Introduction

Having a user profile enables a person to access *e-snaps*. However, only people who have been associated with the organization as a Registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile and applications associated with the organization.

- For the CoC, these items include the CoC Applicant Profile, CoC Registration, CoC Review, and CoC Consolidated Application (which includes the CoC Application, CoC Priority Listings, and project applications)
- For project applicants, these items include the Project Applicant Profile and the project application(s).

New e-snaps Users

Someone who is new to e-snaps must create his/her own username and password.

- Do not update someone else's user profile for a different person.
- Do not share log in information. Each organization should have at least two staff persons that can access the organization's *e-snaps* account.

Pront Off	ice
Front Office Portal Username: Password: Cogn Forgot your password? Locale: English - United States Create Profile	Welcome to e-snaps! E-snaps is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition. E-snaps is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section. If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process. The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (A4 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. If an an application specific funding competitions. The negulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which continuum of Care Homeless Assistance funding round. The information collected in the application form will only be collected for specific funding competitions.
Username: Password: Login Forgot your password? Locale: English - United States Create Profile	Welcome to e-snaps! E-snaps is the new application and grants management system for HUD's Homeless Programs. It supports the collaborative application process known as the Continuum of Care (CoC) Homeless Assistance Competition. E-snaps is to be used by authorized persons only. If you are an authorized user, please log in by entering a valid user name and password. If you have any difficulty with this process please contact the System Administrator. You may also use the Links on the left menu to navigate through the system, and access application forms and other related links. If you need assistance in navigating the system please access the Help instructions in each section. If you are not yet an authorized user, and need access to this system on behalf of your Continuum of Care or as a project applicant, you may request a user name through the Registration process. The information collection requirements contained in this application have been submitted to the Office of Management and Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number. The analysis and the regulatory authority contained in each program rule. The information will be used to rate applications, determine eligibility, the Continuum of Care Homeless Assistance are based on rating factors listed in the Notice of Fund Availability (NOFA), which is public funding competitions.

Step Description

1.	Go to http://www.hud.gov/esnaps
2.	Select "Create Profile" from the left menu bar.
3.	Complete the fields on the screen.
4.	Select the "Save" button.
5.	Log out.
6.	Provide the username and email address used to create the user profile to someone in

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the organization who can add the new e-snaps user as a Registrant.

Adding and Deleting e-snaps Registrants

Anyone that currently has access to an organization's *e-snaps* account (i.e., who can see the organization's Applicant Profile, etc.) can add or remove other Registrants by following the instructions provided below.



Description
Select "Applicants" on the left menu.
On the "Applicants" screen, click the "Registrant" icon. ^A This icon looks like a person and is located to the left of the Applicant Name.
Before anyone can be added as a Registrant in e-snaps, the individual must have an

Add a Registrant

🦰 Front Offi	ce					Logout	e Help
🦺 MichelleFarley	Applic	ant: Birmingham/Je	fferson, Saint Clair, Shelby	Counties CoC (AL 500) 🔻			
Front Office Portal		Add a Registra	Ar App	Applicant Details oplicant Name: Birmingham/Jefferso icant Number: AL 500	n, Saint Clair, Shelb	y Counties Co	٥C
Change Password	0	Name		Registrants	Crown		
ô Workspace		Farley, Michelle	MichelleFarley	mbsh@bellsouth.net	Administrator -]	
Applicants	8	McGinty, Jennifer	jennifermcginty	mbsh2@bellsouth.net	Administrator -	,] 1	
Funding Opportunity Registrations	8	Hill, Connie Salter, Nathan	Connie Hill Oneroofhmis@gmail.com	<u>conhill@aol.com</u> oneroofhmis@qmail.com	Administrator 👻]	
Projects				1			
Submissions			(Back to List			

Step	Description
1.	Select the "Add Registrant" icon. ${\mathscr O}$ This icon is at the top left of the list.

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Front Offi	Ce P Logout 🧕 Help
A MichelleFarley	Applicant: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC (AL 500) 🔻
Front Office Portal	Applicant Details Applicant Name: Birmingham/Jefferson, Saint Clair, Shelby Counties CoC Applicant Number: AL 500 Obtain username
My Account Change Password	Add a Registrant Add a Registrant * User Name: * Email Address: * Group Administrator •
Applicants Funding Opportunity Registrations Projects	Add Registrant Back to List
Submissions	

Step	Description			
1. Enter the user name and email address of the registrant.				
	 There is a new "Group" field. This item is not being used this year. You do not need to do anything. 			
2.	Select the "Add Registrant" button.			
3.	Select the "Back to List" button to return to the "Registrants" screen, where you will see the person added to the list.			
4.	On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.			

Delete a Registrant

Deleting the registrant will remove, or dissociate, the user from the Applicant Profile. This person will still be able to access *e-snaps*, but he/she will no longer be able to access the organization's *e-snaps* account with the Applicant Profile and applications.

MichelleFarley	Applicant: Birmingham/Je	efferson, Saint Clair, Sh	elby Counties CoC (AL 500) 🔻	
Front Office Portal			Applicant Details	
Profile My Account			Applicant Name: Birmingham/J Applicant Number: AL 500	lefferson, Saint Clair, Shelby Counties CoC
Change Password	ø		Registrants	
Workspace	Name	User Name	Email	Group
workspace	8 Farley, Michelle	MichelleFarley	mbsh@bellsouth.net	Administrator 👻
	🔕 McGinty, Jennifer	jennifermcginty	mbsh2@bellsouth.net	Administrator 👻
Applicants	8 Hill, Connie	Connie Hill	conhill@aol.com	Administrator 👻
ling Opportunity Registrations	Salter, Nathan	Oneroofhmis@gmail	.com oneroofhmis@gmail.com	Administrator 👻
Projects			1	
Submissions	"Delete'	' icon	Back to List	

Step	Description
1.	Select the "Delete" icon $^{oxed{8}}$ next to the person's name.
2.	Select the "Back to List" button to return to the "Applicants" screen.
2.	Select the "Back to List" button to return to the "Applicants" screen.