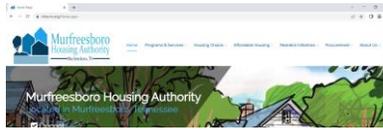


## How to Create an Account on MHA's Website

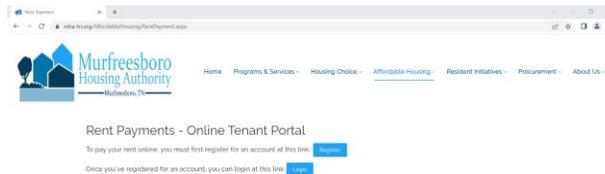
- Go to mha-tn.org click on the “Affordable Housing” tab



- Go to “Rent Payment”

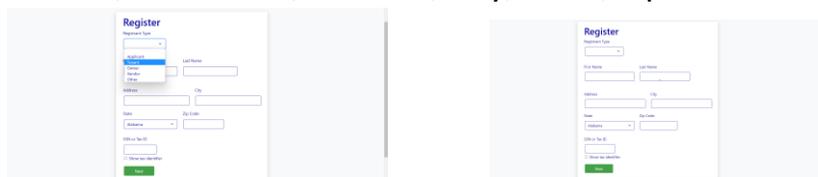


- Select “Register”

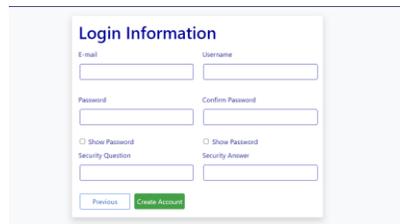


- Select “Tenant” for Registrant Type

Fill in First Name, Last Name, Address, City, State, Zip and SSN then hit next



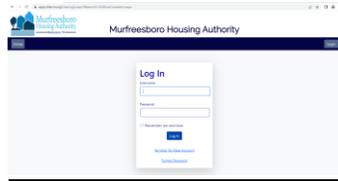
- Enter your email address then choice a User Name, Password, Security Question and Answer then click create Account.



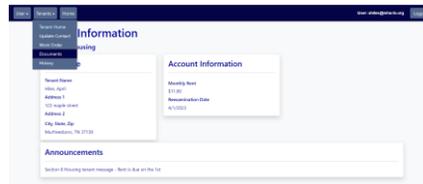
Once you have created an account you will receive an email confirming your account has been created

## How to Send/ Receive Documents

- Log into your MHA account



- Click on “Tenants” then select “Documents”



- “Documents Sent to you “are Documents that MHA has sent to your account for review or to complete and return back to MHA. You will need to download any documents that MHA has sent to you in order to view that document.
- “Documents You Uploaded” are documents that you have sent to MHA for review.

