Create an *e-snaps* User Profile

If you are new to *e-snaps*, this document will help you create an individual *e-snaps* user profile (an *e-snaps* username and password) and identify the next steps to access your organization's *e-snaps* account.

Having an individual user profile and having access to your organization's *e-snaps* account, which has an Applicant Profile, are two different things.

Create a User Profile

Go to the *e-snaps* login page at: [https://esnaps hud gov/grantium/frontOffice jsf](https://esnaps.hud.gov/grantium/frontOffice.jsf) and follow the four steps.

**Step 1.** On the "Welcome to *e-snaps*" screen, select “Create Profile” from the left menu bar.

**Step 2.** On the "User Account" screen, complete the fields: enter your contact information, create your username and password, and create a confirmation question and answer.

**Step 3.** Select the “Save” button.

**Step 4.** Log out.

**Tips to Creating a User Profile**

- Create your own profile, do not update someone else's user profile with your own information.

- Do not share login information within your organization. Each user should have an individual own username and password, as the system identifies the username for certain actions such as submission.

- Each organization should have at least two staff persons who can access the organization’s user account.
Link your User Profile to your Organization's e-snaps Account

When you create a user profile and log in, you will not have access to any existing e-snaps accounts for any organizations. e-snaps does not know which accounts you should have permission to access.

- Someone within your organization who already has access to e-snaps can give you access. To do so, the person needs your username and email address. For further instructions, review the resource: Give Staff Access to Your Organization’s e-snaps Account.

- If no one has access, review the resource: Request Access to Your Organization's e-snaps Account.