

# How to E-sign a document.

- 1. Once signed in, click on "inbox"

**Assistance Check**  
Online Case Management

**Rosenberg Housing Authority**

Kim Brown  
[My Account](#) | [Sign Out](#)  
Last Sign In 01/23/2018

**TENANT ASSISTANCE**  
Choose from the options below

- View My Applicant Case File
- Inbox (41) (🔍)**
- Send Document
- Edit Contact Information
- Agency Documents
- Add New Income
- Edit Income
- Remove Income
- Add New Family Member
- Edit Family Member
- Remove Family Member
- FAQ
- Contact Us

**Kim Brown**  
5006 Cotter LN , Rosenberg, TX 77471  
[View your full case file](#)

**Reexam Information**  
Your information must be updated to determine or maintain your eligibility.  
Check the status of your Reexam below:

Appointment	N/A
Reexam Date	
Note	
Status	Not Ready

**Inspections**  
View Scheduled Inspections and Results.

You have no Inspections to view

**Requests**  
Click the Request below and follow the instructions.

Request	Note	Status
<a href="#">Send Document</a>		<a href="#">Completed</a> 3 months ago
Add New Family Member		Completed 3 months ago
Add New Income		Completed 4 months ago

2. Your inbox looks like this.

**Assistance Check**  
Online Case Management

Kim Brown  
[My Account](#) | [Sign Out](#)  
Last Sign In 01/23/2018

**Rosenberg Housing Authority**

**TENANT ASSISTANCE**  
Choose from the options below

- View My Applicant Case File
- Inbox ( 41 ) ( )
- Send Document
- Edit Contact Information
- Agency Documents
- Add New Income
- Edit Income
- Remove Income
- Add New Family Member
- Edit Family Member
- Remove Family Member
- FAQ
- Contact Us

**Inbox**

Below are the documents we sent you. Please review the documents below and follow the instructions contained in the document.

To download or view the document, click on the row. To view the request the document is linked to, click on the name of the request.

Once you have viewed a given document, you can click the Archive button to move the document to the Archive list.

Note: eSign documents cannot be archived until they are eSigned or you opt not to eSign.

Inbox ( 41 )   Archive ( 3 )

<b>BriefingPacket</b> Due: Jan 22nd 2018	Jan 8th 2018	
<b>BriefingNotice</b> Due: Jan 22nd 2018	Jan 8th 2018	
<b>AdditionaldocumentsNeeded</b> Due: Jun 7th 2017	May 24th 2017	
<b>Thingsyoushouldknow2</b>	Jan 12th 2017	
<b>Thingsyoushouldknow1</b>	Jan 12th 2017	

3. Select the document which you would like to sign by clicking on the pencil icon located next to it.

<b>ApplicantApptLetter</b>	Jan 4th 2017	
<b>PreferenceClaimForm</b>	Jan 4th 2017	
<b>Thingsyoushouldknow1</b>	Jan 4th 2017	
<b>AuthorizationHUD9886</b>	Jan 4th 2017	
<b>ItemstoBringtoInterview</b>	Jan 4th 2017	
<b>NewTIF7and8</b>	Jan 4th 2017	
<b>TIFpart9</b>	Jan 4th 2017	

4. This screen will pop up; click “continue to sign”.

The screenshot shows a document management interface with a grey background. At the top, there is a header with the text "ItemstoBringtoInterview" on the left and "Jan 12th 2017" on the right. Below this is a list of items, each with a date: "Jan 12th 2017", "Jan 4th 2017", "Jan 4th 2017", "Jan 4th 2017", and "Jan 4th 2017". At the bottom, there is a footer with the text "Thingsyoushouldknow1" on the left and "Jan 4th 2017" on the right. A white pop-up dialog box is centered on the screen. It contains a blue circular icon with a pencil, the text "This document can be electronically signed.", and a blue button labeled "Continue to Sign". A black arrow points from the left edge of the image to the "Continue to Sign" button.

