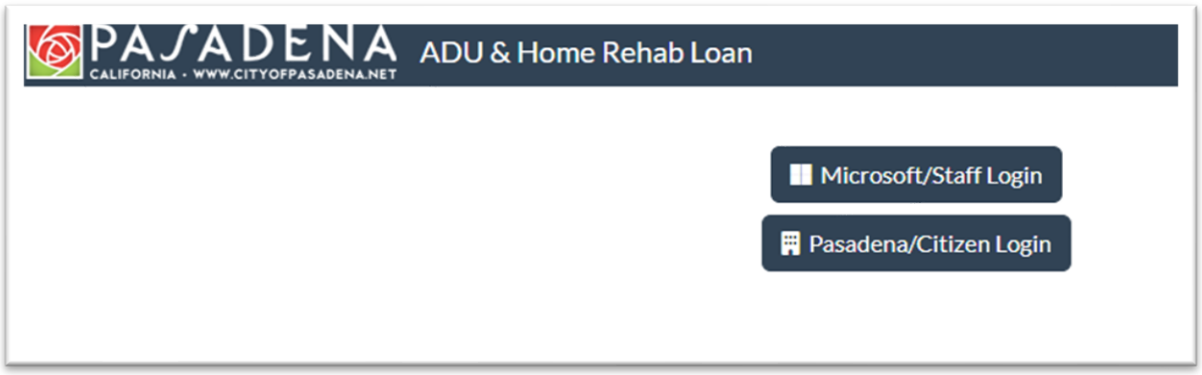
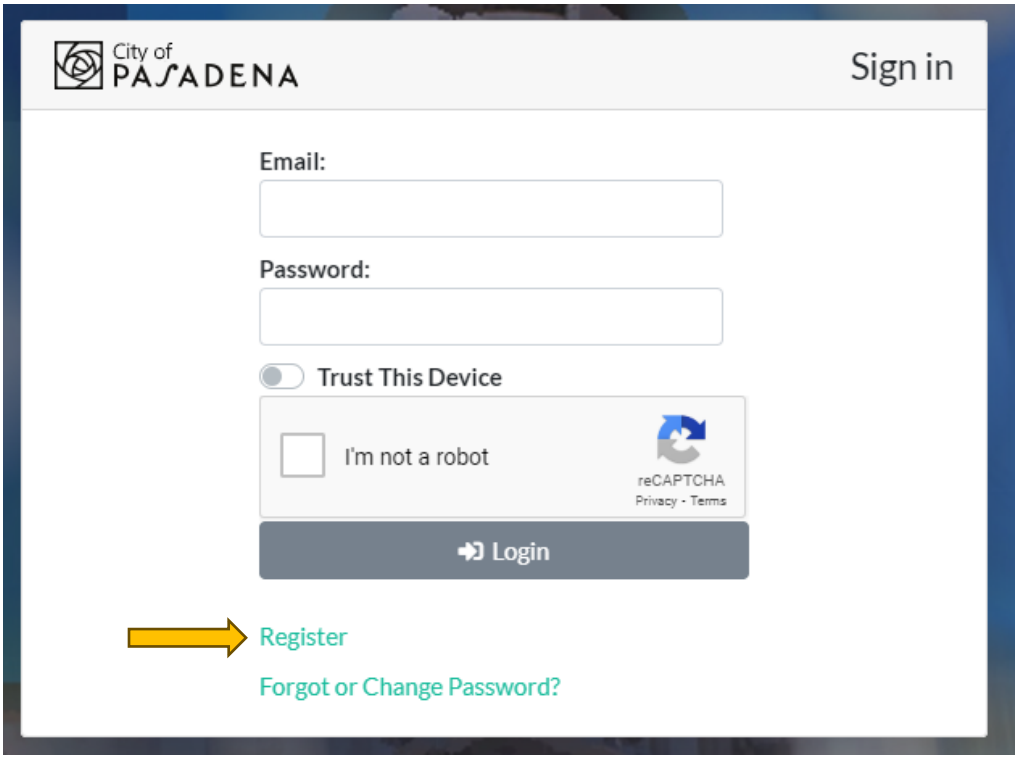
Instructions for
Registration & Pre-Screening Intake

In order to submit a pre-screening intake form for the rehabilitation loan program, homeowners must register their e-mail address and setup a password to login.

