

How to Update Your Housing Choices



Remember: In order to update online you need your password. In order to create your password you need your P.I.N.

Online:



To add a housing choice:

1. Go to www.housingconnections.ca. Select *Application Update* from the *Quick Links* on left side of the screen and click on *Registered User*
2. Enter your application number and password (not your P.I.N.) and click *Login*
3. Click on *Housing Choices*, then click on *Add/Change*. The zones for the housing choices you have already selected will be highlighted.
4. Click on the zone you want to view. The unit size you are eligible for will display in the upper right corner of the screen. Select a unit size or sizes.
5. Click on the map number you want to add.
6. Click *Add*. The housing choices you added will display in the listing at the bottom of the screen. If a housing choice for this provider is already on your file, the choice you just added will get the date you first added this provider. A green circle will appear around the selections you have made.
7. Scroll down and click *Accept Changes* to save your updated choices.

If you want to add Rent Supplement buildings to your housing choices, add the Rent Supplement sub zone.

To delete a housing choice:

Click on the box to the left of the development listed. When the checkmark appears in this box, click on *Delete Selected* to delete the housing choice.



Remember: In order to update by phone you need your P.I.N.

By phone:



Use our **automated telephone system** at 416-981-6111. When prompted, press '2' to indicate that you have an existing application number.

- Enter your application number and your PIN
- Press '1' to update your housing choices
- Press '3' to add a building using map numbers, or
- Press '4' to remove a building using map numbers.

Or: You can also make changes to your housing choices by fax at 416-981-6112; by speaking with a phone representative at 416-981-6111 (press '0' when prompted); or by visiting our Resource Centre at 176 Elm Street.

For more details: <http://www.housingconnections.ca/HousingInfo/ApplicationUpdateSystem.asp>