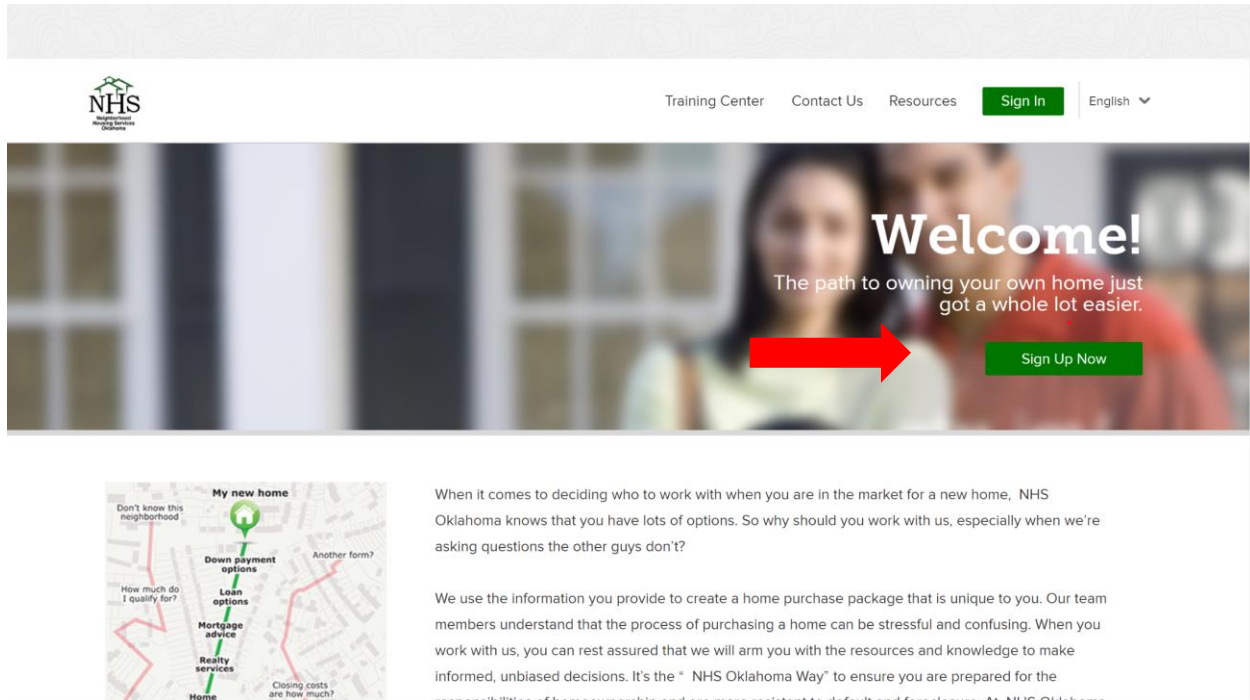


Neighborhood Housing Services Oklahoma

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 Homebuyer 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