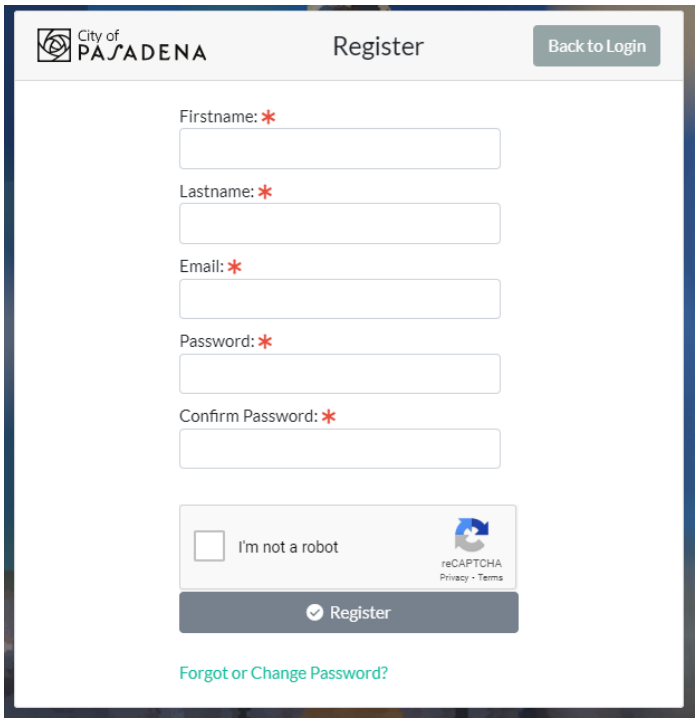
1. At the login screen, click the 'Pasadena/Citizen Login" box.



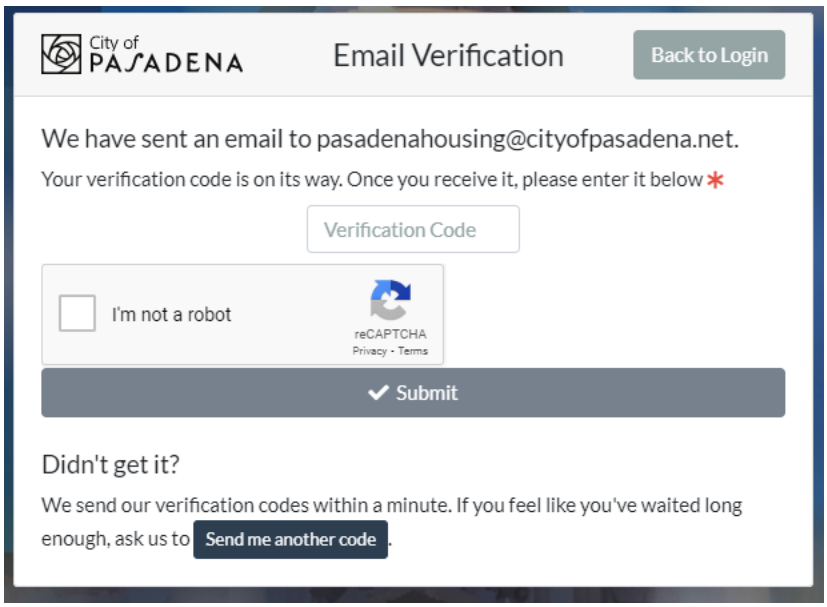
2. Next, click the "Register" link.



