

1. Go to: portal.scottcda.org **OR** Scan the QR Code Here

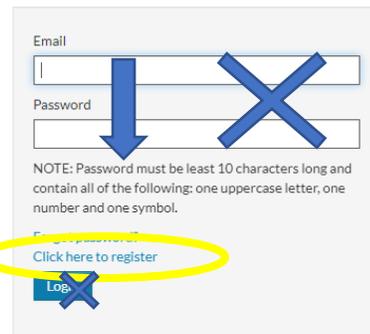
2. At the top of the page click **"Resident Login"** to get started



**When using a mobile device, you will need to select your preference on Cookies Settings*



3. Next, scroll all the way down and select **"Click here to register"** You do not need to enter your email yet.



4. Now, select **"I have a registration code"**

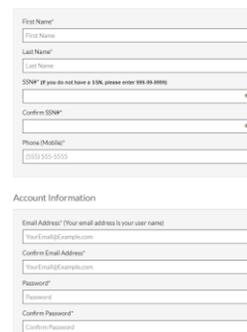


Enter the **Registration code** from the letter provided



5. Fill out all the fields for your:

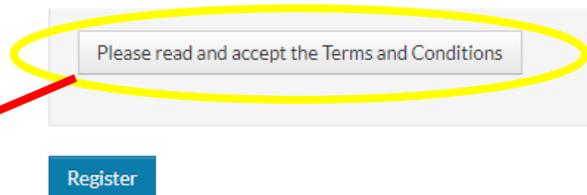
- Name
- Social Security Number
- Phone Number
- Email
- Choose a Password



6.

You then need to **click on**
Please read and accept the
Terms and Conditions.

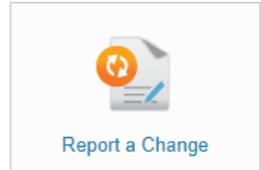
Read through and **click**
accept at the bottom of pop
up prior to clicking *Register*



A pop up at the top of the screen will indicate if you are successfully registered!

Do you have a change to report in writing? **Use your Resident Online Portal Account!**

1. Log in to your Resident Online Account
2. Click on the **"Report a Change"** icon
3. Select **"Continue"**
4. Enter your change(s) on the appropriate page. Click **"Next"** to move through pages of household information you do not need to change.
5. At the end of the process you will be asked to upload necessary documents to support the change.

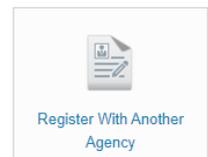


Report a Change

At the time of your next annual recertification, you will receive an additional guide for that process

Tips if you are having trouble getting registered:

1. Your Social Security Number you enter is connected to your current file. The information you enter needs to match. It is attached to the Registration Code provided.
2. Make sure you choose a password that contains at least 10 characters with letters, numbers and one special character.
3. If you run into an issue, follow the step-by-step guide provided to make sure you did not miss a step. Watch for error messages at the top of the screen and throughout the process. It will assist in telling you what you did in error.
4. If you already have a login with another housing agency for any reason, you may need to log in to your original account and choose this icon to register for our Resident Online Portal.



Register With Another
Agency

Still having issues?

***Visit our website at www.scottcda.org for links to step-by-step videos as well as contact information for further assistance.**

Thank you for taking the time to register for the Scott County CDA Resident Portal!
We look forward to working with you through this new and effective means of communication!