Whether you are applying for your own organization or on behalf of a third party, you must create a profile in the CMHC Portal before you can submit an application to CMHC. If you already have a profile in the CMHC Portal, select on Changes to the application process for existing CMHC Portal users found in the Table of Contents.

For specific questions not covered in this guide, please contact your regional CMHC specialist.
STEP 1
Create your profile

To create a profile, select the Apply Today link under any initiative on the CMHC website, or go directly to the CMHC Portal.
Select Sign up now.

Enter your Business Email Address and select Send Verification Code. A verification code will be sent to the email address you provided.
Enter the verification code you received and select **Verify Code**.

Once the code has been verified, create your **Password** according to the rules displayed. Then enter your **First Name** and **Last Name** and select **Create** to create your new profile.

**NOTE:** you will have five minutes to complete your registration.
STEP 2
Fill in your information

Once your profile has been created, enter your **Contact Information** and **Office Address** (your office address, not the address of the organization you’re applying for). Then indicate whether you are completing or reviewing an application by selecting one of the following three options from the drop-down menu:

1. **Choose “Yes, for my organization”** if you’re submitting or reviewing an application for your own organization or assigning an application to someone else.

2. **Choose “Yes, on behalf of someone else”** if you are a third party submitting an application on behalf of an organization.

3. **Choose “No, I am not completing/reviewing an application”** if you aren’t submitting or reviewing an application. Please contact your CMHC representative if you fall in this category.

Once you’ve filled in your information and answered the application question, select **Complete my registration**.

---

**Profile**

**Your Information**

<table>
<thead>
<tr>
<th>Salutation</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bella</td>
<td>44</td>
</tr>
</tbody>
</table>

**E-mail**

bella44@overcomoks.com

**Preferred Language**

English

**Business Phone**

111-111-1111

**Mobile Phone**

Provide a telephone number

**Web Site**


---

**Office Address**

<table>
<thead>
<tr>
<th>Street Number and Name</th>
<th>Street Type</th>
<th>Street Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Main</td>
<td>Street</td>
<td></td>
</tr>
</tbody>
</table>

**City**

Ottawa

**Province/Territory**

Ontario

**Postal Code**

A1A 1A1

---

**Note:** Please note that the personal information collected by Housing Canada is governed by the Access to Information Act (Canada) and Privacy Act (Canada). Please also refer to the terms and conditions applicable to each Housing Canada initiative or program, as available upon signing in to your account.
STEP 3
Link your profile to your organization

To complete your registration, link your individual profile to your organization in the Portal, and fill in the required information. This process varies slightly depending on whether you're applying for your own organization, or on behalf of another organization.

Scenario 1: If you're applying on behalf of your own organization, you will be prompted to Start a New Application.

Scenario 2: If you're applying on behalf of someone else, select on Your Name in the top-right corner, then select Organization Profile.
When the **My Organization** box opens, enter the name of your organization or FN Code in the **Find Organization Name** field. Then select your organization from the drop-down list.

If you can't find your organization in the drop-down menu, select **My organization isn't listed** to add a new organization.

Enter your organization's information in the **Add New Organization** pop-up box, then select **Submit**.
Lastly, review that all the information is correct, and select **Next** to add your organization to the Portal.

**PLEASE NOTE**: To protect your privacy and make sure you receive communications, approvals and/or payments from CMHC in a timely manner, your organization’s profile will be placed on hold until CMHC can validate the Legal Name and other information and make any necessary changes. While you wait for your organization to be approved, you can still start the application process, or assign it to another CMHC Portal user if required.
**STEP 4**

**Start the application**

Your registration is now complete, and you’re ready to start the application process! If you’re applying for someone else, please skip to **Applying as a third party on behalf of someone else**. If you’re applying for your own organization, **Review your contact information** and then select **Next**.

---

**Step 1**

**Review your contact information**

Ensure your profile information is correct. If there are no changes, click Next Step. Update your profile information at any time, by viewing your profile page under your name at the top right of the page.

