How to Submit Annual Recertification_
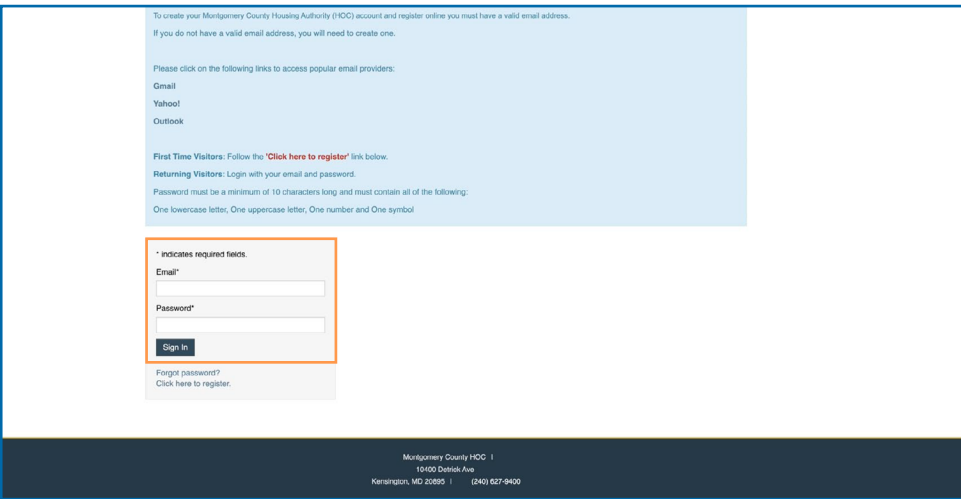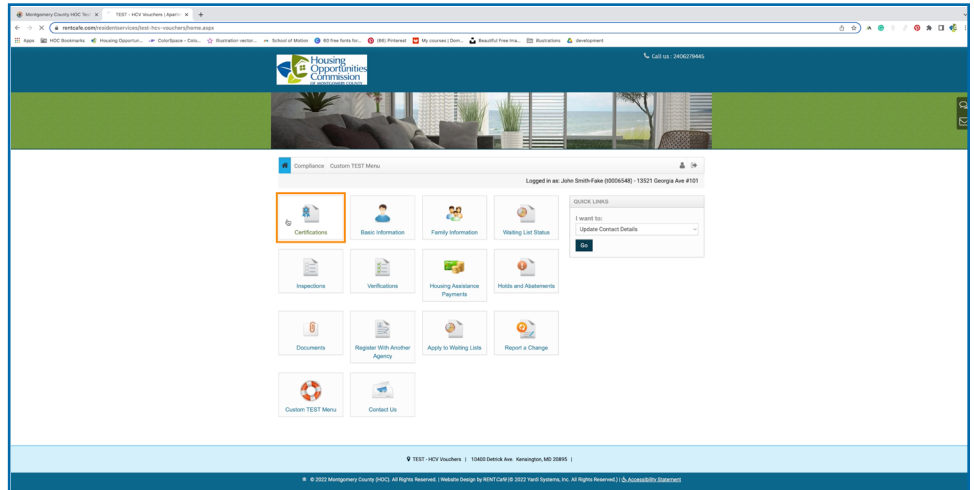
1. Visit
www.hocmcrc.org