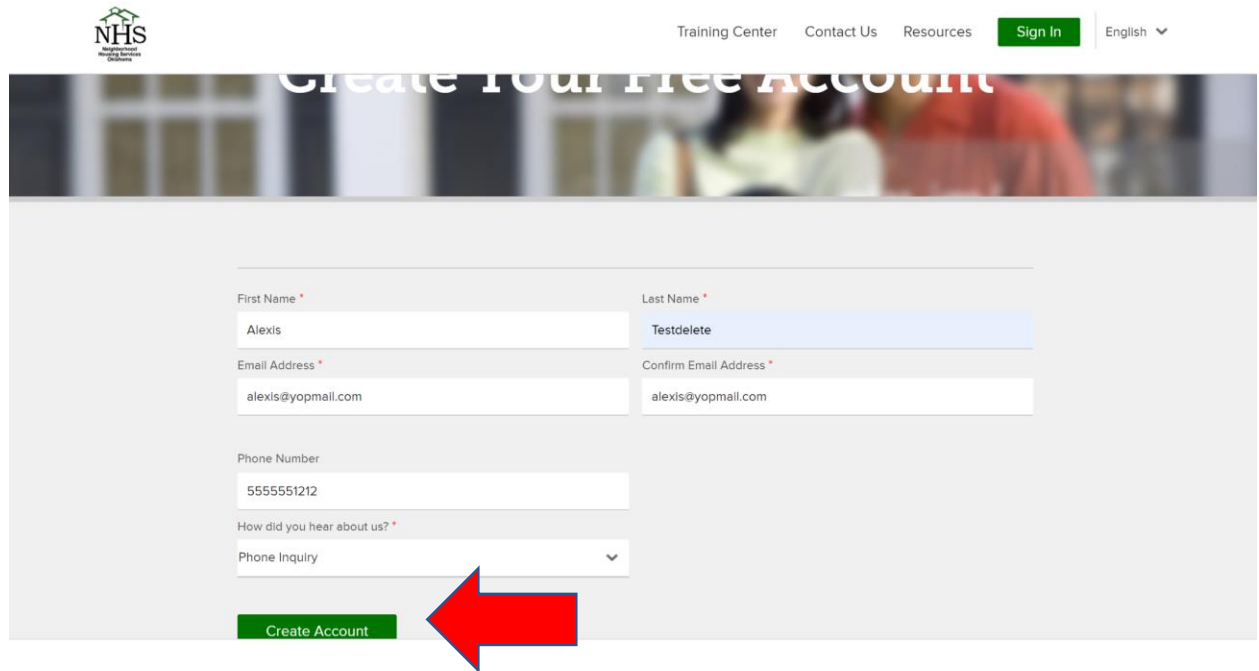
	▲
	▼

☐ 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 appointment is available for you to make.
- b. Let us know how you heard about us, whether it was from a friend, a builder, realtor, or someone else.
- c. Click "Create Account"