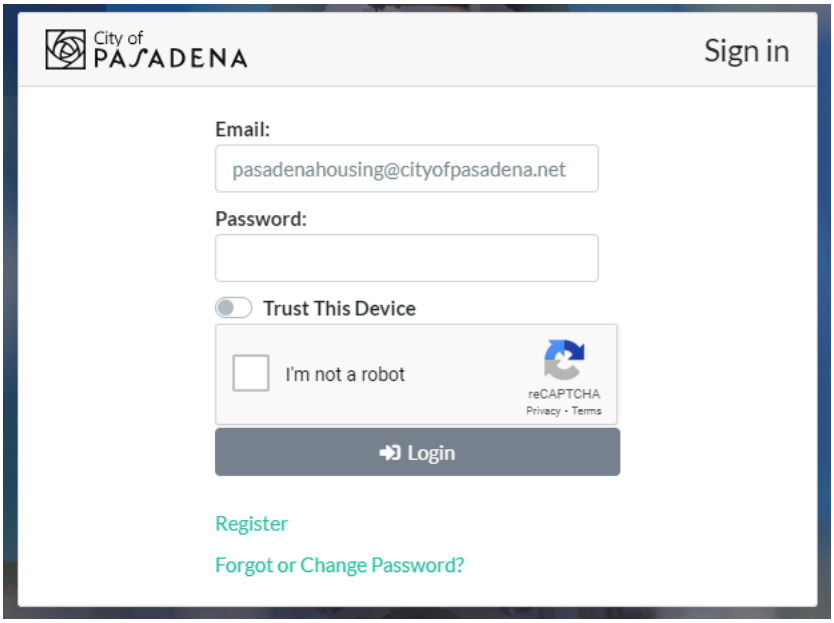
3. Enter your first name, last name, e-mail, and password. Then complete the reCAPTCHA box, and click “Register”.



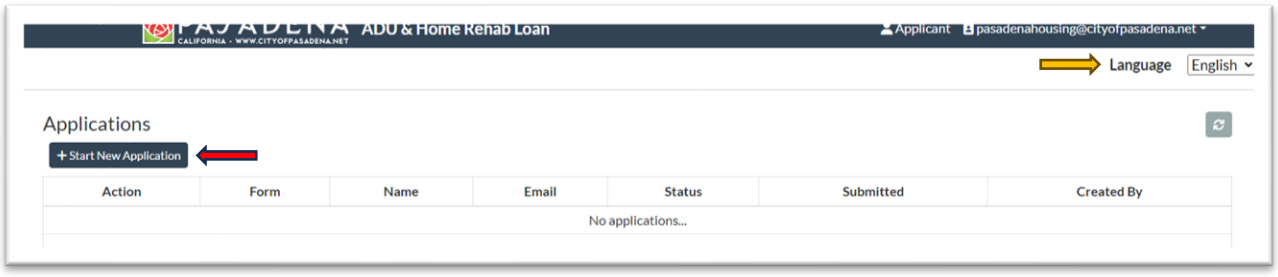
4. The system will then send a verification code to your e-mail. Enter the code into the verification screen, complete the reCAPTCHA box, and click “Submit”



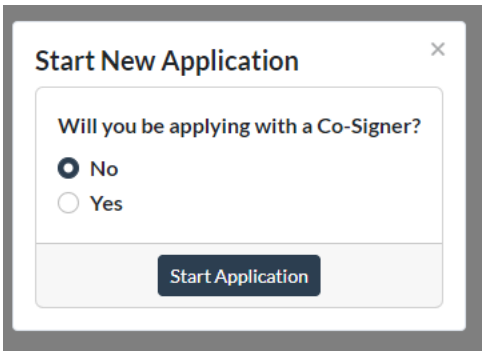
5. The login screen will appear with your e-mail address. Enter your password, complete the reCAPTCHA, then click the “Login” button. At your first login the system may send another verification code to your e-mail to type in.



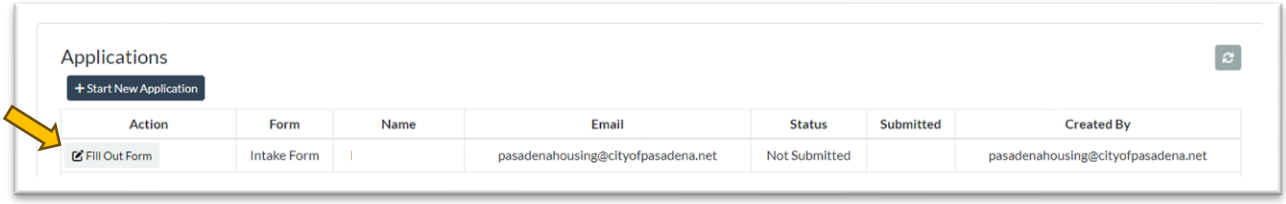
6. Once in the rehab portal, homeowners have the option to change the language to Spanish by selecting the dropdown menu in the upper right-hand corner. Click the “Start New Application” box to begin.