2. Click on
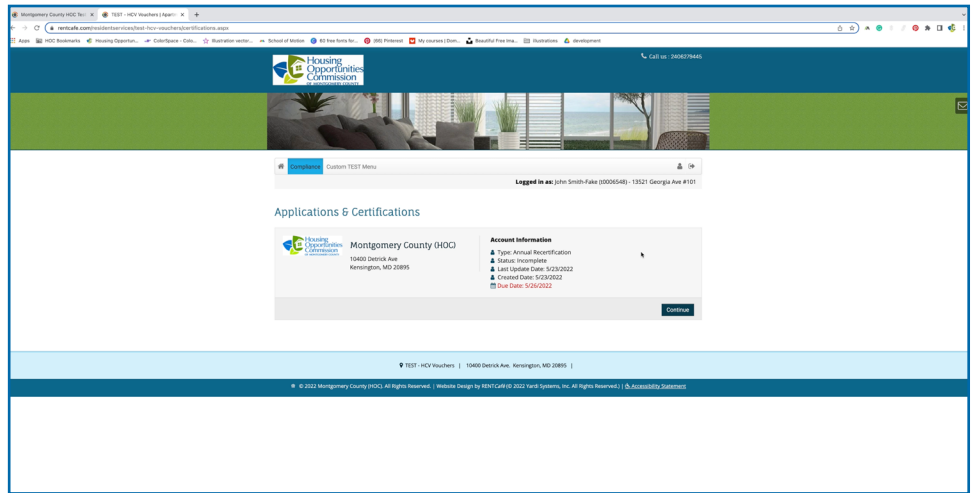**Resident Login.**
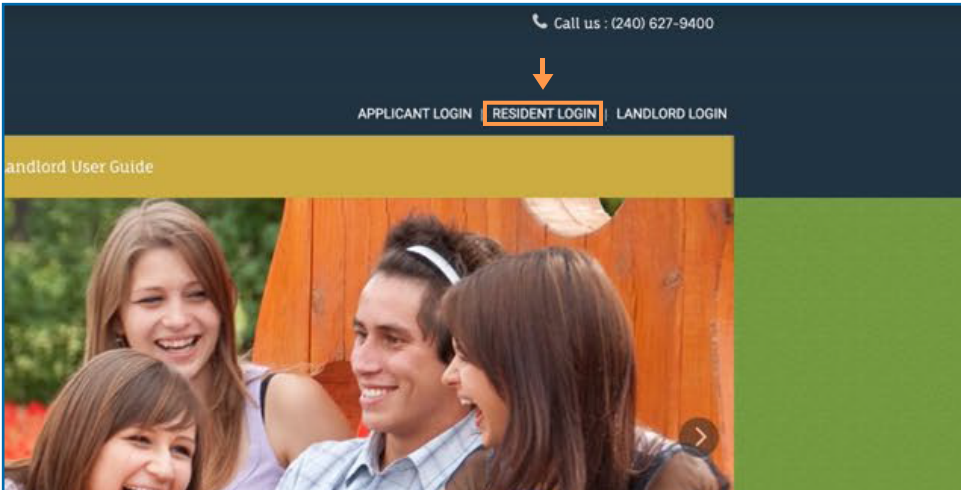
3. Sign in with
Your Email and Password.

