

HOUSING AUTHORITY OF THE COUNTY OF DEKALB

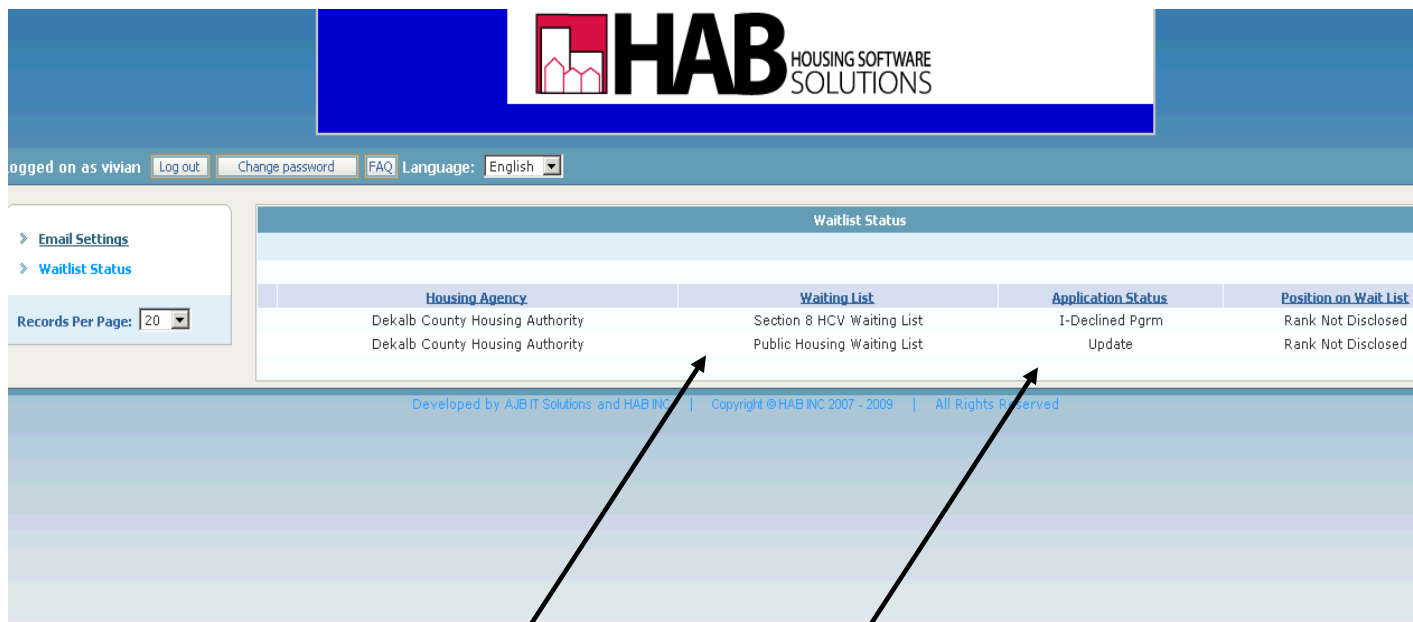
How to Check Your Application Status on the Waitlist

Note: You will not receive online status of your application until 6 to 8 weeks after you apply.

You MUST have an email address to check your Application Status online. If you do not currently have an email address, you can go to many websites to create a FREE email address. Examples where free email address can be created: www.hotmail.com , www.yahoo.com , www.gmail.com Don't forget your email address and password.

- 1) Once you have an email address, go to www.dekcohousing.com
- 2) On the home page, click on **Application Information button**.
- 3) Scroll down to the bottom of the How to Apply page and click on www.hmsforweb.com/owl
- 4) If this is the first time you are checking your status, you must create a Login ID and Password. If you have already created a Login ID and Password, go to step 8
- 5) Click on the word **Register**
- 6) Complete all the fields.
 - a) *Username*: type in your first name
 - b) *Password*: you can use any word or number or a combination of both (write down your Username and Password and keep it in a safe place).
 - c) *Email Address*: type in the email address you just created or an email address you currently use
 - d) *Ssn* - (Social Security Number), type in the social security number of the Head of Household
 - e) *For security*: you type in the code you see in the space that is provided
- 7) Click on **Submit**
- 8) Note: If you completed all the fields correctly, you will be taken to the login window. If not, correct all the errors in red and click on Submit again
- 9) At the *login screen* enter the **Username and Password** you just created
- 10) Click on the **Submit** button

Note: A window will appear displaying your application status. See Below.



Shows which waiting list you had applied for

Shows the status of your application

11) Click on **Log Out** to close the window

See table on the following page for an explanation of your application status.

Application Status

Status	Meaning
Active	You are in line to be pulled from the waiting list
Banned	You are banned from all Housing Authority of the County of DeKalb programs
Update	You should have received a selection letter to call us to schedule an appointment
Inactive	You did not respond to any letter that we sent to you using the address you gave us on the application
Bad Reference	We received an unfavorable response from your previous or current landlord
Declined Program	You declined the assisted housing program that was offered to you
Not qualified	You did not qualify for the program you selected
Non-eligible	You are not qualified for the program you selected
Inactive Purge 2012, 2013, or 2014	You did not respond to the mailing that was sent to the address you provided on the application

If you receive any other message for Application Status, you may send an email to requests@dekcohousing.com or call the main office at 815-758-2692 x129 for an explanation.