

## 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> 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.

Front Office Portal

Username:

Password:

Login

Forgot your password?

Create Profile

Contact Us

### Welcome to e-snaps

Welcome to **e-snaps**! **E-snaps** is the application and grants management system for the HUD Program. It supports the collaborative application process known as the CoC Program Competi

The **e-snaps** system is to be used by authorized persons only. If you are an authorized user, pl use name and password. If you have any difficulty with this process please contact the System use the Links on the left menu to navigate through the system, and access application forms an ~~and assistance to evaluate the system please~~ access the Help instructions in each section.

Access to this system on behalf of your Continuo Registration process.

Information collection requirements contained in this application have been submitted to the Budget (OMB) for review under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520). T this information, and you are not required to complete this form, unless it displays a currently va

Information is submitted in accordance with the regulatory authority contained in each program used to rate applications, determine eligibility, and establish grant amounts.

### 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.

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### User Account

\* First Name:

Middle Name:

\* Last Name:

\* Email:

\* Email Confirm:

\* Default Application Language: English (U.S.)

\* User Name:

User Name should be larger than 2 characters and smaller than 51 characters

\* Password:

\* Confirm Password:

Password should be larger than 2 characters and smaller than 16 characters

\* Personal Confirmation Question:

\* Personal Confirmation Answer:

Save

## 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](#).