

# Online Application Tip Sheet



1 The "☰ Menu" button will navigate you through the application.

Here you need to add any additional members of your household, select the services you are interested in, upload documents, and complete the Zero Income Attestation, if you did not report any income sources or non-cash benefits for the applicant.

Required sections will be displayed in red font, indicating that it must be completed before your application is submitted and sent to a staff member to review.

A screenshot of the ACCORD online application interface. On the left, a dark sidebar contains a list of menu items: 'Members to enter', 'Services Interested in\*', 'Uploads', 'Zero Income Attestation\*', 'Submit your Application', 'Center and s', and 'Password'. Orange arrows point from these items to the main content area. The main content area has a white background with the ACCORD logo at the top right. A '☰ Menu' button is located at the top left of the main area. Below the menu button, the text 'Add household member information' is displayed. The 'Services Interested in\*' section is highlighted in red. Below it, the 'Uploads' section is also highlighted in red. The 'Zero Income Attestation\*' section is highlighted in red. At the bottom, the 'Submit your Application' button is highlighted in red. A progress bar shows 'You have Completed 25% Information' with a green bar that is 25% full. Below the progress bar, there are two buttons: 'Household Members' (blue) and 'Services Interested' (purple). Under 'Household Members', it says '1 Entered Out of 3'. Under 'Services Interested', it says 'Not yet selected'. A yellow message box at the top of the main area says 'Please use the menu button to review your information or to submit your application.'

2

When completing this screen for adding household members:

Marital Status is the household members marital status. If you are adding a child, the marital status would be 'child'

Relationship is the household members relationship to the application. When adding a child, the relationship would be child.

The screenshot shows a form titled "Intake Details" with a red asterisk indicating required fields. The form is organized into two columns. The left column contains: Marital Status\* (CHILD), Hispanic/Not Hispanic\* (NON-HISPANIC/LATINO), Education\* (HIGH SCHOOL GRADUATE), and Reliable Transport (Friends/Family). The right column contains: Relationship\* (Child), Race/Ethnicity\* (CAUCASIAN (WHITE)), School (Wellsville), and Drivers Licence (NO). Each dropdown menu has a downward arrow on the right side.

Field	Value
Marital Status*	CHILD
Relationship*	Child
Hispanic/Not Hispanic*	NON-HISPANIC/LATINO
Race/Ethnicity*	CAUCASIAN (WHITE)
Education*	HIGH SCHOOL GRADUATE
School	Wellsville
Reliable Transport	Friends/Family
Drivers Licence	NO

**3** When completing this screen for adding household members:

Work Status for Children under working age are "Unemployed (not in labor force)  
Income and Non-Cash Benefits are those received directly by the member you are adding.

\*Indicates Required Field

Health Insurance*	Health Insurance Sources*
Yes	Direct Purchase
Military Status*	
NO MILITARY STATUS	
Disabled*	
NO	
Work Status*	
Unemployed (Not in Labor Force)	
Income Types*	Non-Cash Benefits*
NONE	None

The screenshot shows a form with several dropdown menus. A red asterisk indicates required fields. An orange circle highlights the 'Disabled' dropdown menu, which is currently set to 'NO'. The 'Work Status' dropdown is set to 'Unemployed (Not in Labor Force)'. The 'Income Types' dropdown is set to 'NONE' and the 'Non-Cash Benefits' dropdown is set to 'None'. The 'Health Insurance' dropdown is set to 'Yes' and the 'Health Insurance Sources' dropdown is set to 'Direct Purchase'. The 'Military Status' dropdown is set to 'NO MILITARY STATUS'. At the bottom of the form, there are two buttons: a blue one on the left and a green one on the right.