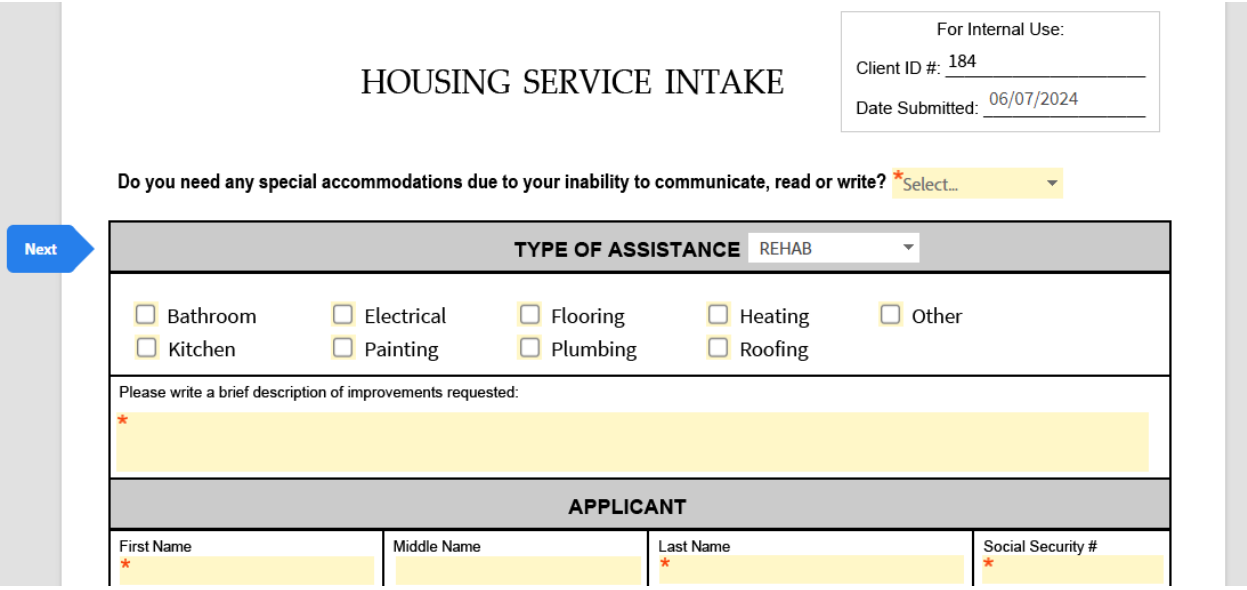
7. A prompt will appear asking if a co-signer will apply also. If yes, the co-signer's e-mail address must be entered. Next, click "Start Application".



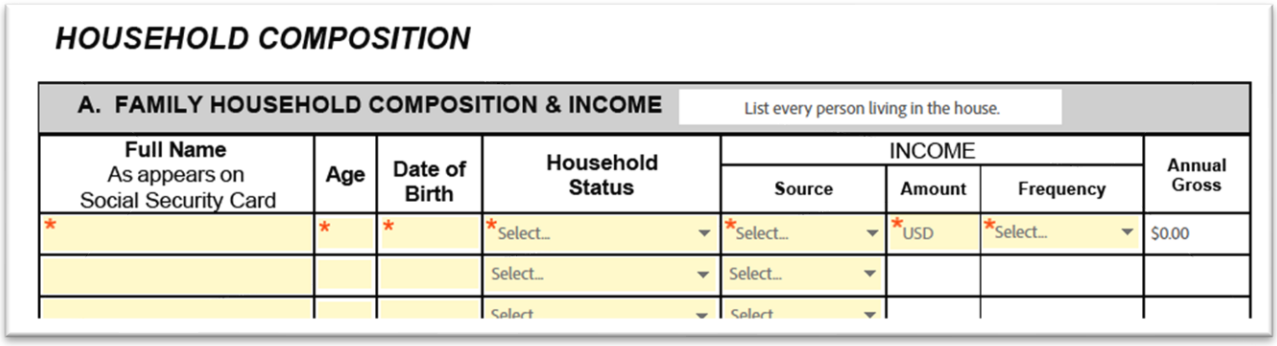
8. An option will appear in the rehab portal to complete the pre-screening intake form. Select "Fill Out Form" to begin.



