



Public Housing Interim Recertification Manual



NEW YORK CITY
HOUSING
AUTHORITY

INFORMATION
TECHNOLOGY
PMO

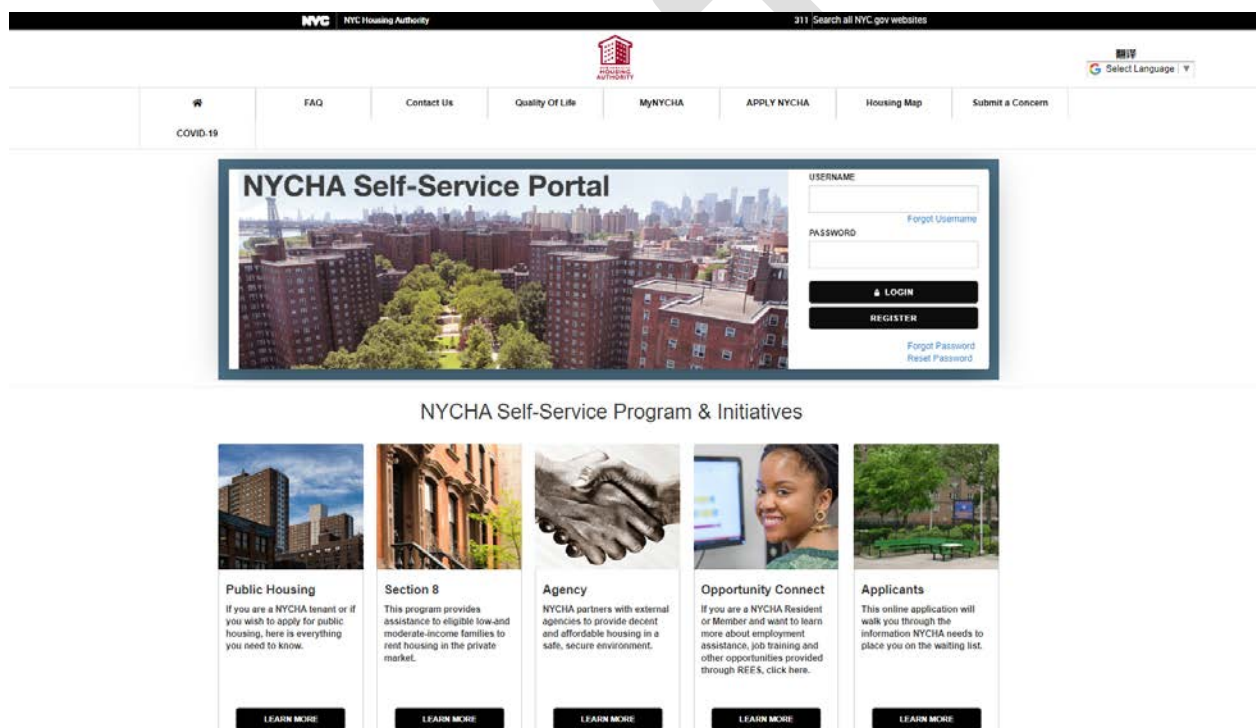
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INSTRUCTIONS FOR COMPLETING INTERIM RECERTIFICATION ONLINE

Self-Service Portal Login Information:

Login Page: The Tenant Self Service Portal link is accessible from the NYCHA website. Once the Public Housing tenant clicks on the Tenant Self-Service Portal link, they will be taken to the following landing page:



The screenshot shows the NYCHA Self-Service Portal landing page. At the top, there is a header with the NYCHA logo and navigation links. The main content area features a large banner for the 'NYCHA Self-Service Portal' with a login form. Below the banner, there are five tiles representing different programs: Public Housing, Section 8, Agency, Opportunity Connect, and Applicants. Each tile has a 'LEARN MORE' button.

Enter Credentials: The Public Housing tenant must be the head of household and have a valid USERNAME and PASSWORD to login and use the Tenant Self-Service portal.

- Enter
 - **USERNAME:** JOHNDOE123
 - **PASSWORD:** *****

Case Information: The tenant will be taken to the **Home** page of the portal. The tenant will be taken to a page that displays their basic case information. The tenant should click on the **View Details button** given below.

