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

• Go to mha-tn.org click on the "Housing Choice Tab"



• Go to "Forms" click update "Update Contact Info"





• On the "login" screen click "Register for New Account"



• 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 choose 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"

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Information			
History B	Account Information		
Smaat Name Ville, Apoll Address 1 102 maple street Addres 2 Chy, Mark, Zip Murfreedoos, TW 37330	Neurologi Reel 31140 Research and an Unite 4/V/2023		
Announcements			
Section & Housing tenant message - Rent is due on the	e Tue		

- "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.

Document Description	Date	
hg	04/22/2022	ownload
test	04/22/2022	ownload
Documents You Uploaded		
Document Description	Date	
mm	04/22/2022	Delete
mm gd Upload a Document	04/22/2022	Delete
gd		