**Preferred Language**
- English
- French

**Salutation**

**E-mail**

bella44@overcomesol.com

**Business Phone** (e.g. 234-567-5901, 542)

111-111-1111

**Mobile Phone** (e.g. 234-567-8901)

Provide a telephone number

**Office Address**

**Street Number and Name**

1 Main

**Street Type**

**Street Direction**

**Province/Territory**

Ontario

**Postal code** (e.g. A1A 2B2)

A1A 1A1

---

**NEXT**
In the **New Application** screen, select the **Program you’re applying for** from the drop-down box. Enter your **Project Name**, read and select “Yes” to agree to the **Terms and Conditions**. Then select **Next**. If your organization exists, you will be able to continue with completing your application. **NOTE:** Before selecting next, you can **Assign an application to someone else**.

**New Application**

**Step 2**

**Select the program and provide proponent information**

Use the Application guide and other website resources to prepare your documentation for this application before you start. The information you enter saves when you move to the next step. If your computer is idle for 30 minutes, your session will time out — information on this page will not save.

![New Application Screen](image)

1. **Program you’re applying for**
   - Affordable Housing Innovation Fund

2. **Project Name**
   - My Project

**Assign Application**

You can assign this application to someone else to complete on your behalf. At any time, you will be able to remove the assigned person and take back control of the application to edit and/or submit the completed application.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.

This application is assigned to **Bella 44**

By clicking **I Agree**, I certify that I am authorized to create an application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct. I have read and understood the terms and conditions described and acknowledge and accept that they shall apply upon the creation of, or my attempt to create, an application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions.

3. **I Agree to the Terms and Conditions.**

4. **PREVIOUS** | **NEXT**

**NOTE:** The following pop-up box will appear if you have created a new Organization entry in the CMHC Portal, to remind you that CMHC still needs to review and approve your organization before you can continue. If your Profile has not been approved within 24hrs, please contact your CMHC Specialist.

The organization verification for this application is pending. Once approved you will be able to continue.

**RETURN TO APPLICATION**
Until your organization has been verified and approved, your Application Page will open, where you can confirm that your draft application has been created.
Assigning an application to someone else

If you want to assign the application to another CMHC Portal user, before selecting “Next” in the New Application screen, select on Change in the Assign Application box and follow these steps. [NOTE: You can also assign the application to another user anytime at a later date.]

New Application

Step 2

Select the program and provide proponent information

Use the Application guide and other website resources to prepare your documentation for this application before you start. The information you enter saves when you move to the next step. If your computer is idle for 30 minutes, your session will time out — information on this page will not save.

Program you're applying for*

Affordable Housing Innovation Fund

Project Name*

My Project

Assign Application

You can assign this application to someone else to complete on your behalf. At any time, you will be able to remove the assigned person and take back control of the application to edit and/or submit the completed application.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.

This application is assigned to Bella 44

By clicking ‘I Agree’, I certify that I am authorized to create an application for and on behalf of the Applicant. I certify that the information provided is, to the best of my knowledge and ability, complete, accurate and correct. I have read and understood the terms and conditions described and acknowledge and accept that they shall apply upon the creation of, or my attempt to create, an application. I confirm the Applicant has voluntarily consented to the collection, use and disclosure of information as set forth in these terms and conditions.

I Agree to the Terms and Conditions.
First, enter the email address of the user you want to assign the application to, and select **Verify**.

**Assign Application**

Enter the email of the person who will complete this application on your behalf. Verify the email address to see if they are registered with CMHC.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.

If the other user already has a profile on the CMHC Portal, you will see this message:

**Assign Application**

Enter the email of the person who will complete this application on your behalf. Verify the email address to see if they are registered with CMHC.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.

If the user you’re assigning the application to doesn’t have a CMHC Portal profile, they will receive an email asking them to create a profile. Once their profile is active, they will be able to access the application.

**Assign Application**

Enter the email of the person who will complete this application on your behalf. Verify the email address to see if they are registered with CMHC.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.
Once you’ve assigned the application to another user, their email address will appear in the Assign Application field. Confirm that the email address is correct, then select Next.

NOTE: The following pop-up box will appear if you have created a new Organization in the CMHC Portal, to remind you that CMHC still needs to review and approve your organization before you can continue.