4. Click on
Certification

5. Click on
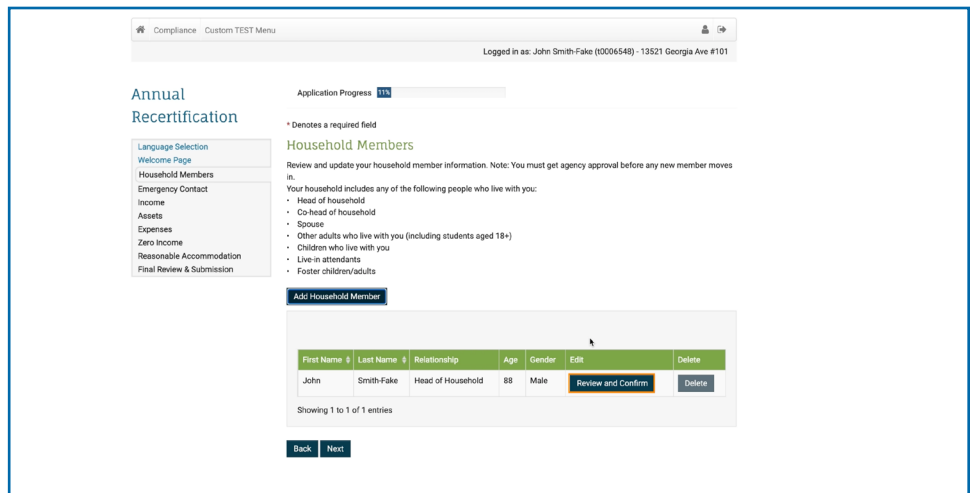**Continue**
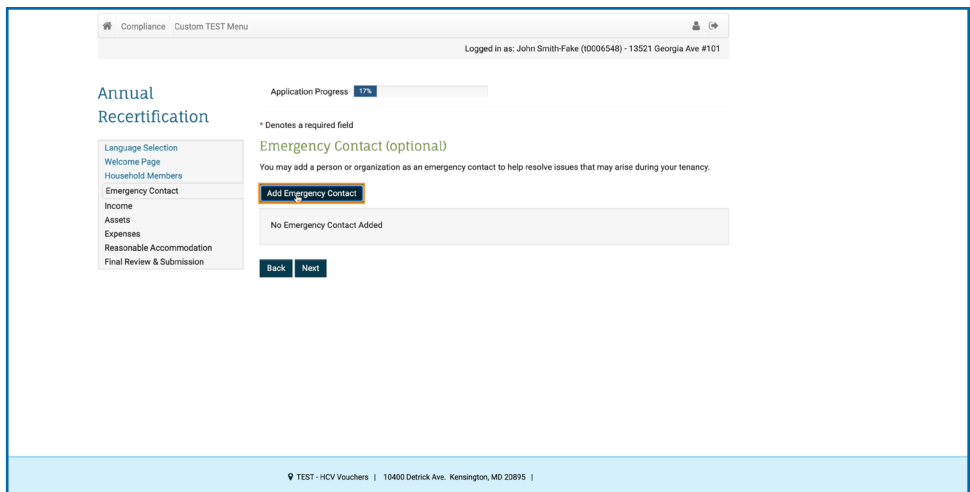

6. Select your
preferred
Language.
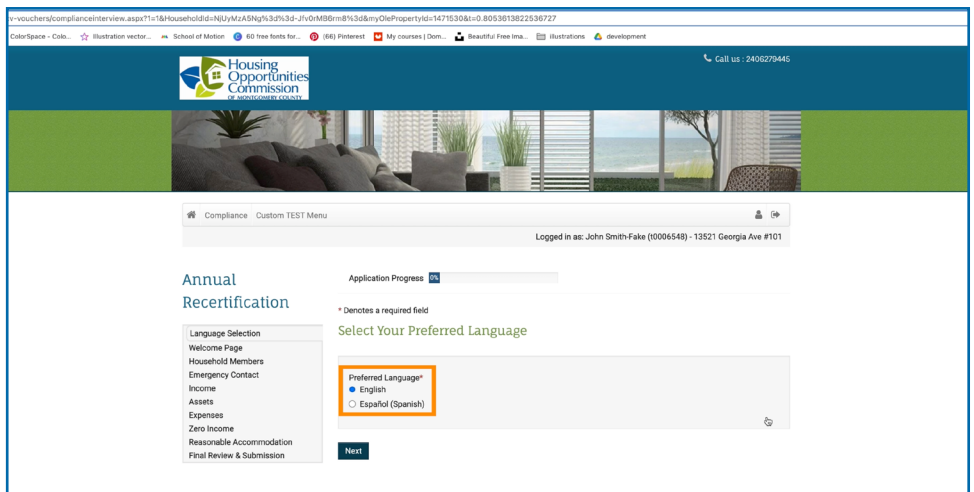
7. Click on **Next.**
