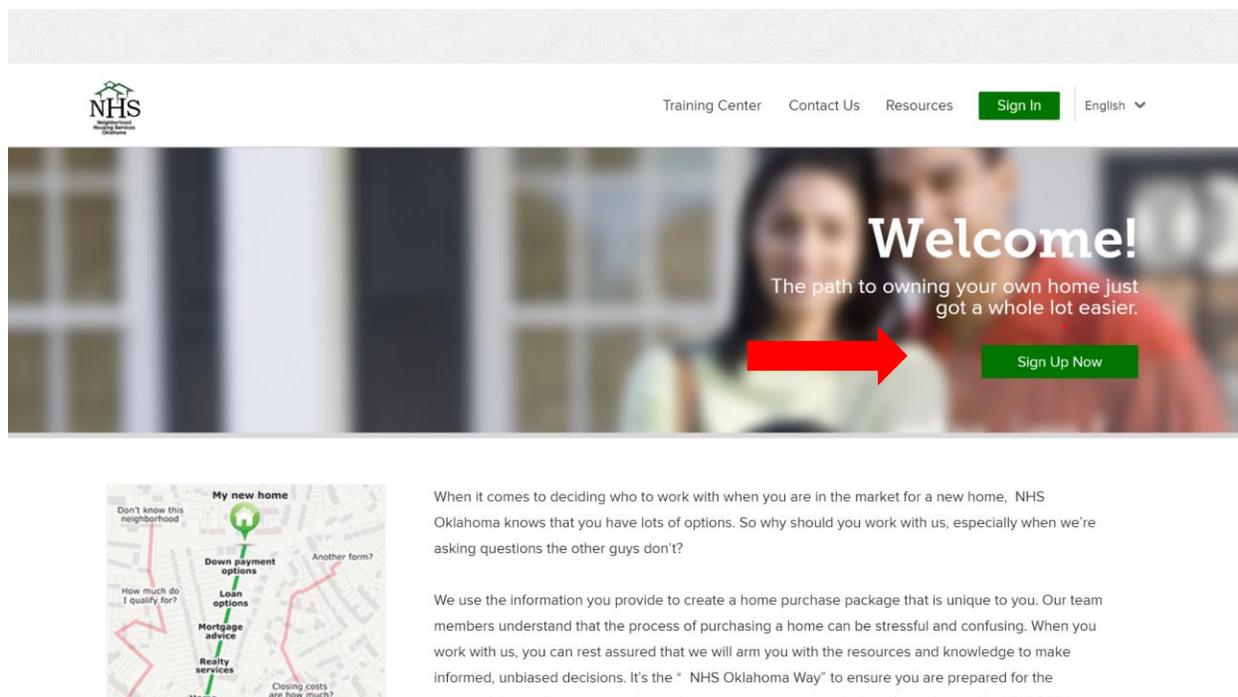


# Neighborhood Housing Services Oklahoma

## Creating Your Account Guide

1. To begin, click on the following link <https://nhsokla.force.com/nhsoklacft>
2. Next, click the button that says, “Sign Up Now”.



3. Click the arrow next to HomeOwnership Services” to expand the options
  - a. Click the box to agree to receive documents electronically
  - b. Click “Continue”

Homeownership

Homebuyer education workshops, Pre-purchase counseling, Downpayment Assistance, Post Purchase/Foreclosure prevention, USDA 502 Direct Loan Packaging

- I'm interested in attending NHSOKLA's homebuyer education workshop
- Estoy interesado en asistir al Workshop de Educación Española de Homebyer de NHSOKLA
- I'm interested in taking home buyer education online
- I'm interested in one-on-one home purchase counseling
- I'm past due or in fear of becoming past due on my mortgage loan
- I have applied for a mortgage loan and the lender requires that I attend a Housing Counseling appointment
- I would like assistance with down payment and closing costs to purchase my home
- I'm interested in a USDA Rural Development Direct loan to purchase my home.

What is the primary area in which you are looking to purchase a home? \*

What is the primary area in which you are looking to purchase a home? \*

--Select One--

What other areas are you interested in?

Please click on one or more of the locations listed in "Available Areas" to move it to the "Selected Areas" column; to remove a selection from the "Selected Areas" column, simply click on that selection to move it back to "Available Areas".

