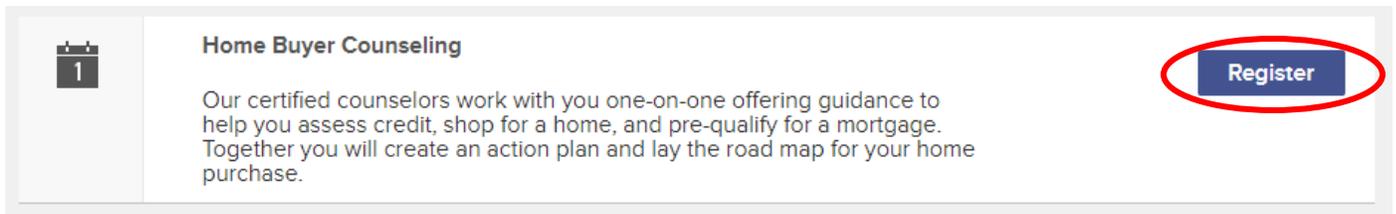


Instructions for Signing-up for a One-on-One Counseling Appointment

- 1) Sign-in to your online portal account using your username and password.
 - If you don't have an account & custom profile, please refer to the account & custom profile creation directions
 - In-order to sign-up for an appointment you must have an account & a custom profile
 - Prior to your appointment you must:
 - i. Attended a homebuyer workshop in the past 12 months
 - ii. Uploaded the required list of documents
- 2) Once signed in click on the training center tab on the top of the page

Dashboard Services My Profile My Documents **Training Center** Contact Us Resources

- 3) Click on the register button located in the Home Buyer Counseling box

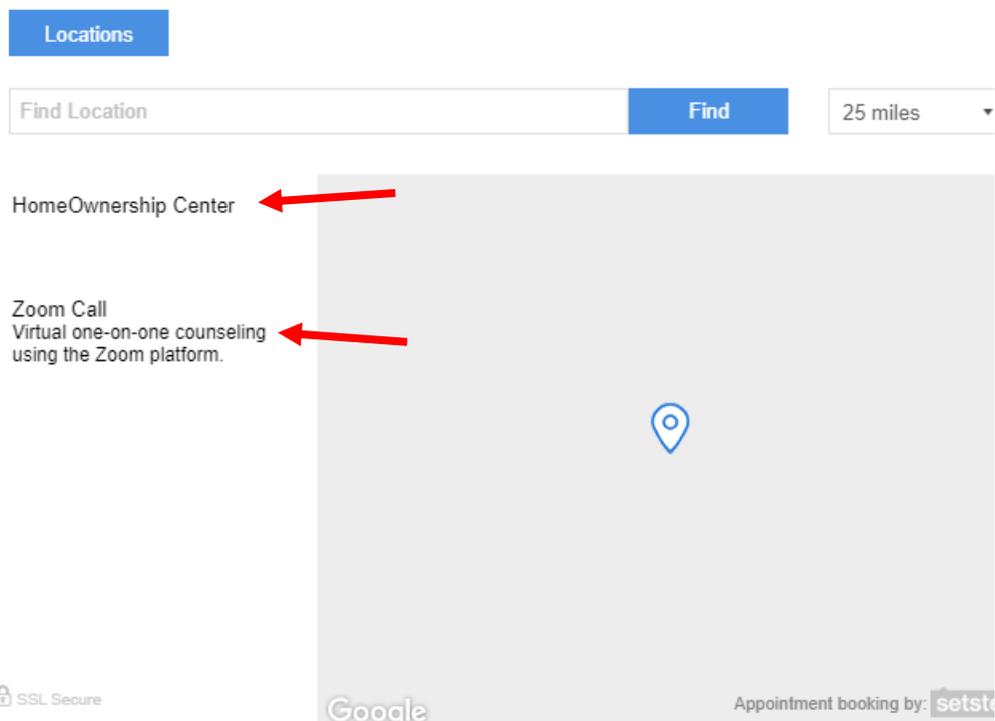


Home Buyer Counseling

Our certified counselors work with you one-on-one offering guidance to help you assess credit, shop for a home, and pre-qualify for a mortgage. Together you will create an action plan and lay the road map for your home purchase.