NYC NYC Housing Authority 311 Search all NYC.gov websites

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Traducir Select Language

Home FAQ Contact Us Quality Of Life MyNYCHA APPLY NYCHA Housing Map Submit a Concern

Welcome Back JOHN DOE. Today is, Tue Apr 07 2020

Click on the 'View Details' button below to continue.

Public Housing
Case Status: Rented
Case Number: 1700094

VIEW DETAILS

Interim Recertification: The tenant will be taken to a page that displays their detailed Case information. The tenant should click **Interim recertification Tab** on the left pane as shown below.

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COVID-19 Home FAQ Contact Us Quality Of Life MyNYCHA APPLY NYCHA Housing Map Submit a Concern

Home
Annual Review
Interim Recertification
Transfer
Opportunity Connect
Pay Rent/Auto Enroll
Lead-Based Paint Documentation
Reasonable Accommodation
Completed Service Requests

Case Information

Case Number: 1700102
Borough:
Program Type: Public Housing
Apt Move in Date:
Room Size: 4
Transfer Request Sub Status:
Head of Household First Name: JOHN
Development Name:
Stage:
Tenancy:
Family Size: 2
Lease Effective Date:
Transfer Request status Description:
Head of Household Last Name: DOE
Account:
Status: Active
Gross Family Income: 0
Transfer Request status:
Transfer Status Date:

Initiate Interim Recertification:

The tenant should click on the [Start/Resume](#) my Interim Recertification link to begin the recertification process.

← → ↻ Not secure | selfserve.nycha.info/eservice_enr/start.swe?SWECmd=GotoView&SWEView=NYCHA+OUI+ESV+PH+INTRM+Home+Page+View&SWERF=... 311 | Search all NYC.gov websites

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Home FAQ Contact Us Quality Of Life MyNYCHA APPLY NYCHA Housing Map Submit a Concern

COVID-19

Home
Annual Review
Interim Recertification
Transfer
Opportunity Connect
Pay Rent/Auto Enroll
Lead-Based Paint Document
Reasonable Accommodation
Completed Service Request

What would you like to do?

[▶ Start/ Finish my Interim Recertification.](#)

Start/ Finish my Interim Recertification: Use this link to start your recertification process. If you can see this link it means you have a Recertification that you have not yet started or is in progress.

Upload, View, or Print a document for my Interim Recertification: Use this link to upload view and print all of your recertification documents.

Existing Interim Requests No Records

SR Number	Type	Sub Type	Status	Sub-Status	Resolution	Effective Date

Interim Recertification Instructions:

Once the tenant clicks on the **Start/Resume my Interim Recertification** link, they will be taken to the Instruction landing page. This page provides instructions for completing their Interim Recertification on the portal.

- The tenant should click on the [Get Started](#) button to begin.

selfserve.nycha.info/eservice_enu/start.swe?SWECmd=GotoView&SWERF=NYCHA+OUI+ESV+PH+INTRM+Instruction+View&SWERF=1...

NYCHA HOUSING AUTHORITY

Select Language

COVID-19

FAQ Contact Us Quality Of Life MyNYCHA APPLY NYCHA Housing Map Submit a Concern

Home Instructions Members Summary Review&Submit Documents Upload Finish

Complete your Interim Recertification in just five easy steps!

Step 1: Report a Change:
Verify your family composition. Please review the names and details of all active members in your household. You may also use this page to indicate if you would like to remove a member or request the addition of a new member to the household.

Step 2: Member Detail Information:
This page allows you to update information pertaining to active family members and individuals you would like to add to your household. Indicate which members have Income, Assets, and/or Expenses, and enter the details related to the amount, source, frequency, and other information for these individuals. If you or your family members do not have Income, Assets, and/or Expenses, please indicate in this section. Please read and sign all acknowledgements on this page.

Step 3: Document Summary:
Based on the information you provided, you may be required to provide supplemental documents such as pay stubs, bank statements, employment letters, etc. to verify reported Income, Assets, and/or Expenses. This page will provide you with a summary of the documents needed to process your recertification.

Step 4: Upload Documents:
You may upload all supplemental documents required to process your Interim recertification on this page.

Step 5: Interim Recertification Summary:
Review all information you provided for the head of household, each family member, and for any new family member(s) you have requested to add to the household. Please review the terms and conditions and check the 'Acknowledgement' box. This agreement is legally binding between you and NYCHA.

