

## Checklist to Get Started in *e-snaps*

This checklist identifies actions you should take before the CoC Program Competition starts to prepare your organization for the next Competition period; these actions can be completed throughout the year. You should ensure any staff who will work on Competition-related items have access to *e-snaps* and the information in the Applicant Profile (the [CoC Collaborative Applicant](#) and/or [Project Applicant Profiles](#)) is reviewed regularly and updated as needed.

- [Create an e-snaps user profile](#)
  - **What this means:**  
You must have login credentials to access *e-snaps*. If you are new to *e-snaps*, you must create your own username and password. You do so by creating an *e-snaps* user account with a user profile. A user profile is specific to a person, not an organization. Creating this user profile does not automatically give you access to *e-snaps*, you will need to go to the next step.
- Get access to your organization's *e-snaps* account**
  - **What this means:**  
Each organization has an *e-snaps* account where you can view the organization's past applications and grant agreements. You must have an individual account to get into *e-snaps* that will allow you to view this information.
  - [When a staff member has access to the organization's e-snaps account:](#)  
When someone has access to the organization's *e-snaps* account, that person can add you as a "registrant" defined as registered user.
  - [When no one has access to the organization's e-snaps account:](#)  
When no one in the organization can access the organization's *e-snaps* account, you must submit a letter to [e-snaps@hud.gov](mailto:e-snaps@hud.gov).
- [Update your organization's Applicant Profile](#)
  - **What this means:**  
If there have been any staff or location changes, you need to update your organization's contact information in the "Applicant Profile." Each organization has its own Applicant Profile that contains information about the organization, as well as required forms. There are two types of Applicant Profiles:
    - **Project Applicant Profile:**  
The Project Applicant Profile must have accurate information because information entered in this profile will populate your organization's Project Application(s) and Grant Agreement(s). The contact information for this profile is used by HUD to communicate important information that usually requires a timely response.
    - **CoC Collaborative Applicant Profile:**  
The CoC Collaborative Applicant Profile must have accurate information not only for the Collaborative Applicant as this profile is used by HUD to communicate important information, but also for the Homeless and HMIS Contacts. Information from this profile is also posted to the HUD Exchange.

### Helpful Tip!

Join the CoC Program mailing list to receive important information and updates about the CoC Program. You can sign up by clicking the link below and checking the box labeled "CoC - Continuum of Care Program":

<https://www.hudexchange.info/maillinglist/subscribe/>