Register

- 4) A new window will open in this window and in the new window please select the location of your appointment



Locations

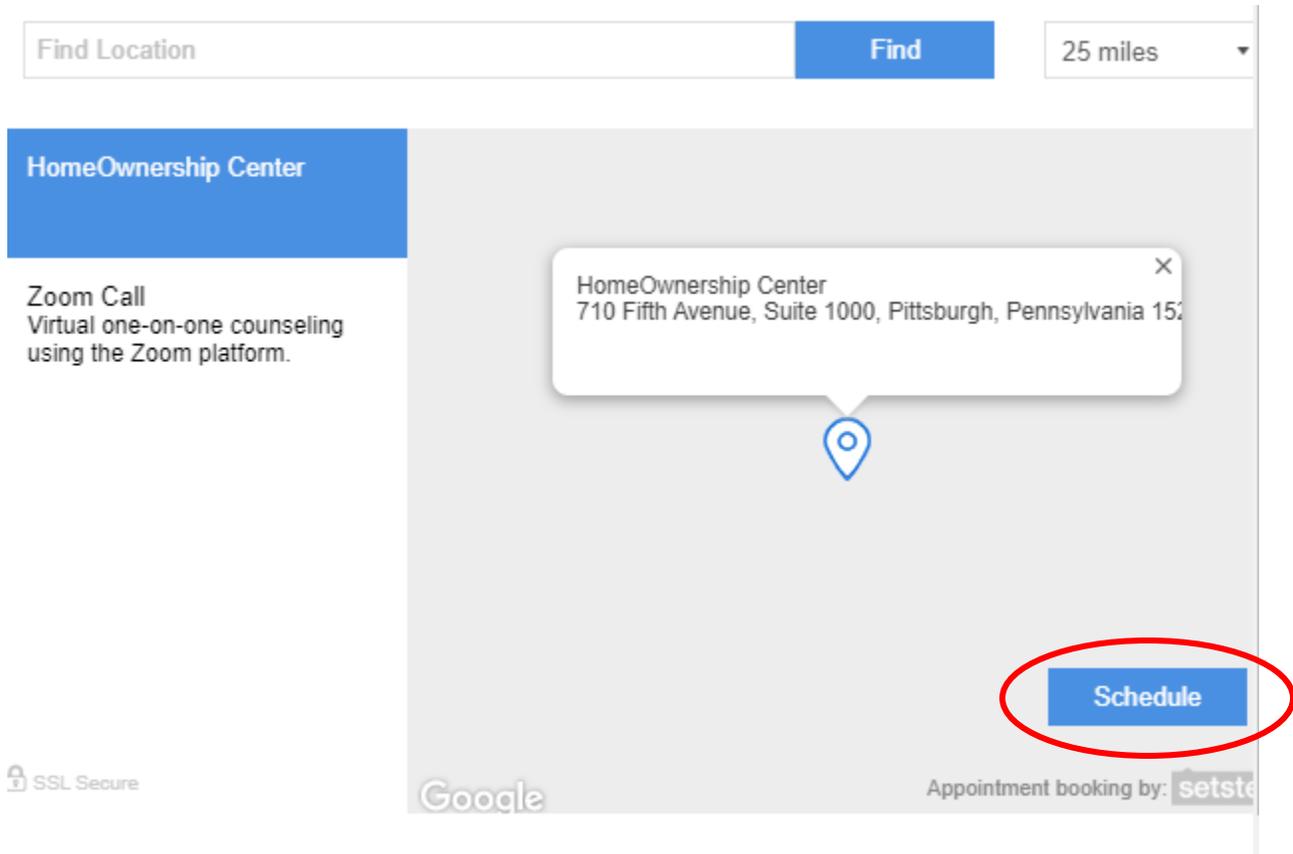
Find Location 25 miles

HomeOwnership Center

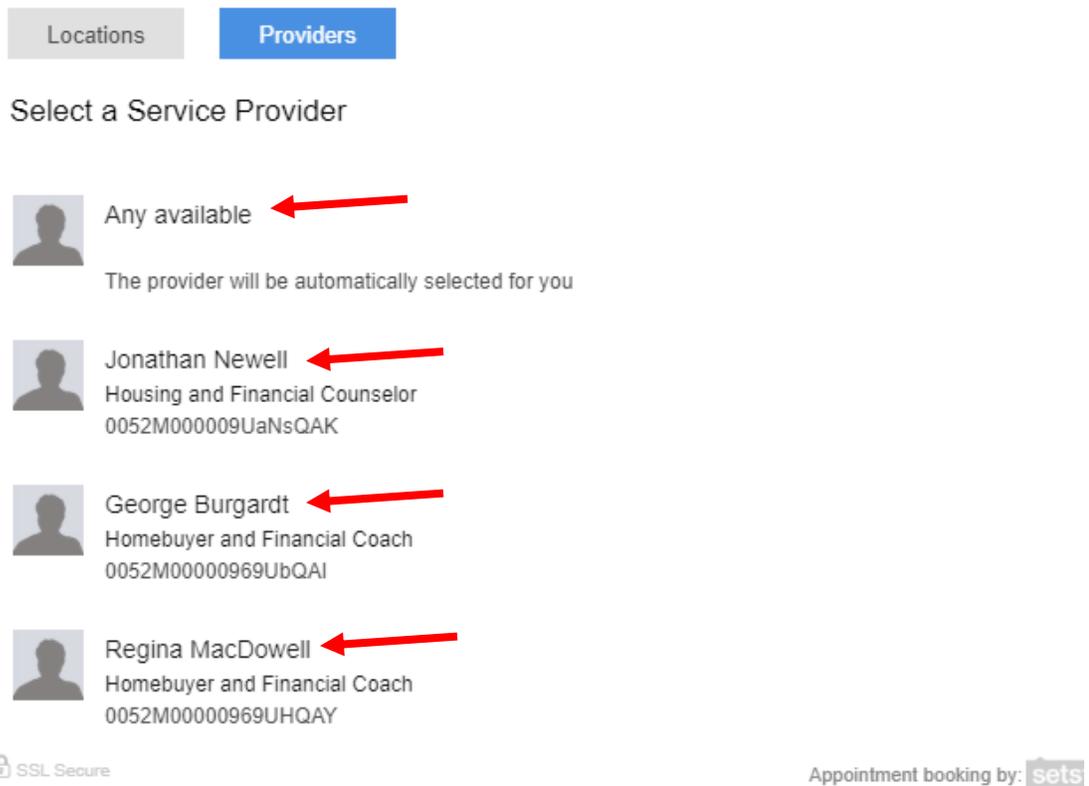
Zoom Call
Virtual one-on-one counseling using the Zoom platform.

SSL Secure Google Appointment booking by: setsto

5) Once a location is selected click on the schedule box in the lower left-hand corner to continue



6) Select a provider (a provider is one of your counselors) *selecting "Any Available" provides the most comprehensive list of available appointments



7) Once a provider is selected you will be prompted to pick a date and time to choose for your appointment

Locations Providers **Schedule**

Select the day and time for your appointment

< November 2019 >

SU	MO	TU	WE	TH	FR	SA
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

View [weekly schedule](#).

SSL Secure

Friday November 1, 2019

AM PM

10:30 am 3:00 pm

All times are in EDT (GMT-04:00), [click to change](#).

Appointment booking by: sets

Select Date

Select Time

8) You will receive a confirmation email once your appointment is scheduled

If you have any additional questions, please contact us at info@neighborworkswpa.org