Available Areas

- Oklahoma City MSA
- Cleveland County
- Canadian County
- Logan County
- NA

Selected Areas

- 

I agree to the [Consent to Receive Documents Electronically](#)

Continue

4. Enter your first name, last name, email address, phone number, and how you heard about us.

- a. Make sure this is an email address you have access to, because this will be how you confirm your account and how you will learn when an appoint is available for you to make.
- b. Let us know how you heard about us, whether is was from a friend, a builder, realtor, or someone else.
- c. Click “Create Account”

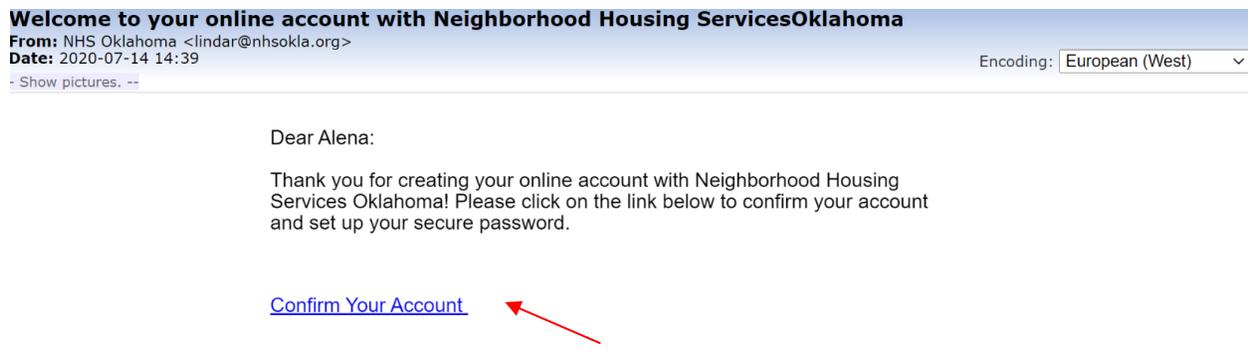
The screenshot shows the 'Create Your Free Account' form on the NHS Oklahoma website. The form is titled 'Create Your Free Account' and includes the following fields:

- First Name: Alexis
- Last Name: Testdelete
- Email Address: alexis@yopmail.com
- Confirm Email Address: alexis@yopmail.com
- Phone Number: 5555551212
- How did you hear about us?: Phone Inquiry

A red arrow points to the 'Create Account' button at the bottom of the form.

5. An email will be sent to you with a link to confirm your account and so that you can set a password for your account.

- a. Click “Confirm Account”.
- b. Choose a password for your account and enter it twice.



6. Now you will be redirected to your dashboard. Choose “Update Profile or Complete your profile” to start entering your information.



# Welcome, Alena

### RECENT ACTIVITY

Created your account!

[View Activity](#)

### NEXT STEPS

Update your Profile to unlock your Dashboard.

[Update Profile](#)

Welcome to the NHS Oklahoma family! You've made the decision to get started – now let's see where you are in the home purchase process! Completing your profile will help estimate your credit score, how much home you can sustainably afford, and which classes and appointments you should schedule to help you realize your goal of homeownership. Once you've completed your profile, our team can then guide you through your next steps in the home purchase process and your personal Dashboard will provide you with a snapshot of your progress. So what are you waiting for?

[Complete your profile](#) to unlock the full power of your Dashboard!

7. Work through each section and enter your information. Make sure if it has a **red asterisk (\*)** that you must fill out that question.

**My Account** My Services Summary

**My Account**

First Name \*  Last Name \*

Suffix

[Reset Password](#) [Save & Continue](#)

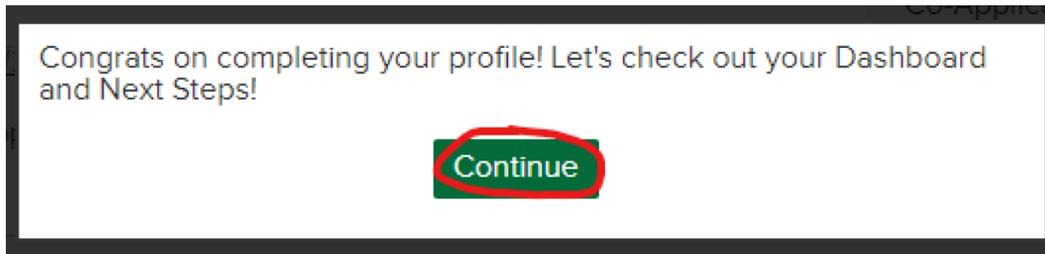
8. Under the “My Services Summary” click on the arrow next to the service you collected (ex. Down Payment Assistance – Pending” to see the questions that need answered.

- a. Enter information to the best of your knowledge, if you aren't totally sure about something, just give it your best guess. We will be verifying your information.

