

How To Apply For Holiday Assistance Online

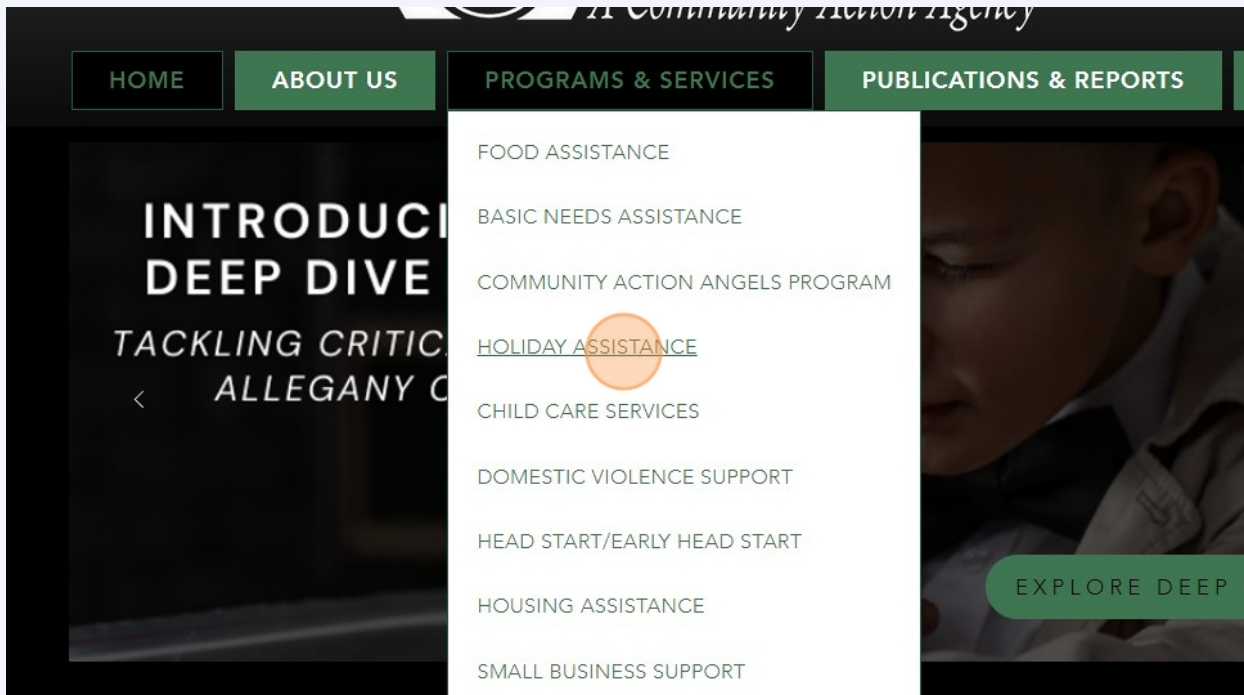


1 Navigate to <https://www.accordcorp.org/>