## 5. Your Document will pop up.



Kim Brown  
[My Account](#) | [Sign Out](#)  
Last Sign In 01/23/2018

### Rosenberg Housing Authority



View My Applicant Case File

Inbox ( 41 ) ( )

Send Document  
Edit Contact Information  
Agency Documents

Add New Income  
Edit Income  
Remove Income

Add New Family Member  
Edit Family Member  
Remove Family Member

FAQ  
Contact Us

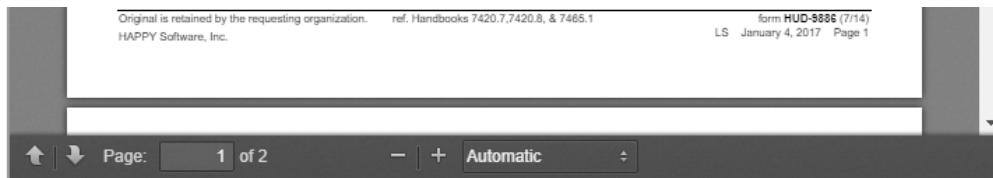
#### Head of Household and Members Over 18 Signature Required (scroll down to continue)

Download File

PHIA requesting release of information: (Cross out space if none) (Full address, name of contact person, and date)	PHIA requesting release of information: (Cross out space if none) (Full address, name of contact person, and date)
<b>Rosenberg Housing Authority</b> 117 Lane Dr. Ste 18 Rosenberg, TX 77471 Kim Brown  281-342-1456 January 4, 2017	<b>U.S. Department of Housing and Urban Development</b> Office of Public and Indian Housing OMB CONTROL NUMBER: 2501-0014 exp. 07/31/2017
<b>Authority:</b> Section 904 of the Stewart B. McKinney Homeless Assistance Amendments Act of 1988, as amended by Section 903 of the Housing and Community Development Act of 1992 and Section 3003 of the Omnibus Budget Reconciliation Act of 1993. This law is found at 42 U.S.C. 3544.  This law requires that you sign a consent form authorizing (1) HUD and the Housing Agency/Authority (HA) to request verification of salary and wages from current or previous employers; (2) HUD and the HA to request wage and unemployment compensation claim information from the state agency responsible for keeping that information; (3) HUD to request certain tax return information from the U.S. Social Security Administration and the U.S. Internal Revenue Service. The law also requires independent verification of income information. Therefore, HUD or the HA may request information from financial institutions to verify your eligibility and level of benefits.  <b>Purpose:</b> In signing this consent form, you are authorizing HUD and the above-named HA to request income information from the sources listed on the form. HUD and the HA need this information to verify your household's income, in order to ensure that you are eligible for assisted housing benefits and that these benefits are set at the current level. HUD and the HA may participate in computer matching programs with these sources in order to verify your eligibility and level of benefits.  <b>Uses of Information to be Obtained:</b> HUD is required to protect the	<b>Persons who apply for or receive assistance under the following programs are required to sign this consent form:</b> PHA-owned rental public housing Turnkey III Homeownership Opportunities Mutual Help Homeownership Opportunity Section 23 and 19(c) leased housing Section 23 Housing Assistance Payments HA-owned rental Indian housing Section 8 Rental Certificate Section 8 Rental Voucher Section 8 Moderate Rehabilitation  <b>Failure to Sign Consent Form:</b> Your failure to sign the consent form may result in the denial of eligibility or termination of assisted housing benefits, or both. Denial of eligibility or termination of benefits is subject to the HA's grievance procedures and Section 8 informal hearing procedures.  <b>Sources of Information To Be Obtained</b> State Wage Information Collection Agencies. (This consent is limited to the wages and unemployment compensation I have received during period(s) within the last 5 years when I have received assisted housing benefits.)