NHS
Neighborhood Housing Services
Oklahoma

Training Center Contact Us Resources Sign In English

Create Your Free Account

First Name *
Alexis

Last Name *
Testdelete

Email Address *
alexis@yopmail.com

Confirm Email Address *
alexis@yopmail.com

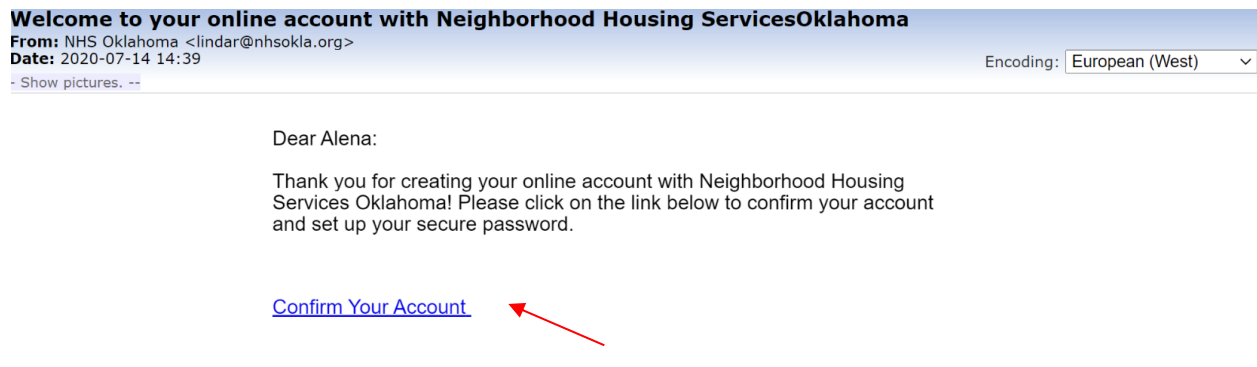
Phone Number
5555551212

How did you hear about us? *
Phone Inquiry

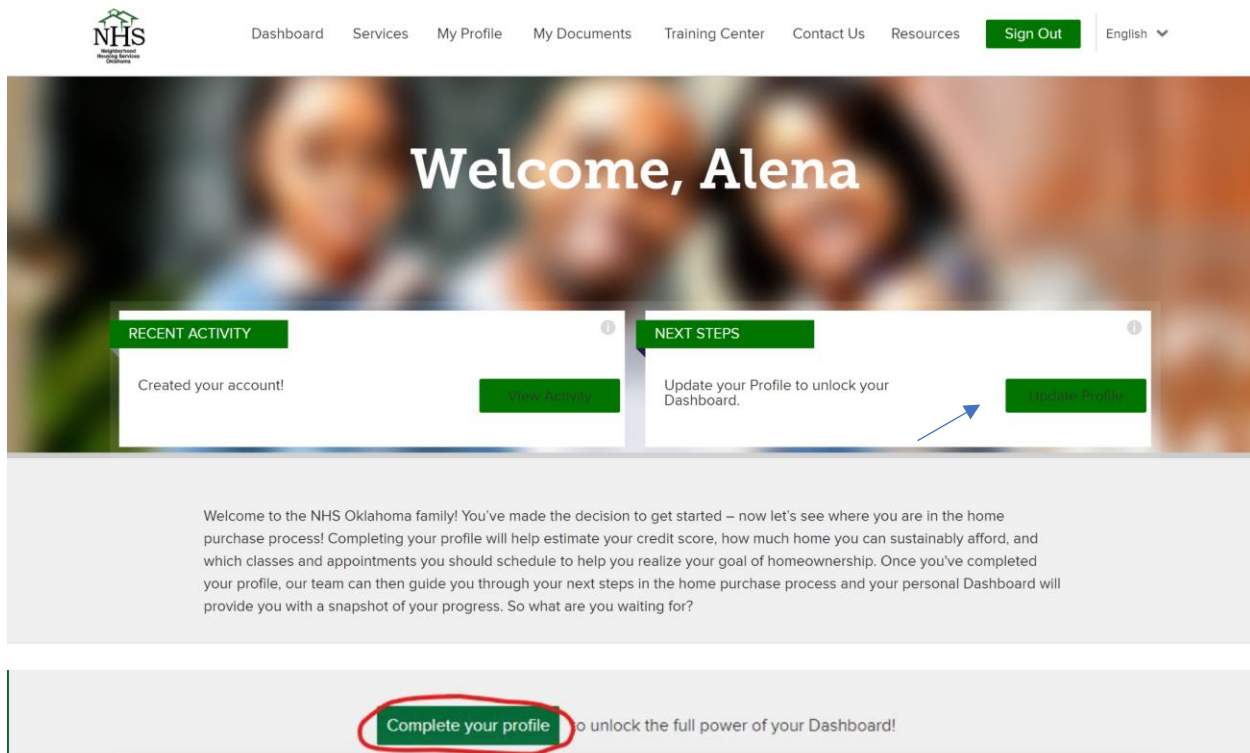
Create Account

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.



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

The screenshot shows the "My Account" form in the NHS Oklahoma website. At the top, there are two tabs: "My Account" and "My Services Summary". A red arrow points to the "My Account" tab. Below the tabs, the form is titled "My Account". It contains three input fields: "First Name" with the value "Alena", "Last Name" with the value "Testdelete", and "Suffix" with a dropdown menu showing "--Select One--". Below the form, there is a "Reset Password" link and a "Save & Continue" button. A red arrow points to the "Save & Continue" button.

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”

My Account My Services Summary

Select a service below to get started

Down Payment Assistance Pending

☐ Include my co-applicant's information when determining my eligibility for this service

* Active member of the U.S. Military? ☐

* Current Household Gross Monthly Income

* Are you fluent in the English language? --None--

* Birthdate [7/14/2020]

* Current Monthly Rent

* Able to cover unexpected expenses?

