

Housing Café – Applicant Portal New Application Process

- **New Application Process** applies to a person or family who has never applied or participated in any of the Oxnard Housing Authority Assistance Programs.

Note:

Do NOT follow this process if any of the following circumstances within the Housing Authority of the City of Oxnard apply to you:

- 1. You are a current tenant of the City of Oxnard Housing Authority.**
- 2. You are currently or have previously been on one of our waiting lists.**
- 3. You have previously been a tenant or participated in any of our programs.**

Welcome to the **Housing Authority of the City of Oxnard**

Applying for a waiting list using our Online Application is Free and Easy

Applications are now being accepted for many of our Housing Assistance Programs

- Submitting an application is **FREE!** If you happen to enter a website that is requiring a fee or payment of any kind, you are not at the right place and should exit out of the site.
- Our Online Application will allow you to:
 - Apply from your computer or any electronic device with Internet access including laptops, tablets and smartphones.
- Our Online Application is available 24/7. If you do not complete your application, you can logout and return later to finish completing your application.
- Your application will not be considered complete until it is submitted.
- In order for you to register for our Online Application, you **must** have an email address.
- The username used for the Online Application **must** be unique.
- Applying for any available waiting list does not represent an offer for housing assistance.
- The Housing Authority of the City of Oxnard is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation, please contact our office at 805-385-8014 or TDD 805-385-7210.

To begin your HOUSING Café Portal Registration Process, go to

<https://www.oxnard.org/city-department/housing>

Following are screenshots of the steps you will be going through during this process.

Step 1

The screenshot shows the 'Create an Account' section of the City of Oxnard Housing Cafe portal. The header includes the City of Oxnard logo and a contact number: (805) 385-8041. Under 'Create an Account', there are two buttons: 'I am an applicant' and 'I am a resident'. A blue callout box with the text 'Click Here' points to the 'I am an applicant' button. To the right, there are two main sections: 'Don't have an account yet?' and 'Already have an account? Login Now!'. The 'Don't have an account yet?' section includes a heading 'Create your account today, and Apply Online!' and three steps: 'Submit your application', 'Check out the status of your application', and 'Get ready to move in!'. The 'Already have an account? Login Now!' section includes fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot password?' link.

Step 2

The screenshot shows the 'Create an Account' section of the City of Oxnard Housing Cafe portal. The header includes the City of Oxnard logo and a contact number: (805) 385-8041. Under 'Create an Account', there are two buttons: 'I have a registration code' and 'I do NOT have a registration code'. A blue callout box with the text 'Click Here' points to the 'I do NOT have a registration code' button. To the right, there are two main sections: 'Don't have an account yet?' and 'Already have an account? Login Now!'. The 'Don't have an account yet?' section includes a heading 'Create your account today, and Apply Online!' and three steps: 'Submit your application', 'Check out the status of your application', and 'Get ready to move in!'. The 'Already have an account? Login Now!' section includes fields for 'User Name' and 'Password', a 'Login' button, and a 'Forgot password?' link.

Step 3

The screenshot shows the 'Create an Account' page for the City of Oxnard Housing Cafe. The page has a blue header with the City of Oxnard logo and a contact number. The main content area is divided into two columns. The left column contains the 'Personal Details' and 'Account Information' sections. The right column contains links for users who don't have an account yet and for those who do. Blue callout boxes with arrows point to specific fields and buttons, providing instructions for the user.

City of Oxnard
CALIFORNIA

Call us : (805) 385-8041

Create an Account

Personal Details

First Name*
Gabe

Last Name*
Testone

SSN#* (If you do not have a SSN, please enter 999-99-9999)

Confirm SSN#*

Phone (Home)*
(111) 222-3333

Account Information

Email Address* (Your email address is your user name)
gabriel.diaz.usa@gmail.com

Confirm Email Address*
gabriel.diaz.usa@gmail.com

Password*

Confirm Password*

☒ I'm not a robot

☒ I have read and accept the [Terms and Conditions](#)

* Required fields

Don't have an account yet?

Create your account today, and Apply Online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

Already have an account? Login Now!

User Name
Password

Login
Forgot password?

