



Rural Development Applicant Online Portal Step-by-Step Instructions

Go to: affordable.scottcda.org OR Scan the QR Code Here →



On Desktop:

At the top of the page click **"Applicant Login"** to get started



On Mobile Device:

Click on User Icon →

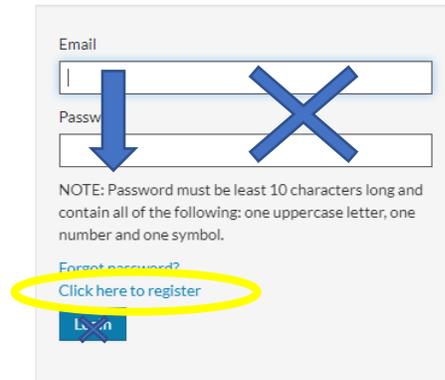
In drop down, choose Applicant →



Accept Cookies



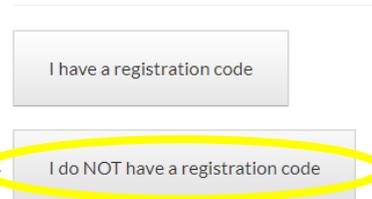
Next, scroll all the way down and select **"Click here to register"**
You do not need to enter your email yet.



Now, select

"I do NOT have a registration code" →

Applicant Portal



Continued on the back of this page →→→

Fill out all the fields for your:

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

First Name*
First Name
Last Name*
Last Name
SSN* (If you do not have a SSN, please enter 999-99-9999)
Confirm SSN*
Phone (Mobile)*
(000) 555-5555
Account Information
Email Address* (Your email address is your user name)
YourEmail@example.com
Confirm Email Address*
YourEmail@example.com
Password*
Password
Confirm Password*
Confirm Password

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

Please read and accept the Terms and Conditions

Read through all the way to the bottom
Click on Accept

Accept Do not Accept

You will be rerouted back to the Registration Screen.

Click on Register → Register

Once you have successfully registered, you will be rerouted to your new online portal account.

Click on Start Waiting List Application

Applications & Certifications

Start Waiting List Application | Start Residency Application | Upload Document

Tips if you are having trouble getting registered:

1. Make sure you choose a password that contains at least 10 characters with letters, numbers and one special character.
2. 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 you in telling you what you did in error.
3. If you still having issues, please email us at: info@scottcda.org.
**This will be your best method of reaching us for technical assistance rather than phone calls.*