Electronic Signature Disclosure and Consent

6. Type in your full name in the box where it says “please enter your name”.




#### Electronic Signature Disclosure and Consent

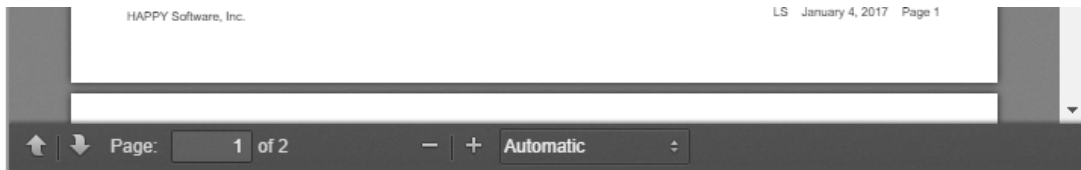
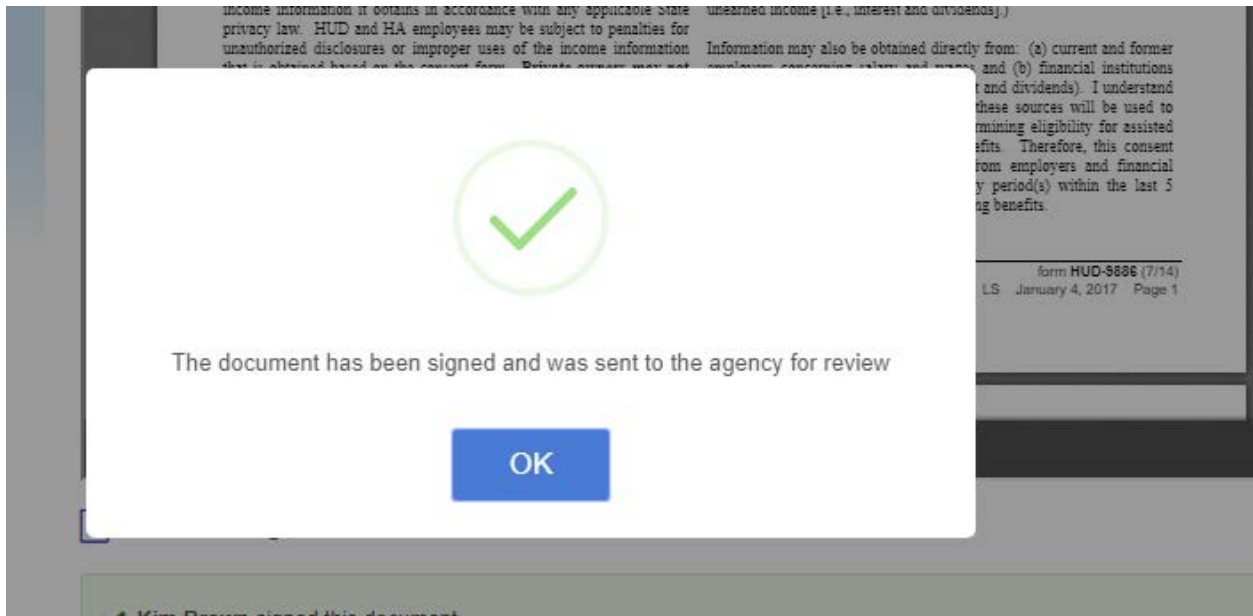
I, **Kim Brown**, by entering my name and clicking "Done", certify that I have read and agree to the contents of the above document and agree to sign this document electronically.

Please Enter Your Name:

[No, I do not agree to sign electronically](#)

 Note: Once all signatures have been collected, the document will be sent to the Agency

7. When you see this, you have successfully E-signed your document and it has been sent to us. It may take up to an hour, please do not call to check if we have received it.



#### Electronic Signature Disclosure and Consent

✓ Kim Brown signed this document.

➤ The document has been signed and sent to the agency for review. Once reviewed, the fully executed document will be available on AssistanceCheck.

Back