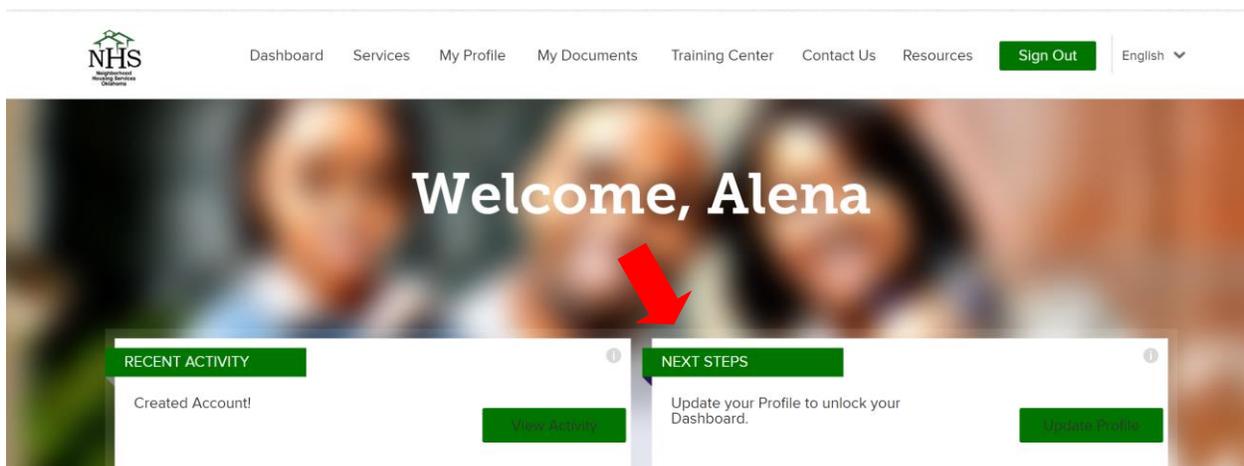
b. Click "Save Section"

The screenshot shows a web interface for 'My Services Summary'. A dropdown menu is open, showing 'Down Payment Assistance' with a status of 'Pending'. Below this, there are several form fields with red asterisks indicating required information: 'Include my co-applicant's information when determining my eligibility for this service' (checkbox), 'Active member of the U.S. Military?' (checkbox), 'Current Household Gross Monthly Income' (text input), 'Are you fluent in the English language?' (dropdown menu), 'Birthdate' (text input), 'Current Monthly Rent' (text input), 'Able to cover unexpected expenses?' (text input), 'Are you a U.S. Citizen?' (checkbox), 'Are you working with a lender?' (text input), 'Completed a home buyer education course?' (text input), and 'Current Savings' (text input). A red arrow points to a dropdown arrow icon. At the bottom, a red arrow points to the 'Save Section' button.

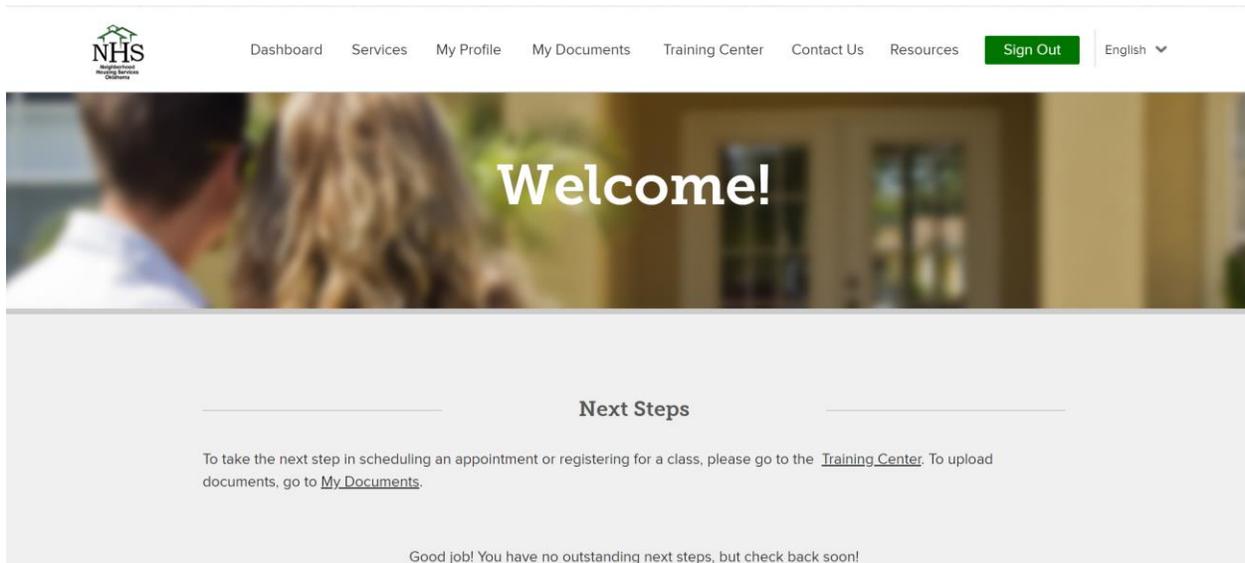
9. You have now completed your Profile. Click "Continue"