Supporting Documentation: We understand that supporting documentation may not be readily available during the COVID-19 state of emergency. NYCHA will accept other forms of verification from your employer, such as a written letter, an email, or a phone call.

GET STARTED

Step 1: Verify Family Composition:

This page displays the most current household information available in Siebel. All Active Household Members currently residing in the household are listed in the [Member Information](#) section. The tenant must review the information presented in this section. Tenant must [select from below Interim reason to proceed](#) as given below.

selfserve.nycha.info/eservice_enu/start.swe?SWECmd=GotoView&SWERF=NYCHA+OUI+ESV+PH+INTRM+Instruction+View&SWERF=1...

Note : Please select from below Interim Reasons to proceed.

Would you like to remove a Head or Co-Head? *

No

Would you like to add a new household member? *

No

Would you like to report another circumstance? *

No

Would you like to remove any household members? *

No

Would you like to report a change in Income, Asset or Expense? *

Yes

Other circumstances you are allowed to report

Member Information 1 - 4 of 4

Please select the member you wish to update from the highlighted section below

Update	Other Circumstances	Change Income/Asset/Expense	First Name	Last Name	Relationship	Status
	<input type="checkbox"/> N	<input type="checkbox"/> N	IT Child FN	IT Child LN	Child	Active
	<input type="checkbox"/> N	<input checked="" type="checkbox"/> Y	IT Head FN	IT Head LN	Head	Active
	<input type="checkbox"/>	<input type="checkbox"/> N	ANNUAL	PH	Child	Pending Addition
	<input type="checkbox"/>	<input type="checkbox"/> N	TEST01	TEST02	Child	Pending Addition

Pending Deletion Member Information 1 - 2 of 2

First Name	Last Name	Relationship	Status

Step 3: If Change in Income Information (Applies):

- The tenant must provide information if there any change to Income/Asset/Expense. Upon answering the questions, system will allow tenant to continue to the next page.
- Click on **Add/Modify** Income.

Case Number: 1700101 Lessee: IT Head FN IT He SR #: 1:55669887021
Effective Date: 4/22/2020 Co Lessee: IT CoHead FN IT Annual Review Quart

Contact Information for - IT HEAD FN IT HEAD LN

Existing Income Information 1 - 2 of 2

Income Source	Total Income	Frequency	Start Date
Employment	\$3,000.00	Weekly	9/1/2012 12:00:00 AM
Bonuses	\$1,000.00	Annually	1/1/2019 12:00:00 AM

Please Note: If you have an Increase/ Decrease or Loss of Income, please furnish the details by clicking on the "Add/Modify Income" button.

My Income Information No Records

Income Source	Total Income	Frequency	Start Date	Edit Income	Remove Income
---------------	--------------	-----------	------------	-------------	---------------

ADD/MODIFY INCOME

- The tenant must click on the **Add/Modify Income** button to begin. The tenant can add multiple income sources for themselves, family members, or members they would like to add to the household.

Contact Information for - IT HEAD FN IT HEAD LN

Income Information

Note: An address is mandatory if the Income Source is: *Employment, Self-Employment, Contributions, Pension/Annuity, Worker's Compensation, Adoption/Foster Care or Child Support/Alimony* Income Detail Information Source Name and Address Information
If you have an Increase/ Decrease or Loss of Income, please furnish the details below.
If you are experiencing loss of income due to COVID19, please report the same by selecting the reason "Loss of Income due to COVID19" and Total amount "0"

Income Details
Note: Please enter your income details in this section. Some examples of valid income sources are: Wages, Commission, Tips etc.
Reason For Change
DECREASE IN INCOME
LOSS OF INCOME
LOSS OF INCOME DUE TO COVID19
NEW OR INCREASE IN INCOME
For Loss of Income, please enter "0" in the Total amount

Start Date*

Frequency*

CANCEL

Income Source & Income Information
Note: Please enter your Income Source and address information in this section. Where you are getting your income, the address of your work location.
Source Name
Source Phone #
Source Address

SAVE & CONTINUE

← → ↻ ⓘ Not secure | selfserve.nycha.info/eservice_enu/start.swe?SWECmd=GotoView&SWEView=NYCHA+OUI+ESV+PH+INTRM+Income+Confirmation+View&SWE...

