The Housing Provider Profile saves you time by allowing you to auto populate major portions of the application when submitting for multiple tenants. You can create a profile where you will be able to store multiple properties as well as companies and contacts. In each application, you can then select the data you stored in your profile that corresponds to each tenant. Please follow the steps below. You can also use the step-by-step guide that starts on the next page.

1. Create a **Housing Provider Profile** by following the link on the “Applications” page *(Create a Housing Provider Profile).*

2. Save your Properties, and Companies and Contacts to your profile.
   a) Fill out the required information to store your first property.
   b) Fill out the required information for your companies and contacts.

   *Note: At any time, you can return to your Housing Provider Profile to edit and/or add properties or companies and contacts.*

3. Return to the **Applications** dashboard to begin your application(s).

4. Click “Start a New Application”.

5. In the first section of the application *(Pre-Eligibility)*, select the property for which assistance is being requested using the dropdown arrow next to “My Properties”.

6. Click “Populate Property Data” to automatically populate the application with the property information you provided in your Housing Provider Profile.

7. Enter the Apt/Suite/Unit number of the tenant for which you are applying.

8. In the next section *(Contact Information)*, select from the “My Companies and Contacts” dropdown and click “Populate Data” to populate your individual or company data from your Housing Provider Profile.
If you are a housing provider applying for more than one tenant, you can create a **Housing Provider Profile** to streamline the application process.
Use this page to store your **properties** as well as **companies and contacts** associated with each tenant in the applications you submit.
Fill out the required information to store your first property.
Now do the same for your **companies and contacts**.
Now, all of your **properties** as well as **companies and contacts** are stored and ready to be used in your applications.

*Note: Housing Provider operates as an *individual*.

*Note: Housing Provider operates as a *company*. 
You are now ready to begin your applications.

Please go back to the **Applications** dashboard.
Notice the new **Housing Provider Profile** link. Since you created a profile you can always return to edit and/or add properties or companies and contacts.

*Note:* You can also return to your **Housing Provider Profile** here.
With your Housing Provider Profile already created, click here to get started on an application.
Notice the **My Properties** field where you can select the property for which assistance is being requested. This populates based on what you stored in the **Housing Provider Profile**.
Select a property, then click Populate Property Data.
After you click **Populate Property Data**, the information you stored in the **Housing Provider Profile** gets populated.

Now you simply need to enter the **Apt/Suite/Unit** number of the tenant for which you're applying.
You can also auto-populate data in the “Contact Information” section.

Select from the My Companies and Contacts dropdown to populate your individual or company data from your Housing Provider Profile.

Then click, Populate Data