Callouts:

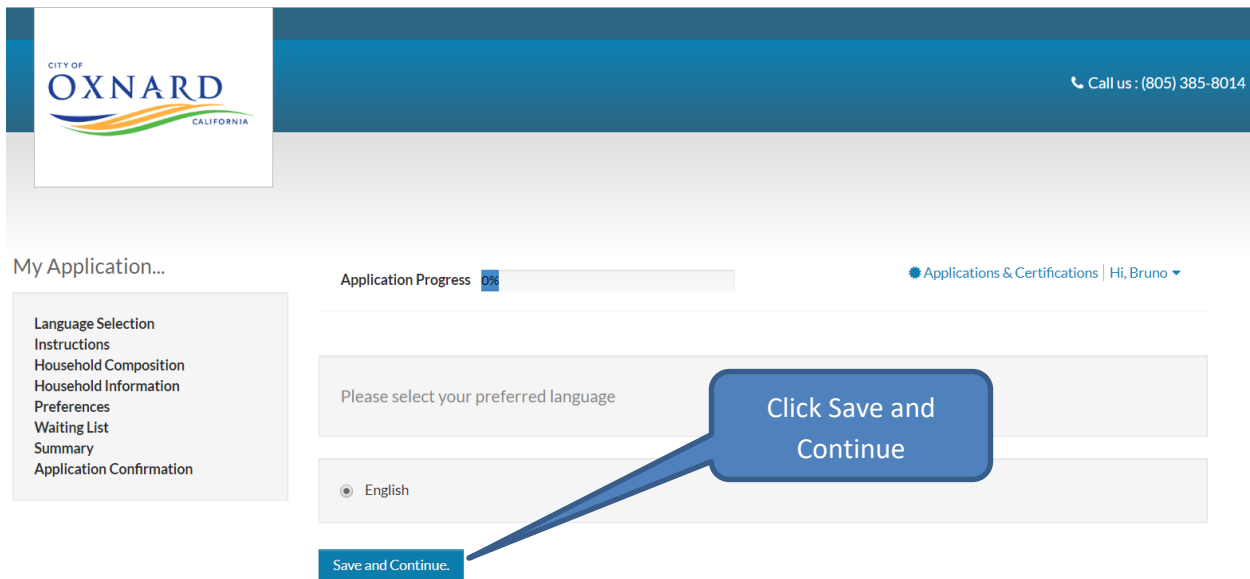
- Enter all required information
- Please Note: Your email address is your user name
- Click the "I am not a robot" box
- Click the "I have read and accept the Terms and Conditions" box
- Click Register when ready

Register

Step 4




Step 5

A screenshot of the HousingCafé application portal. The top header features the "CITY OF OXNARD CALIFORNIA" logo on the left and a phone number "Call us : (805) 385-8014" on the right. Below the header, the page is titled "My Application...". On the left, a sidebar lists application steps: Language Selection, Instructions, Household Composition, Household Information, Preferences, Waiting List, Summary, and Application Confirmation. The main content area shows "Application Progress" at 0% and a dropdown menu for "Applications & Certifications | Hi, Bruno". A large text box prompts the user to "Please select your preferred language". Below this, the "English" option is selected with a radio button. A blue callout box points to the "Save and Continue." button, with the text "Click Save and Continue" inside it.

Step 6

- You will now be going through several steps that will ask you questions about the following:
 - Household
 - Income
 - Preference Points
 - Waiting lists you would like to apply for
- All of this information will be needed in order to complete your application.
- Your application will not be considered complete until you reach the final step, where you will be asked to submit your application.



Call us : (805) 385-8014

My Application...


Language Selection
Instructions
Contact Details
Household Composition
Household Information
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 7%


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Welcome to our online application

Equal Housing Opportunity Statement: We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the country. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, sex, religion, national or ethnic origin, familial status, sexual orientation or disability.



Step 7



Call us : (805) 385-8014

My Application...

Language Selection
Instructions
Contact Details
Household Composition
Household Information
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 14%

Applications & Certifications | Hi, Bruno

Contact Information

Mailing Address*
435 South D Street

City*
Oxnard

State*
AK

Zip*
93030

☐ I do not have a mailing address.

E-mail
gabriel.diaz@live.com

Office
(555) 555-5555

Home
(111) 222-3333x

FAX
(555) 555-5555

Go Back.

Save and Continue.

Housing Cafe Applicant Portal – New Application Process

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Revised: 11/13/2018

Step 8

The screenshot shows the 'My Application...' sidebar with 'Household Composition' selected. The main area displays 'Application Progress' at 21% and a 'Household Composition' section with the instruction: 'In the next section, you will provide details about all members of your household.' Below this are 'Go Back.' and 'Save and Continue.' buttons. A blue callout bubble points to the 'Save and Continue.' button with the text 'Click Save and Continue'.

City of Oxnard CALIFORNIA

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition**
- Family Members
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 21%

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Household Composition

In the next section, you will provide details about all members of your household.

Go Back. Save and Continue.

Click Save and Continue

Step 9

The screenshot shows the 'My Application...' sidebar with 'Family Members' selected. The main area displays 'Application Progress' at 29% and a 'Family Members' section with an 'Add Family Member' button. Below is a table with one entry for Bruno Diaz, Head of Household. A blue callout bubble points to the 'More Info Needed' button in the table with the text 'Click More Info Needed'.