👤 Contact Information for - IT HEAD EN IT HEAD LN

\$ Income Information

Note: An address is mandatory if the Income Source is: *Employment, Self-Employment, Contributions, Pension/Annuity, Worker's Compensation, Adoption/Foster Care or Child Support/Alimony*. Income Detail Information Source Name and Address Information
 If you have an Increase/ Decrease or Loss of Income, please furnish the details below.
 If you are experiencing loss of income due to COVID19, please report the same by selecting the reason "Loss of Income due to COVID19" and Total amount "0"

Income Details
Note: Please enter your income details in this section. Some examples of valid income sources are: Wages, Commission, Tips etc.

Reason For Change
 LOSS OF INCOME DUE TO COVID19

Income Source*
 Employment

Total Income*
 \$0.00

For Loss of Income, please enter "0" in the Total amount

Start Date*
 4/22/2020

Frequency*
 Annually

CANCEL

Income Source & Income Information
Note: Please enter your Income Source and address information in this section. Where you are getting your income, the address of your work location.

Source Name
 Test

Source Phone #

Source Address

SAVE & CONTINUE

Tenants are required to report all sources of income for the household to NYCHA. The following pop-up will appear if the tenant reports that a household member has income, but does not provide information for the income source. If the tenant would like to add an income source, they should click [Cancel](#) and then click the Add Income button. If there is no income, the tenant should click [OK](#).

The following information is required:

- **Income Source** – The tenant must select their source of income from the dropdown menu.
- **Start Date** of the income. The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956.
- **Total Income** received
- **Frequency** – The tenant must make a selection from the dropdown menu

The tenant must also provide the name, full address and telephone number of the source of income. Once complete, the tenant must click **Save & Continue**.

NOTE: All income information entered will appear under the **Income Information** section.

Step 4: If change in Asset Information (Applies):

- The tenant must click on the **Add Asset/Report Sales** button to begin. The tenant can add multiple assets for themselves, family members, or members they would like to add to the household.

The screenshot shows the NYCHA portal interface. At the top, there are navigation links: Home, Instructions, Members, Member Summary, Income Information, Review & Submit, Documents Upload, and Finish. The main content area is titled 'COVID-19' and includes sections for 'My Income Information' and 'My Asset Information'. The 'My Asset Information' section is currently active, showing a table with columns for Asset Type, Current Balance/Value, Interest Rate, and Account Number. A red box highlights the '+ADD ASSET(S) / REPORT SALE(S)' button in the top right corner of the 'My Asset Information' section.

The following pop-up will appear if the tenant reports that a household member has an Asset.

The screenshot shows the 'Asset Information' pop-up form. The form is titled 'CONTACT INFORMATION for - AMY DOE' and includes a section for 'Asset Information'. The 'Asset Information' section contains a dropdown menu for 'What do you want to do?' and a dropdown menu for 'Asset Type'. Below these are input fields for 'Name of Other Asset', 'Current Balance/Value', 'Interest Rate', and 'Account Number'. To the right of these fields is a section titled 'Real Estate Information' which includes a text area for 'If you checked real estate above, submit a signed statement for each property that shows the following information: type of property, address, percent of ownership, date of purchase, original purchase price, amount of existing loans that includes the name of the lender, current value, and income, if any, for the past year.' Below this is a section titled 'Report Sale' which includes a text area for 'Note: Please enter the date details that you wish to report: Date (Month/Year or Day)' and a text area for 'Market Value at Disposition or Sale'. The form has 'CANCEL' and 'SAVE & CONTINUE' buttons at the bottom.

The following information is required:

- **What do you want to do?** – The tenant can either select 'Add an Asset' or 'Report a Sale':
- **Asset Type** – The tenant must select their asset from the dropdown menu.
- **Name of other Asset** of the tenant
- **Current Balance/Value** of the asset type
- **Interest Rate** of the asset type
- **Account Number (if any)**

If tenant selected 'Real Estate' as the asset type, they should provide the following information under the **Real Estate Information** section:

- **Property Owned**
- **Property Income Last 12 Months**

If the tenant has sold an asset, they should provide the following information:

- **Date Given Away or Sold.** The date must be entered in the following format: MM/DD/YYYY. For example, 06/28/1980 or 01/05/1956
- **Market Value at Disposition of Sale**

Once complete, the tenant must click **Save & Continue**.