* Are you a U.S. Citizen? ☒

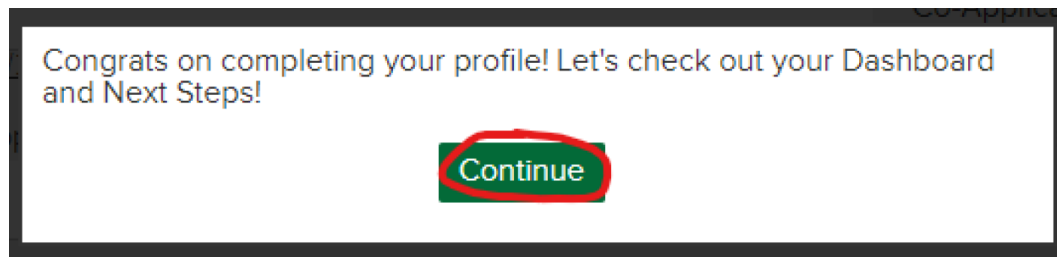
Are you working with a lender?

* Completed a home buyer education course?

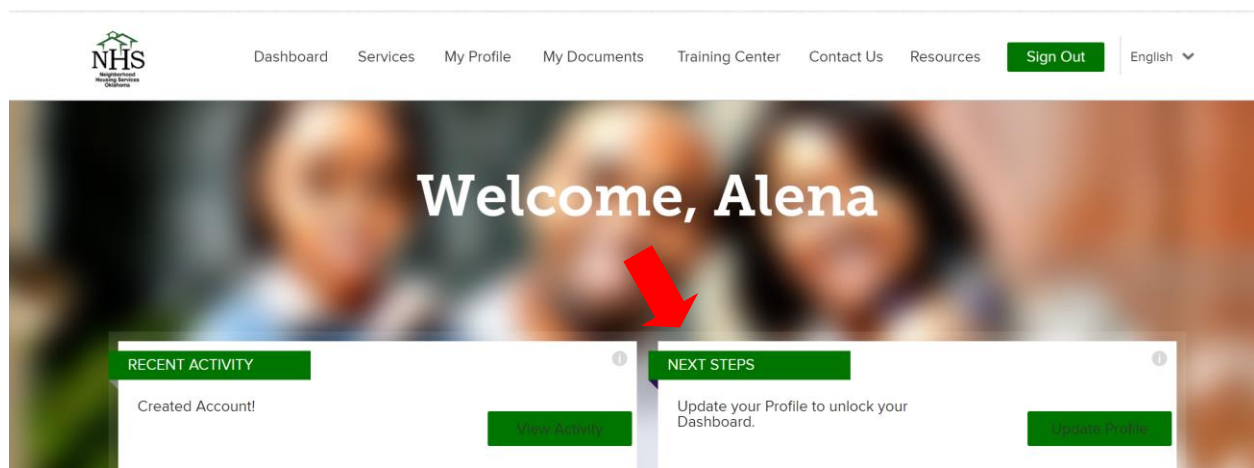
* Current Savings

Save Section Withdraw

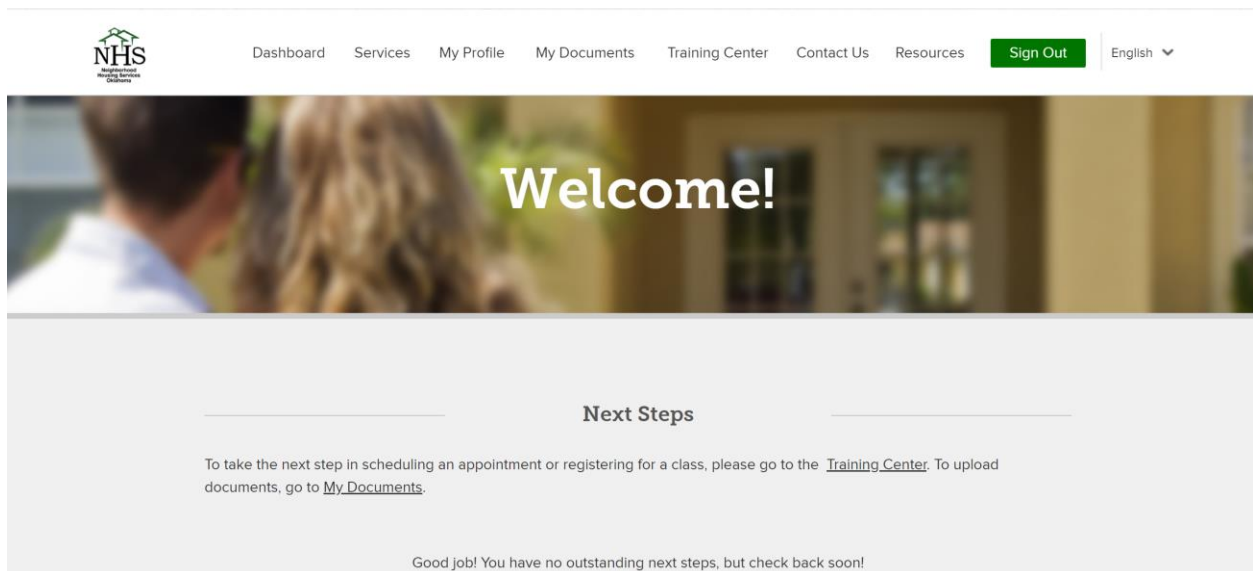
9. You have now completed your Profile. Click “Continue”



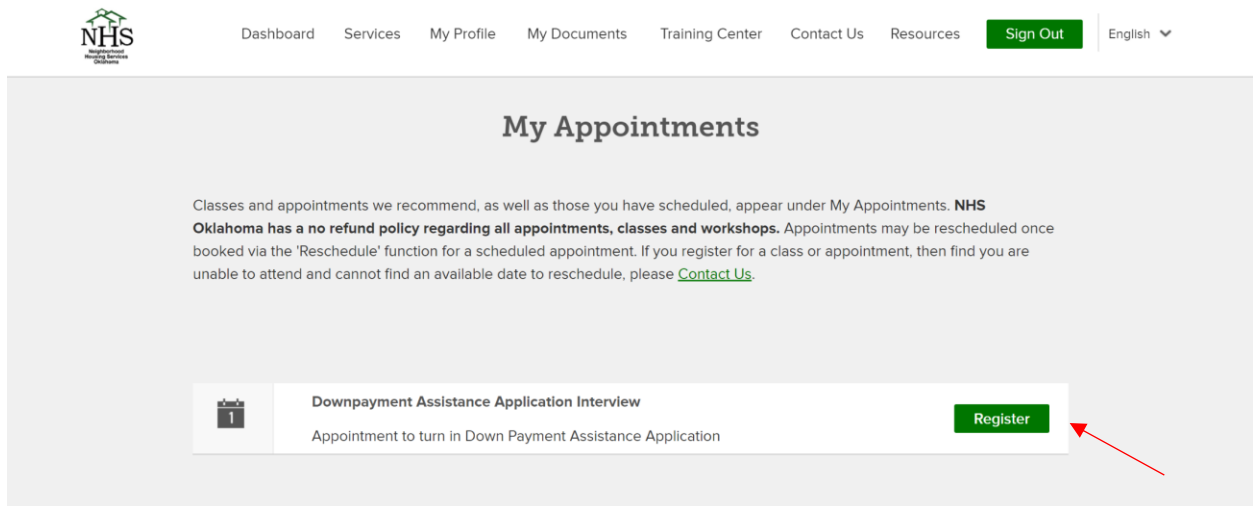
10. Click “View Steps” to navigate to the Training Center to complete your next step.



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
0053000000zUGAAAM

SSL Secure About

Appointment booking by **setster**

13. Select the appointment date and time

Locations Schedule

Select the day and time for your appointment

February 2020 > Thursday February 27, 2020

SU	MO	TU	WE	TH	FR	SA	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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Appointment booking by **setster**

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

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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.