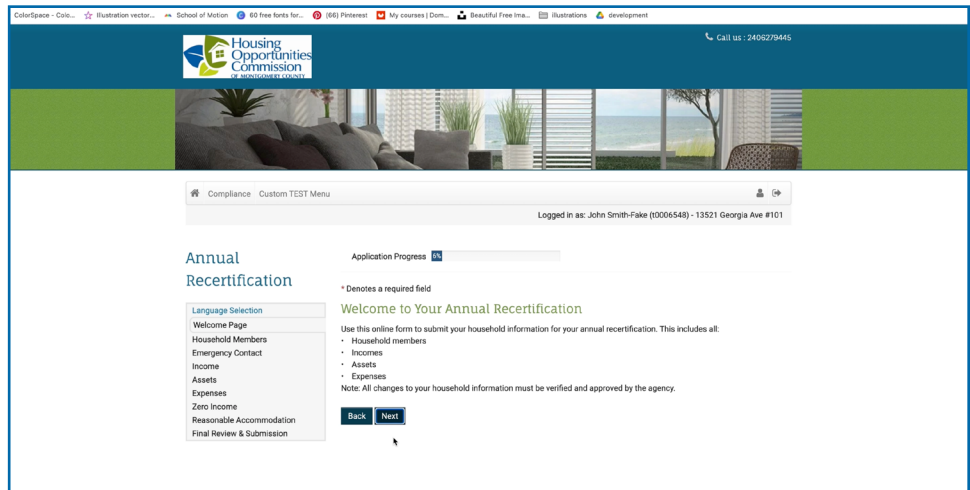
8. To add a new household member click on **Add Household Member** or click on **Edit or Delete** to modify the household members. Then click **Next.**
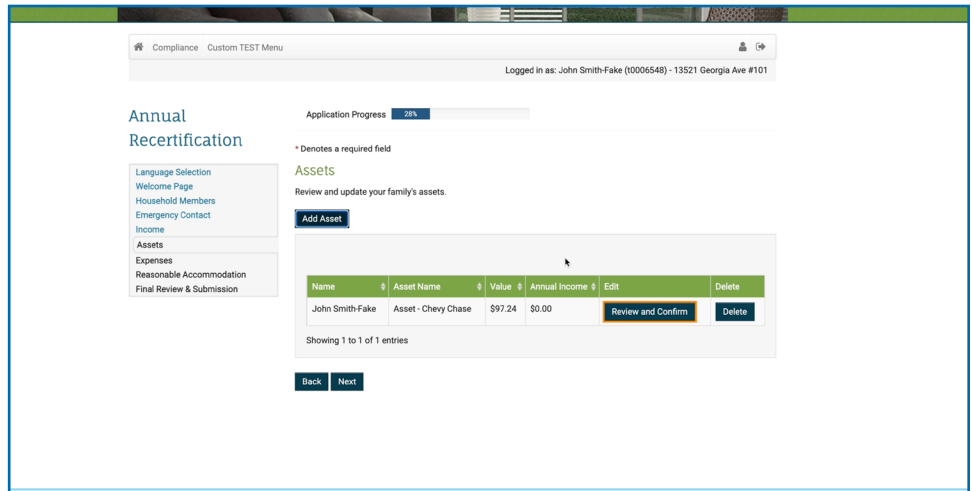

