Request Access to Your Organization's *e-snaps* Account

If no one within your organization has access to the *e-snaps* account you must submit a request to e-snaps@hud.gov.

1. Create an *e-snaps* user profile (your username and password)

- Go to https://esnaps.hud.gov/grantium/frontOffice.jsf

- Select the "Create Profile" link

Do not use a former staff person's login information and do not share login information with anyone.

If you need additional help, please see the resource: Create an e-snaps User Profile

2. Write a letter using your organization's letterhead to request access.

Address the letter to:

U.S. Department of Housing and Urban Development
Office of Special Needs Assistance Programs
7th Street, SW
Washington, DC 20410

Include the following:

- Explain the need for access and indicate the letter serves as a formal written request.

- Provide your organization's Applicant Name and Applicant Number

  o For an organization with a grant agreement, the Applicant Number is usually the DUNS Number or Tax ID Number.

  o For a Collaborative Applicant organization, provide the CoC Name and CoC Number (e.g., AA-500). NOTE: If the CoC Collaborative Applicant Primary Contact or organization is changing, you may have additional actions to take. Review the Update the Collaborative Applicant Organization and/or Primary Contact resource.

- Identify the person who needs access and provide the person's following information:

  o *e-snaps* username

  o e-mail address

  o phone number

- Obtain the signature of an authorized member of the organization (e.g., department head, executive director).

3. Submit the signed letter to e-snaps@hud.gov.