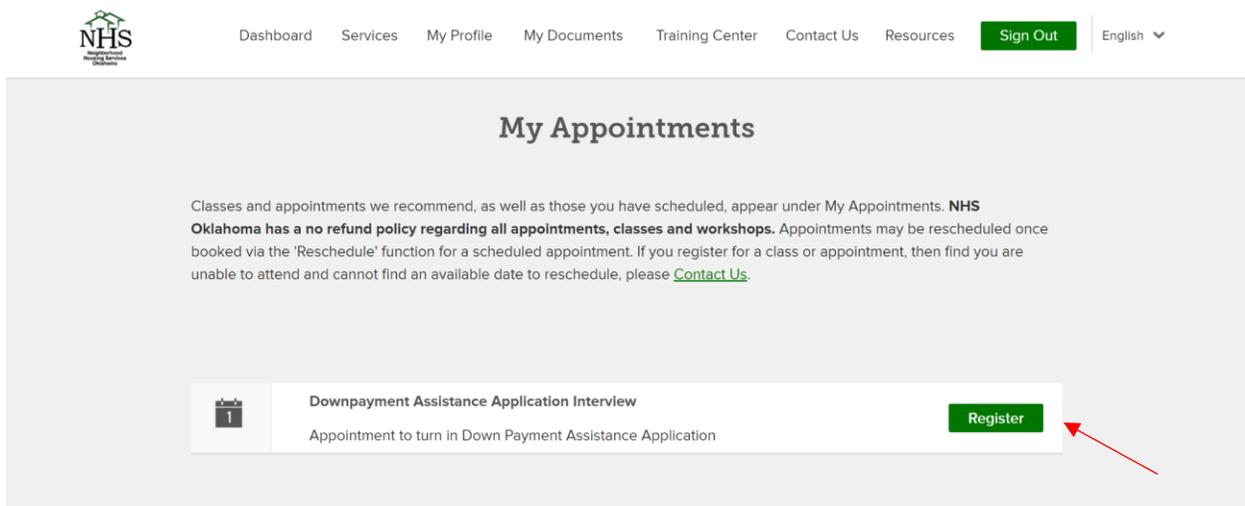
10. Click "View Steps" to navigate to the Training Center to complete your next step.



11. Navigate to the Training Center from the top menu or selecting the [training center](#) link



12. Under the “Training Center” tab is where all your appointments & classes can be found. Click “Register” next to the appointment you wish to schedule (ex. Down Payment Assistance appointment)



## 12. Select a Service Provider,

Providers

Select a Service Provider

Any available  
The provider will be automatically selected for you

Linda Rowe  
Homeownership Center Director  
0053000000zUCQAAM

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## 13. Select the appointment date and time

Locations Schedule

Select the day and time for your appointment

February 2020 > Thursday February 27, 2020

							AM		PM	
26	27	28	29	30	31	1	8:45 am	12:15 pm		
2	3	4	5	6	7	8	9:00 am	12:30 pm		
9	10	11	12	13	14	15	9:15 am	12:45 pm		
16	17	18	19	20	21	22	9:30 am	1:00 pm		
23	24	25	26	27	28	29	9:45 am	1:15 pm		
1	2	3	4	5	6	7	10:00 am	1:30 pm		

View weekly schedule

All times are in EST (GMT-05:00), [click to change](#).

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## 14. Select "Submit"

Providers Schedule Submit

Please Complete Details

Date: Wednesday, July 15, 2020  
Time: 11:45 am - 12:15 pm CDT (GMT-05:00)  
Provider: Linda Rowe

Name: Linda Rowe  
Email: linda406r@gmail.com  
Email: linda406r@gmail.com  
Phone: Phone number  
Notes: notes or special request

Submit

SSL Secure About Appointment booking by [setster](#)

15. Your appointment has now been booked! You will receive a confirmation email that has additional information and instruction in it. NHSOKLA HomeOwnership Center staff will then call you at your appointment day/time.