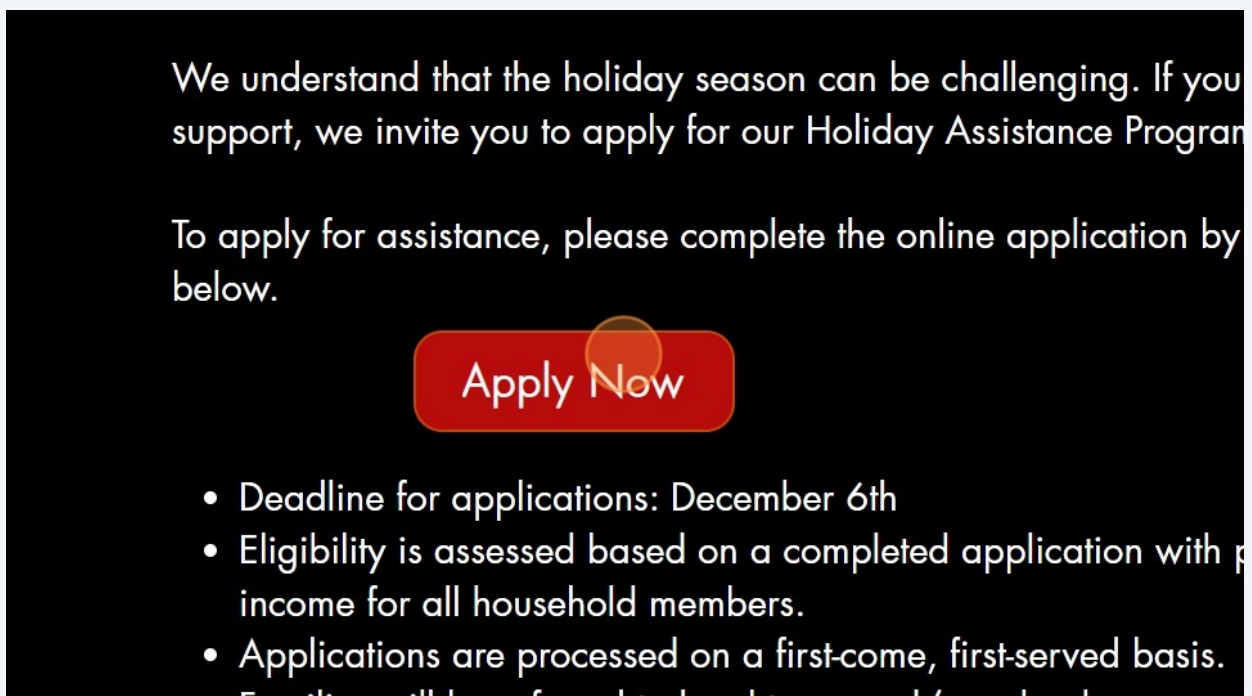
2 Click "PROGRAMS & SERVICES"



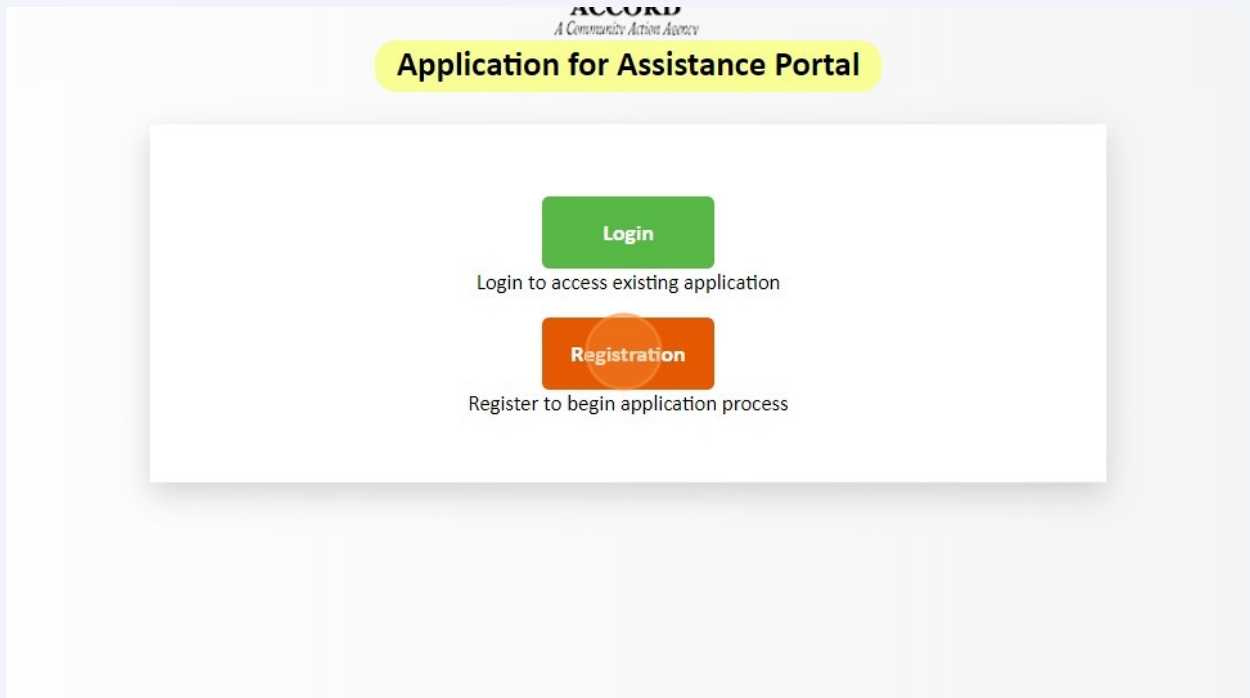
3 Click "HOLIDAY ASSISTANCE"