The organization verification for this application is pending. Once approved you will be able to continue.

Otherwise, if everything has been verified and approved, the My Applications page will open, where you can review your application and verify who it has been assigned to.
To access your application in progress, select on **Applications assigned to me**, then select on the name of your project. This will give you access to edit and submit your application.

To review an application or to re-assign an application, select on **My Applications**, then select on the name of your project. **NOTE:** If you assigned the application to another user, you will have Read-Only access.

Select on the **Change** button at any time to assign the application to a different user or select **Assign to Me** to retrieve full access to the application for yourself.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.
Applying as a third party on behalf of someone else

If you're submitting an application to CMHC on behalf of someone else, they must create the application as outlined above and then assign it to you. As a third party, you will not be able to create the application yourself.

If an application has been assigned to you, you will have full access to work on the application. The person who created the application and assigned it to you (the “creator”) will have Read-Only access. But the creator can re-assign the application to either themselves or another CMHC Portal user at any time.

**NOTE:** If you can't see the application in the Portal, contact the organization who hired you to submit the application for them to make sure they have created the application and assigned it to you.

To access an existing application(s), select on the Project Name of the application you want to work on or review.
Changes to the application process for existing CMHC Portal users

To continue to protect your privacy and make sure you continue to receive communications, approvals and/or payments from CMHC in timely manner, CMHC has made several changes to the way existing users can create a profile in the Portal, and access or submit applications to one of our programs. If you have any questions about these changes or your application that aren’t covered below, please contact your regional CMHC specialist.

What’s new?

If you want to authorize someone to submit an application on behalf of your organization, or if you’re assigning an application to someone else within your organization, you must create the application yourself first and then assign it to another CMHC Portal user. This change lets you track the progress of your application(s) and gives you more control over who can work on it, including the ability to retrieve or re-assign the application at any time.

If someone has assigned an application to you to complete on their behalf, you can now find it automatically when you sign in the CMHC Portal.

In addition, when logging into the new Portal for the first time, you will have the select one of the following three options from the drop-down menu:

1. Choose “Yes, for my organization” if you’re submitting or reviewing an application for either your own organization, or assigning an application to someone else.
2. Choose “Yes, on behalf of someone else” if you are a third party submitting an application on behalf of an organization.
3. Choose “I am not completing/reviewing an application” if you aren’t submitting or reviewing an application.

Please contact your CMHC representative if you fall in this category.

---

16
If you selected **Yes, for my organization** you will be able select **Start a new application**.

### Applications

The list below shows all applications you have created. Select a project to view a summary of the application or to assign it to someone else. Go to the "Applications Assigned to Me" link below to manage your assigned applications.

Please note that once you have changed the assignment of an application, it may take a few minutes to accurately reflect in the portal. During this time, it will appear as though the assignment has not changed, however, it has been updated in our database.

![START A NEW APPLICATION](image)

There are no applications to display. Start a new application by clicking the button above.

If you select, **Yes, on behalf of someone else**, you will see the applications assigned to you.

### Applications

The list below shows all applications assigned to you to manage. Select a project name below to manage the application.

<table>
<thead>
<tr>
<th>Project Name</th>
<th>Program</th>
<th>Reference Number</th>
<th>Status</th>
<th>Project Location</th>
<th>Created On AM</th>
<th>Assigned to</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Project</td>
<td>Affordable Housing</td>
<td>27,519,495</td>
<td>Draft</td>
<td>Bela 44</td>
<td>2021-09-29</td>
<td>Bela</td>
</tr>
</tbody>
</table>

If the **My Organization** box opens, enter the name of your organization or FN Code (your own organization, not the organization you’re applying for) in the **Find Organization Name** field. Then select your organization from the drop-down list.

### My Organization

Enter your organization name or First Nation (FN) code in the field below and select from the choices displayed. If your organization is not listed, select the link below to send your organization information to CMHC for review.

If your organization isn’t listed in the drop-down menu, please refer to how to [link your profile to your organization](#).

To assign an application, go to **start the application**.

---

*202012-002A*