NOTE: All asset information entered will appear under the **Asset Information** section.

Step 5: If change in Expense Information (Applies):

- The tenant must click on the **Add Expense** button to begin. The tenant can add multiple childcare and/or medical or disability expenses for themselves, family members, or members they would like to add to the household.

NOTE 1: A family may be eligible for medical or disability expenses if the head of household or their spouse is either (1) 62 years of age or older; or (2) disabled and/or handicapped.

NOTE 2: The tenant may submit childcare expenses for each child 12 years of age or younger in the household. Please note that each childcare expense must be entered under the contact of the child for whom the expense is for.

The screenshot shows the NYCHA tenant portal interface. At the top, there are navigation links: Home, Instructions, Members, Member Summary, Income Information, Review & Submit, Documents Upload, and Finish. The main content area is titled 'My Expense Information' and includes a table for adding expenses. The table has columns for Expense Type, Total Expenses, Frequency for Expenses, Total Reimbursement, Frequency for Reimbursement, and Edit Expense. A red box highlights the 'ADD EXPENSE(S)' button in the top right corner of the table. Below the table, there are buttons for 'BACK', 'STOP & CONTINUE', and 'SAVE & CONTINUE'.

The following window will open to allow the tenant to add their expenses.

The screenshot shows the NYCHA Annual Recertification portal. The user is logged in as JOHN DOE, Head of Household, with Case Number 170094 and SR Number 1.1035708931. The form is titled 'Expense Information' and is for a household member named AMY DOE. The form includes instructions, a list of expense types (Childcare, Medical, etc.), and fields for entering expense details. The 'Expense Information' section is highlighted with a red border. It contains the following fields:

- Expense Type (drop-down menu)
- Other Expense Description (text field)
- Total Expense (text field)
- Frequency (drop-down menu)
- Reimbursement Frequency (drop-down menu)
- Estimated Annual Amount (text field)
- Agency Name and Address Information (Childcare Only) section:
 - Agency Provider Name (text field)
 - Agency Provider Phone # (text field)
 - Agency Provider Address (text field)

Buttons for 'CANCEL' and 'SAVE & CONTINUE' are located at the bottom of the form.

The following information is required:

- **Expense Type** – The tenant must select their expense type from the drop-down menu
- **Other Expenses Description** -
- **Total Expense**-The must add total expenses
- **Frequency** – The tenant must make a selection from the dropdown menu
- **Estimated Annual Amount** of the expense

If applicable, the tenant must also enter the following information:

- **Reimbursement Frequency** – The tenant must make a selection from the dropdown menu

If the tenant selected 'Childcare Expense' as the expense type, they should fill out the **Agency Name and Address Information (Childcare Only)** section. The tenant should provide the following information:

- **Agency Provider Name**
- **Agency/Provider Address**
- **Agency/Provider Phone #**

Once complete, the tenant must click **Save & Continue**.

NOTE: All expense information entered will appear under the **Expenses Information** section.

COVID-19

Home

Instructions

Members Summary

Income Information

Review&Submit

Documents Upload

Finish

Case Number: 1700102

Effective Date: 5/1/2020

Lessee: JOHN DOE

Co Lessee:

SR #: 1-5567562383

Annual Review Quarter:

Contact Information

JOHN DOE

\$ Income Information

1 - 1 of 1

Income Type

Income Source

Total Income

Rate

Confirm and Edit

Fixed

Contributions

\$944.00

\$944.00

Edit

REMOVE INCOME

+ADD INCOME(S)

Asset Information

1 - 1 of 1

Asset Type

Current Balance/Value

Interest Rate

Account Number

Confirm and Edit / Report Sale

Cash

\$8,439.00

23

Edit / Report Sale

REMOVE ASSET

+ADD ASSET(S) / REPORT SALE(S)

Expenses Information

1 - 1 of 1

Expense Type

Total Expenses

Frequency for Expenses

Total Reimbursement

Frequency for Reimbursement

Edit Expense

Medical Expenses

\$0.00

Monthly

Edit

REMOVE EXPENSE

+ADD EXPENSE(S)

BACK

SAVE & CONTINUE

← → ↺

Not secure

selfserve.nycha.info/eservice_enu/start.swe?SWECmd=GotoView&SWEView=NYCHA+OUI+ESV+PH+INTRM+Income+Completion+Message+Vi...