City of Oxnard CALIFORNIA

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition
- Family Members**
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 29%

Applications & Certifications | Hi, Bruno ▾

Family Members

Add Family Member

Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender		
Bruno	Diaz	(Blank)	Head of Household	(Blank)	(Blank)	More Info Needed	Delete

Showing 1 to 1 of 1 entries

Go Back. Save and Continue.

Click More Info Needed

Step 10

Tell Us About Family Members

Enter all required information

Member Details

First Name*	<input type="text" value="Bruno"/>
Middle Name	<input type="text"/>
Last Name*	<input type="text" value="Diaz"/>
Date of Birth*	<input type="text" value="04/21/1967"/>
Social Security Number (If this person does not have a SSN, please enter 999-99-9999)*	<input type="text" value="111-22-3333"/>
Gender*	<input type="text" value="Male"/>
Relationship to the Head of Household*	<input type="text" value="Head of Household"/>
Citizenship Status*	<input type="text" value="Eligible Citizen"/>
Is this person disabled?*	<input type="text" value="No"/>
Hispanic or Latino*	<input type="text" value="Yes"/>
American Indian or Alaska Native*	<input type="text" value="Yes"/>
Asian*	<input type="text" value="No"/>
Black or African American*	<input type="text" value="No"/>
Native Hawaiian or Other Pacific Islander*	<input type="text" value="No"/>
White*	<input type="text" value="No"/>
Notes:	<div>Click Save</div> <input type="text"/>

Save

Cancel

Step 11

CITY OF OXNARD CALIFORNIA

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition
- Family Members**
- Household Information
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 29%

Applications & Certifications | Hi, Bruno ▾

Family Members

Add Family Member

Search:

First Name	Last Name	Date of Birth	Relationship	Age	Gender		
Bruno	Diaz	1967	Head of Household	51	Male	Edit	Delete

Showing 1 to 1 of 1 entries

Go Back. Save and Continue.

Click here to add additional family members if applicable

Click Save and Continue

Step 12

CITY OF OXNARD CALIFORNIA

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition
- Household Information**
- Income
- Access
- Special Needs
- Additional Details
- Preferences
- Waiting List
- Summary
- Application Confirmation

Application Progress 36%

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Household Information

In the next section, you will provide information about the incomes, access requirements, special needs, and additional details of all household members.

Go Back. Save and Continue.

Click Save and Continue

Step 13

manager.rentcafe.com/sitemanager/login.aspx

CITY OF
OXNARD
CALIFORNIA

Call us : (805) 385-8014

My Application...

Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 43%

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Income

Annual income includes all amounts, monetary or not, that:
(1) Belong to family members
(2) Are anticipated to be received by the family
(3) Are derived from assets to which any member of the family has access

Annual Income* \$27,000.00

Go Back. Save and Continue.

Enter Gross Annual Income for entire family

Click Save and Continue

Step 14

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My Application...

Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Application Progress 50%

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Access

Do you or any member of your household require accessibility features?

Hearing Access ☐
Mobility Access ☐
Sight Access ☐
None ☒

Go Back. Save and Continue.

Choose Access required if any or none

Click Save and Continue

Step 15

The screenshot shows the 'My Application...' page for Step 15. The 'Special Needs' section is highlighted in the left sidebar. The main content area shows a 'Special Needs' form with three options: 'Displaced', 'Homeless', and 'None'. The 'None' option is selected with a checkmark. A blue callout box points to the 'None' option with the text 'Choose special needs if any or none'. Below the form are two buttons: 'Go Back.' and 'Save and Continue.'. A blue callout box points to the 'Save and Continue.' button with the text 'Click Save and Continue'. The top of the page features the City of Oxnard logo and a phone number: (805) 385-8014. The application progress bar shows 57% completion.

City of Oxnard CALIFORNIA

Call us : (805) 385-8014

My Application...

Application Progress 57%

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Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Special Needs

Displaced ☐
Homeless ☐
None ☒

Go Back. Save and Continue.

Choose special needs if any or none

Click Save and Continue

Step 16

The screenshot shows the 'My Application...' page for Step 16. The 'Additional Details' section is highlighted in the left sidebar. The main content area shows an 'Additional Details' form. Below the form are two buttons: 'Go Back.' and 'Save and Continue.'. A blue callout box points to the 'Save and Continue.' button with the text 'Click Save and Continue'. The top of the page features the City of Oxnard logo and a phone number: (805) 385-8014. The application progress bar shows 64% completion.

City of Oxnard CALIFORNIA

Call us : (805) 385-8014

My Application...