9. Complete all sections of the intake form. The selection for type of assistance must say "REHAB". All sections with a red asterisk * are required. The form is automatically saved if it cannot be completed all at one time.



10. For the Household Composition section, enter in all persons who live at the property.

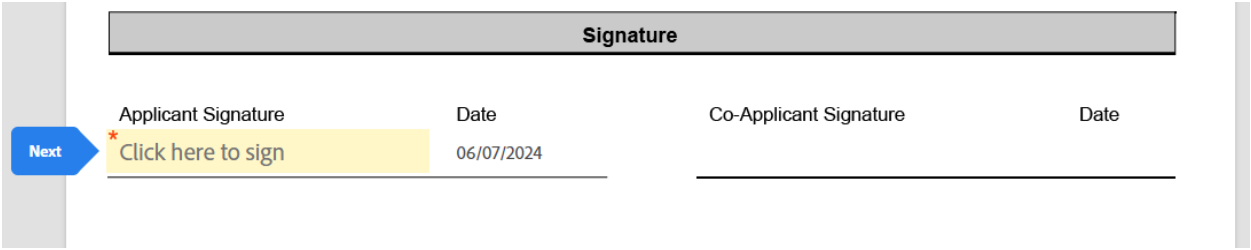


HOUSEHOLD COMPOSITION

A. FAMILY HOUSEHOLD COMPOSITION & INCOME — List every person living in the house.

Full Name As appears on Social Security Card	Age	Date of Birth	Household Status	INCOME			Annual Gross
				Source	Amount	Frequency	
*	*	*	*Select...	*Select...	*USD	*Select...	$0.00
			Select...	Select...			
			Select	Select			

11. The form requires an e-signature for certification. Please review the form to ensure completeness and accuracy.



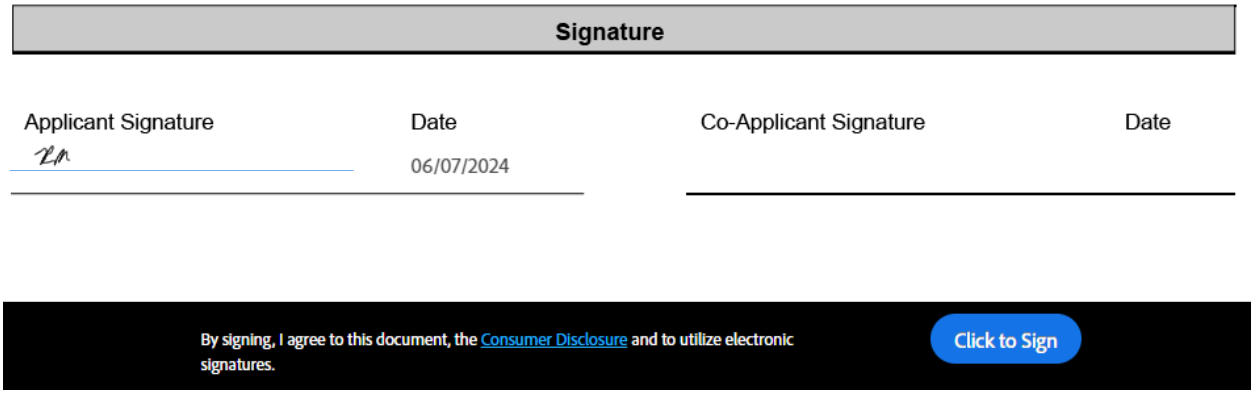
Signature

Applicant Signature — Date — Co-Applicant Signature — Date

Next

* Click here to sign — 06/07/2024

12. After signature, click the blue “Click to Sign” box when complete. If there is a co-applicant, the form will then be forwarded to the co-applicant’s e-mail entered. If there is no co-applicant, the form will be submitted to the City.



Signature

Applicant Signature — Date — Co-Applicant Signature — Date

06/07/2024

By signing, I agree to this document, the Consumer Disclosure and to utilize electronic signatures.

Click to Sign