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NYC

NYC Housing Authority

311 Search all NYC gov websites

My Profile

Log Out

Переведите

Select Language

Home

FAQ

Contact Us

Quality Of Life

MyNYCHA

APPLY NYCHA

Housing Map

Submit a Concern

COVID-19

Case Number: 1700101

Head of Household: IT Head FN IT He

SR Number: 1-55669887021

✓ You have successfully Completed your Income, Assets and Expenses. Please click on Continue to proceed.

BACK

CONTINUE

Step 6: Review and Submit:

The **Review and Submit** provides a summary of all of the income, asset, and expense information entered for the head of household, each family member, and all requested household additions.

This page also allows the tenant to update any information for family members by clicking on the **Update** link next to the name of the member.

If the information is correct, the tenant must select the **Acknowledgement** checkbox and click **Submit** to submit their Interim Recertification. Please note that once the tenant submits their Interim Recertification, they cannot make any changes to their information.

← → ↻ Not secure | selfserve.nycha.info/eservice_enu/start.swe?SWECmd=GotoView&SWEView=NYCHA+OUI+ESV+PH+INTRM+Income+Completion+Message+Vi... ☆ 🔒 ⓘ

Home
 Instructions
 Members Summary
 Review&Submit
 Documents Upload
 Finish

My Family Composition

1 - 5 of 5+

First Name	Last Name	Relationship	Status	Information Complete
IT Head FN	IT Head LN	Head	Active	✓
IT Child FN	IT Child LN	Child	Active	✓
ANNUAL	PH	Child	Pending Addition	✓
TEST01	TEST02	Child	Pending Addition	✓
TESTPROD	CONTACT	Child	Pending Addition	✓

Home
 Instructions
 Members Summary
 Review&Submit
 Documents Upload
 Finish

\$ My Income Information

1 - 1 of 1

First Name	Last Name	Income Source	Annual Income	Frequency	Start Date
IT Head FN	IT Head LN	Employment	\$0.00	Annually	4/22/2020 12:00:00 AM

Home
 Instructions
 Members Summary
 Review&Submit
 Documents Upload
 Finish

My Asset Information

No Records

First Name	Last Name	Asset Type	Current Balance/Value	Interest Rate	Account Number
------------	-----------	------------	-----------------------	---------------	----------------

Home
 Instructions
 Members Summary
 Review&Submit
 Documents Upload
 Finish

★ ACKNOWLEDGEMENT

★ TENANTS CERTIFICATION:

☒

I understand that this online web application is a service provided by New York City Housing Authority (NYCHA). I understand that submission of the online application is subject to data transmission errors which may make my Interim review incomplete. I do not hold NYCHA responsible for any data transmission errors.

NOTICE: The New York City Housing Authority may ask for proof of all statements made by you and an authorization signed by all adult members of your household for the release of information. Failure to return this Affidavit or supply any additional information required by the date requested, or willful submission of incorrect information, may result in a backcharge for rent, termination of your lease and civil or criminal prosecution.

TO BE SIGNED BY PERSON(S) WHO SIGNED LEASE:

I/We certify that the information listed on all pages of this on-line form, including household composition, income, family assets, and allowances and deductions is accurate and complete to the best of my/our knowledge and belief.

I/We authorize the New York City Housing Authority to independently verify the accuracy of all information submitted, including by using the US Department of Housing and Urban Development (HUD) Enterprise Income Verification system.

I/We certify that the apartment listed in this Affidavit of Income is used solely for a residence by my family, and is the sole residence for for all members of my family listed as authorized occupants.

I/We certify that family members I have requested to be removed from the household no longer reside at the address listed in this Affidavit of Income.

I/We understand that providing false statements or information is punishable under Federal and local laws.

I/We also understand that providing false statements or information is grounds for termination of tenancy.