Application Progress 64%

Applications & Certifications | Hi, Bruno ▾

Language Selection
Instructions
Household Composition
Household Information
Income
Access
Special Needs
Additional Details
Preferences
Waiting List
Summary
Application Confirmation

Additional Details

Go Back. Save and Continue.

Click Save and Continue

Step 17

The screenshot shows the 'My Application...' sidebar with 'Preferences' highlighted. The main area displays 'Application Progress' at 71% and a 'Preferences' section with the instruction 'If none apply, click Save and Continue.' Below this is a search bar and a table of preferences. A blue callout bubble points to the table with the text 'Choose Preferences (all that apply)'. At the bottom, a blue callout bubble points to the 'Save and Continue.' button with the text 'Click Save and Continue'.

City of Oxnard California

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences**
- Waiting List
- Summary
- Application Confirmation

Application Progress 71%

Applications & Certifications | Hi, Bruno

Preferences

If none apply, click Save and Continue.

Search:

Select	Preferences	Description
<input type="checkbox"/>	Disabled	If Head of Household/Co-head or spouse is a person with disabilities
<input type="checkbox"/>	Displaced	
<input type="checkbox"/>	Elderly	62 years of age and older
<input type="checkbox"/>	Homeless	
<input type="checkbox"/>	Involuntary Displacement	If displaced by the Oxnard Housing Authority
<input checked="" type="checkbox"/>	Single	Without spouse and/or children
<input type="checkbox"/>	Veteran	If Head of Household or spouse has an honorable discharge. This preference will be extended to surviving spouse.

Go Back. Save and Continue.

Click Save and Continue

Step 18

The screenshot shows the 'My Application...' sidebar with 'Waiting List' highlighted. The main area displays 'Application Progress' at 79% and a 'Waiting List' section with the instruction 'Select the waiting list(s) you want to apply to.' Below this is a search bar and a table of waiting lists. A blue callout bubble points to the table with the text 'Select the Waiting list (s) you want to apply for.' At the bottom, a blue callout bubble points to the 'Save and Continue.' button with the text 'Click Save and Continue'.

City of Oxnard California

Call us : (805) 385-8014

My Application...

- Language Selection
- Instructions
- Household Composition
- Household Information
- Preferences
- Waiting List**
- Summary
- Application Confirmation

Application Progress 79%

Applications & Certifications | Hi, Bruno

Waiting List

Select the waiting list(s) you want to apply to.

Search:

Select	Waiting list	Description
<input type="checkbox"/>	Senior Building	801 South C Street and 401 South C Street, Oxnard CA 93030
<input type="checkbox"/>	Public Housing	520 Units owned by the Oxnard Housing Authority
<input checked="" type="checkbox"/>	Tenant Protection Vouchers	
<input type="checkbox"/>	Project Based	
<input type="checkbox"/>	Housing Choice Voucher	Privately owned rental units

Go Back. Save and Continue.

Click Save and Continue

Step 19

The screenshot shows the 'Final review & submission' page. The 'My Application...' sidebar on the left lists: Language Selection, Instructions, Household Composition, Household Information, Preferences, Waiting List, **Summary**, and Application Confirmation. The main content area has a progress bar at 86% and a 'Final review & submission' section with instructions to verify information. Below this is a horizontal menu with tabs: Family Members, Income, Access, Special Needs, Additional Details, Preferences, and Waiting List. A table displays personal information:

First Name	Last Name	Date of Birth	Relationship	Age	Gender	Citizenship
Bruno	Diaz	1967	Head of Household	51	Male	Eligible Citizen

Below the table is the 'Terms and Conditions' section with the text: 'I agree to Waitlist-Test's terms and conditions for submitting an application.' and a checked checkbox 'I accept all of the above Terms and Conditions.' At the bottom are 'Go Back' and 'Save and Continue' buttons. A blue callout bubble points to the 'Save and Continue' button with the text: 'Click Save and Continue'.

Another blue callout bubble points to the 'Summary' link in the sidebar with the text: 'Read and Accept Terms and Conditions'.

A third blue callout bubble points to the top of the main content area with the text: 'Click on any of the sections to do a final review .'

Step 20

The screenshot shows the 'Application Confirmation' page. The 'My Application...' sidebar on the left lists: Language Selection, Instructions, Household Composition, Household Information, Preferences, Waiting List, Summary, and **Application Confirmation**. The main content area has a progress bar at 100% and a section titled 'Application Confirmation' with the text: 'Your application has been submitted.' Below this is a 'Download Application in PDF' button. At the bottom are 'Go Back' and 'Log Out' buttons. A blue callout bubble points to the 'Log Out' button with the text: 'You are done. Click on Log Out.'

Final Step

- Once the final step is completed, you will receive an auto-generated confirmation email along with an attachment of your application summary.