9. To add a new income click on **Add Income** Or click on **Edit or Delete** to modify your Income details. Then click **Next.**
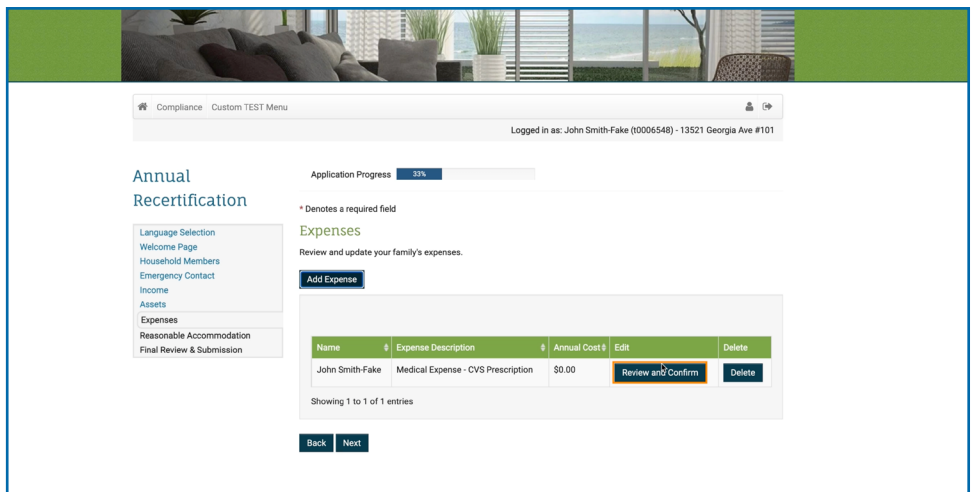
10. To add a new asset click on **Add Assets** Or click on **Edit or Delete** to modify your assets.
Then click **Next.**
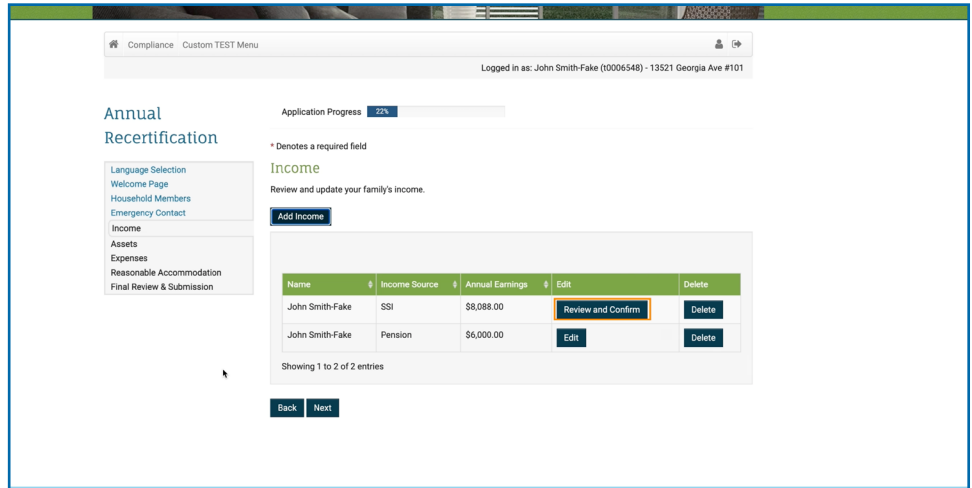
11. To add a new Expense click on **Add Expenses** Or click on **Edit or Delete** to modify your expenses.
Then click **Next.**

12. Click on **Review and Confirm,** next to each expense, you can also add, edit, or delete an expense.
Then click **Next.**