BACK

SUBMIT

Upon Submission, Tenant will receive confirmation as below:

← → ↻ Not secure | selfserve.nycha.info/eservice_enu/start.swe?SWECmd=GotoView&SWEView=NYCHA+OUI+ESV+PH+INTRM+Submit+Completion+View&SWE... ☆ | 311 Search all NYC.gov websites

NYC NYC Housing Authority

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翻译
Select Language ▼

COVID-19

FAQ Contact Us Quality Of Life MyNYCHA APPLY NYCHA Housing Map Submit a Concern

Home
Instructions
Members Summary
Review&Submit
Documents Upload
Finish

Case Number: 1700101 Head of Household: IT Head FN IT He. SR Number: 1-55669887021

You have successfully Submitted Your Interim Recertification

1-55669887021
This is to confirm the submission of your Interim Recertification for this year. Please use above number as reference.
You may need to submit supporting documentation in order to complete the Interim Recertification process. Please click on the Next button to see the list of documents requested.
You may go online at any time to check the status of your Interim Recertification, or to upload supporting documentation.
If you have any questions regarding your Interim Recertification, please contact your Management Office, Monday through Friday, 8:30 a.m. to 4:30 p.m.

CONTINUE TO DOCUMENT UPLOAD(S)

Step 7: Review the Document(s) Summary:

The Document(s) Summary provides a list of supporting documents that must be submitted with the recertification based on the information provided by the tenant. If there are any pending documents that NYCHA has requested the tenant as a part of recertification process then tenant needs to provide documents.

Instructions

- Click on the Upload button of the corresponding document that you would like to upload
- A separate dialogue box will open. This box will allow you to browse and select the document that you wish to upload. Select the Choose File button to select the document you would like to upload. Click on the Upload button within the dialogue box.
- Once you have selected the document you would like to upload, click on the Submit button
- Please note that this document you uploaded will appear in the Documents Received section at the bottom of the page. To ensure that the document has uploaded correctly, click on the View/Print document link of the corresponding document
- If you would like to provide NYCHA with additional documents that are not listed here, please click on the Add File button, and follow steps 1-3 as mentioned above.
- If you have difficulties uploading your documents, please see your property management officer

Waiting on Documents

Document Name	Status	Requested For	Expected Date	Acceptable Documents	View/Print Document	Upload Document
Income Summ...	Requested	MARIANA MATOS		Acceptable Do...		CLICK HERE TO UPLOAD DOCUMENT
Proof of Incom...	Requested	MARIANA MATOS		Acceptable Do...		CLICK HERE TO UPLOAD DOCUMENT
Proof of School...	Requested	EMELY PAULINO		Acceptable Do...		CLICK HERE TO UPLOAD DOCUMENT
Income Summ...	Pending Response	MARIANA MATOS		Acceptable Do...		CLICK HERE TO UPLOAD DOCUMENT

Documents Received by NYCHA

Document Name	Status	Requested For?	Expected Date	View/Print Document
Affidavit of Inc...	Pending Review	MARIANA MATOS		View Document

A separate dialogue box will open to add documents.

https://eservstg.nycha.info/fusionADFUploadDoc?faces=/addDoc.jspx?_afPfmVendor_Number=1700094&Vendor_Id=1-A0CS-28xSource_Key=37589977064250U0BxRequested_Id=1-5YFF0PNbuhoh_Full_Name=JOHN+DOE&DocId=1-46AC08buhoh_Full_Name=JOHN+DOE
https://eservstg.nycha.info/fusionADFUploadDoc?faces=/addDoc.jspx?_afPfmVendor_Number=1700094&Vendor_Id=1-A0CS-28xSource_Key=37589977064250U0BxRequested_Id=1-5YFF0PNbuhoh_Full_Name=JOHN+DOE&DocId=1-46AC08buhoh_Full_Name=JOHN+DOE

NEW YORK CITY HOUSING AUTHORITY

Add Document

Vendor/Case#: 1700094

Service Request#: 1-10357088531

HOH Name: JOHN DOE

Requested For: JOHN DOE

Document Category:

Document SubCategory:

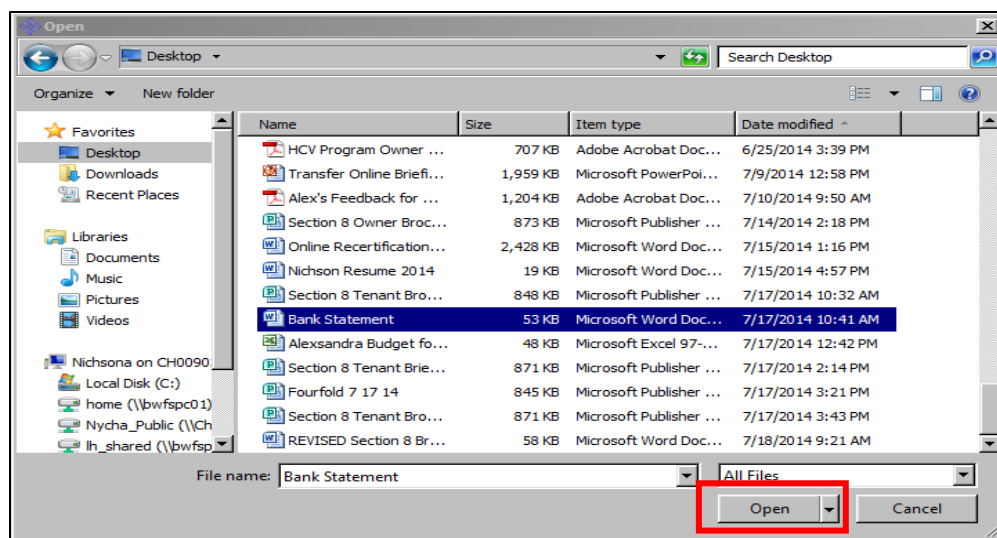
Document Name:

Contact Remarks:

File to upload:

* Document Name: Choose from the drop down list, the name closest in description of what you will be uploading.
* Comments: Add Comments, if you wish, pertaining to the document.
* File to Upload: Not Browse and locate and click on your document on desktop. [Click](#) Open in the popup. Click upload.
* If successful, you can view the document in the Documents Received section on the main [page](#).

By clicking document category, the box will display a list of acceptable documents that can be submitted. Document Sub Category (dropdown), Document name, Contact Remarks (tenant can add any additional information about the document), then click on the [choose file button](#), then a separate dialogue box will open. The tenant must select the document they would like to upload. Once a document has been selected, tenant must click [Open](#).



- a. The file the tenant uploaded will appear next to the **Choose File** button. The tenant should then click **Upload**.

NOTE: A separate dialogue box will open informing the tenant that the document was successfully uploaded. The tenant must click **OK** in the Dialogue box, and then click **Close** to continue.

- b. All documents uploaded will appear in the **Documents Received** section at the bottom of the page. The tenant should always click on the **View/Print Doc** link of the corresponding document to ensure the upload was successful.

Document Name	Status	Requested For?	Expected Date	View/Print Document
Affidavit of Income - Main Online	Pending Review	ABRAHAM FROMOWITZ		View Document
Affidavit of Income for Active Family Members...	Pending Review	MIRUI FROMOWITZ		View Document
Third Party Verification Consent to Release On...	Pending Review	MIRUI FROMOWITZ	11/5/2016	View Document
Debts Owed to Public Housing Agencies and T...	Pending Review	MIRUI FROMOWITZ		View Document

Once all documents are uploaded

NOTE 1: If the tenant would like to submit additional documents not listed under the **Waiting on Documents** section, they can click on the **Add Additional Documents** link.

NOTE 2: If the tenant has any questions related to uploading documents, they can click on a link to the **Frequently Asked Questions (FAQs)** or watch the **'How to Upload Document'** video. After uploading the document, tenant can click on the **continue** button.

COVID-19

HomeDocuments UploadFinish

Thank You

You have successfully submitted your Interim Recertification online.

You can check the status of your Interim Recertification and the information you provided at any time by logging in to the Tenant Self-Service Portal and clicking on the Interim Recertification link.

You will be notified via mail and online when your Interim Recertification process is complete.

FINISH

NOTE 2: If the tenant has any questions related to the use of the portal or about the recertification process, they can navigate to the Frequently Asked Questions (FAQs) section of the website by clicking on the **View All FAQs** link or typing a keyword or phrase into the **Search Frequently Asked Questions (FAQs)** free form text box and clicking **Go**.

—End of Online Recertification Process—