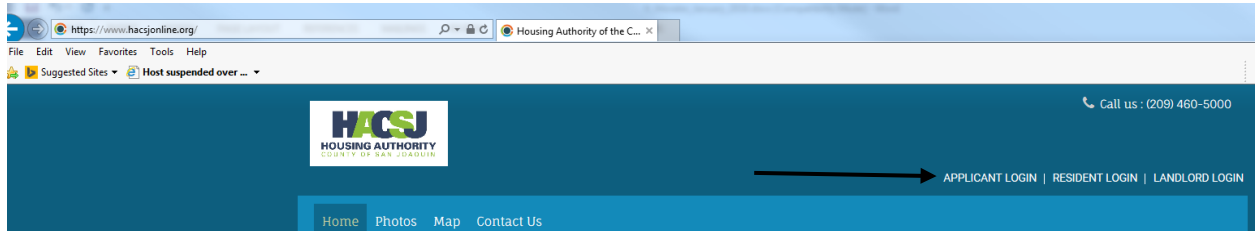


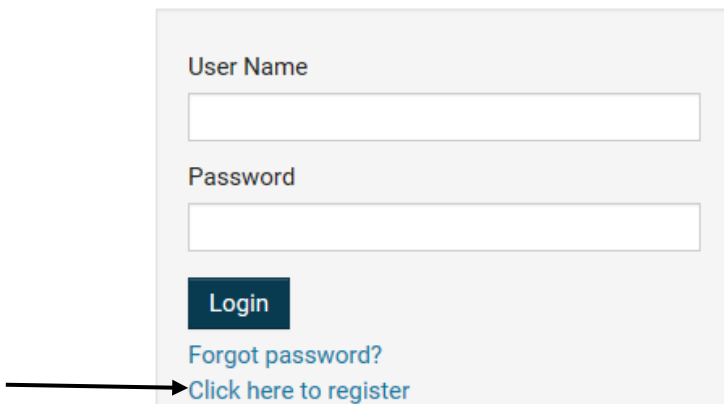
# Registering in Rent Café as an Applicant

1. Go to [www.hacsjonline.org](http://www.hacsjonline.org) and select “Applicant Login” if you are on the Housing Authority Waiting List.

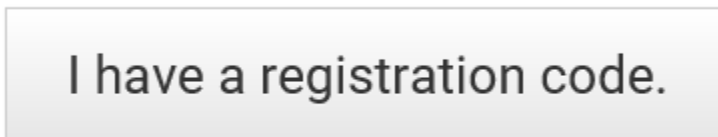


2. Select “Click here to register”.

## Login

A screenshot of a login form. The form has a light gray background and contains the following elements: a "User Name" label above a white text input field; a "Password" label above another white text input field; a dark blue "Login" button; a blue link "Forgot password?"; and a blue link "Click here to register". An arrow points from the text "Click here to register" in the instructions to the "Click here to register" link in the form.

3. Select “I have a registration code”.



# Registering in Rent Café as an Applicant

4. Enter the registration code that you received from the Housing Authority then select “Go”.

## From Website

Please contact the Housing Authority if you do not know your registration code at:  
RC\_Portal@hacsj.org

Enter Your Registration Code

3154-0011600

Go

Register

5. Enter the personal detail and account information as it pertains to you. Select the “I’m not a robot” box. Review the terms and conditions and check the box if you have read and accept the Terms and Conditions. When the all the information is entered select “Register”.

Note: The social security number the Housing Authority has on file must match the Social Security Number in the Personal Details.

Personal Details

First Name\*  
Applicant

Last Name\*  
Registration

SSN#\*\*  
\*\*\*\*\*

Phone (Home)\*  
209999999

Language  
English

Account Information

Email Address\* (Your email address is your user name)  
applicantregistration@gmail.com

Confirm Email Address\*  
applicantregistraton@gmail.com

Password\*  
\*\*\*\*\*

Confirm Password\*  
\*\*\*\*\*

I'm not a robot

I have read and accept the [Terms and Conditions](#)








\* Required fields  
\*\* Data in these fields will be validated against information available with The Housing Authority of the County of San Joaquin

Register

# Registering in Rent Café as an Applicant

6. When the registration is complete, the Applicant Dashboard will be displayed.

The Applicant Dashboard features a grid of seven navigation buttons and a 'QUICK LINKS' section on the right. The buttons are arranged in two rows: the first row contains 'Certifications', 'Apply to Waiting Lists or Update Application', 'My Waiting List Status', and 'Family Information'; the second row contains 'Attachments', 'Register With Another Agency', and 'Contact Us'. The 'QUICK LINKS' section includes a dropdown menu labeled 'I want to:' with 'Update My Contact Details' selected, and a 'Go' button below it.

 Certifications	 Apply to Waiting Lists or Update Application	 My Waiting List Status	 Family Information
 Attachments	 Register With Another Agency	 Contact Us	<b>QUICK LINKS</b> I want to: <input type="text" value="Update My Contact Details"/> <input type="button" value="Go"/>