13. Select from the drop down menu if you are requesting a reasonable accommodation. Then click **Next.**

14. Click **Next.**

15. Click **Upload** to upload the required Documents.

16. Click **Upload** to upload the required Documents.
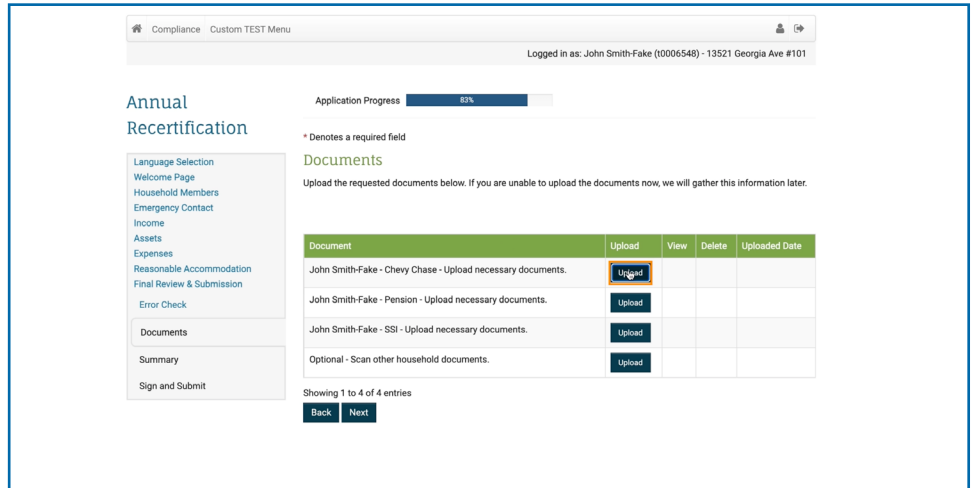
17. Review the information and check that you **certify that the information provided is true and correct.** Then click **Next.**
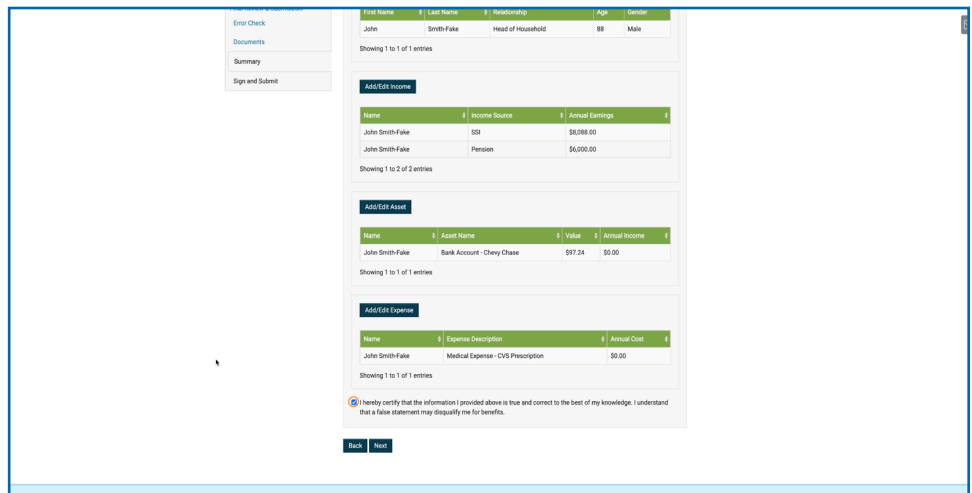
18. Click **View Document** to read the document and then click **Click Here to Sign,** to sign the documents.
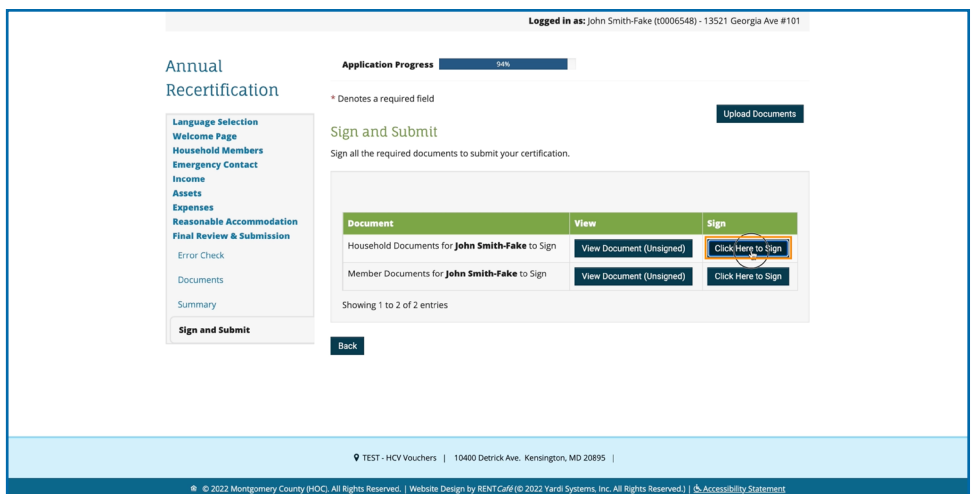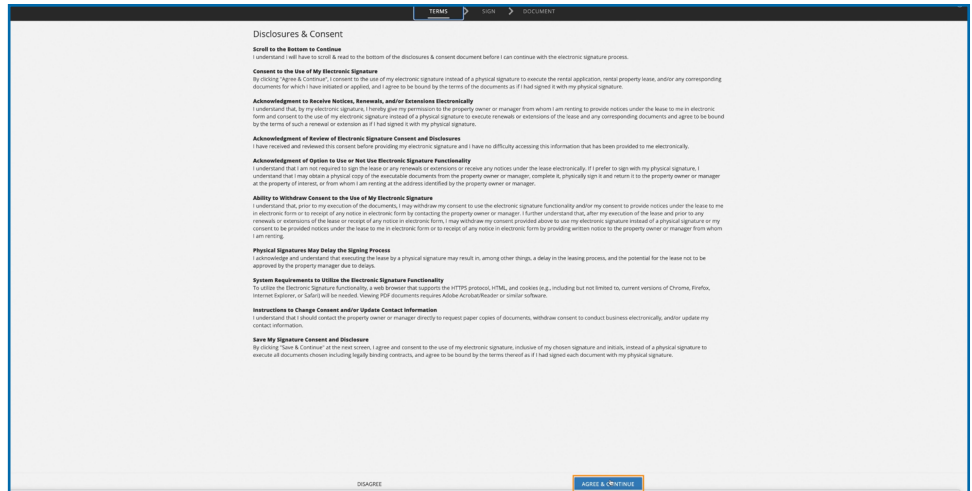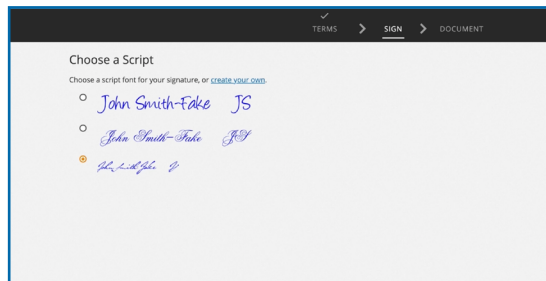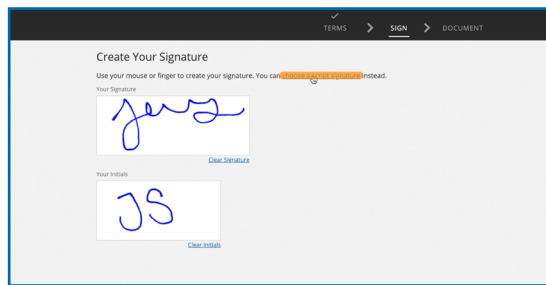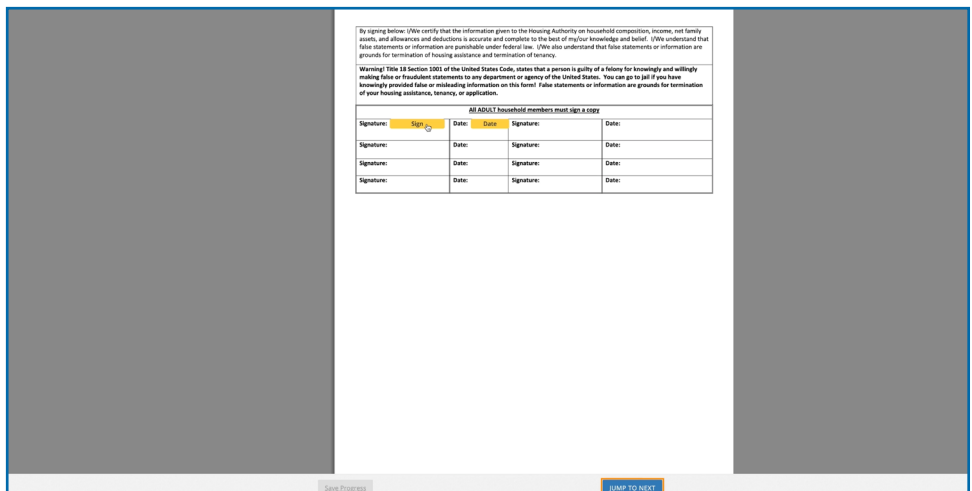
19. Read the Disclosures & Consent. Then click **Agree & Continue.**
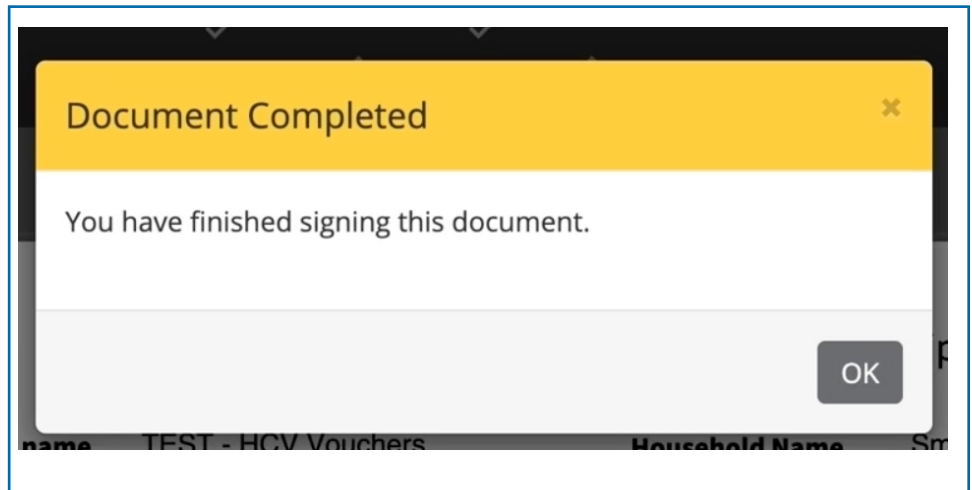

20. Create your signature, by **using your mouse or choosing a script signature.** Then click **Save & Continue.**
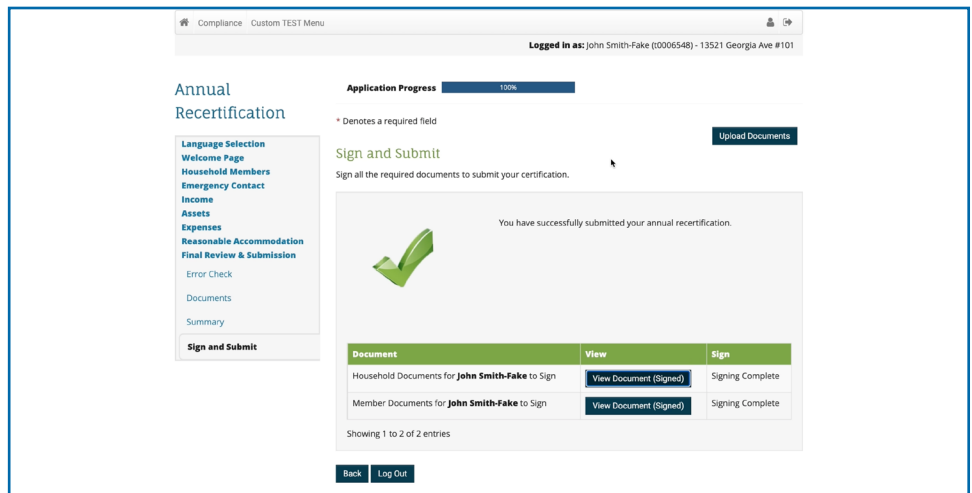

21. Click **Sign** to sign, and Click **Date** to put the current date. You can scroll or click **Jump to Next.**

22. When you finish signing the document, a window will pop up saying the Document is completed. Click **OK.**

23. Once you sign all the documents a **Green Check Mark will appear** and you'll finish the process.

If you need additional assistance:
- Watch the step by step video: https://youtu.be/WIZnHMJnChE
- Call HOC Call Center at 240-627-9400, or send an email to help@hocmc.org