4 Click "Apply Now"



5 Click this button to register for a portal account.



6 Complete Required Account Registration Information

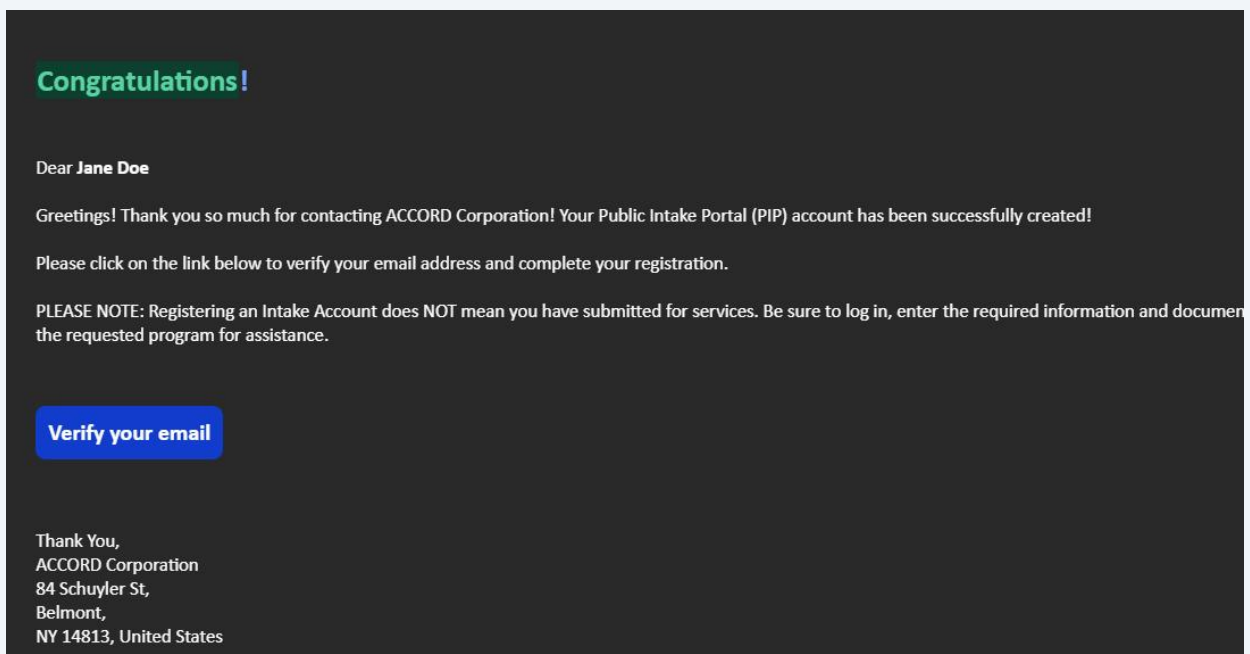
7 Click 'Register' button.

The registration form contains the following fields and values:

- First Name: Jane
- Last Name: Doe
- #People in your household?* (Limit: 1-20 Individuals): 3
- DOB*: 12/25/1988
- Phone*: (585) 268-7605
- Email: holiday@accordcorp.org
- Two password fields, both containing 10 dots.

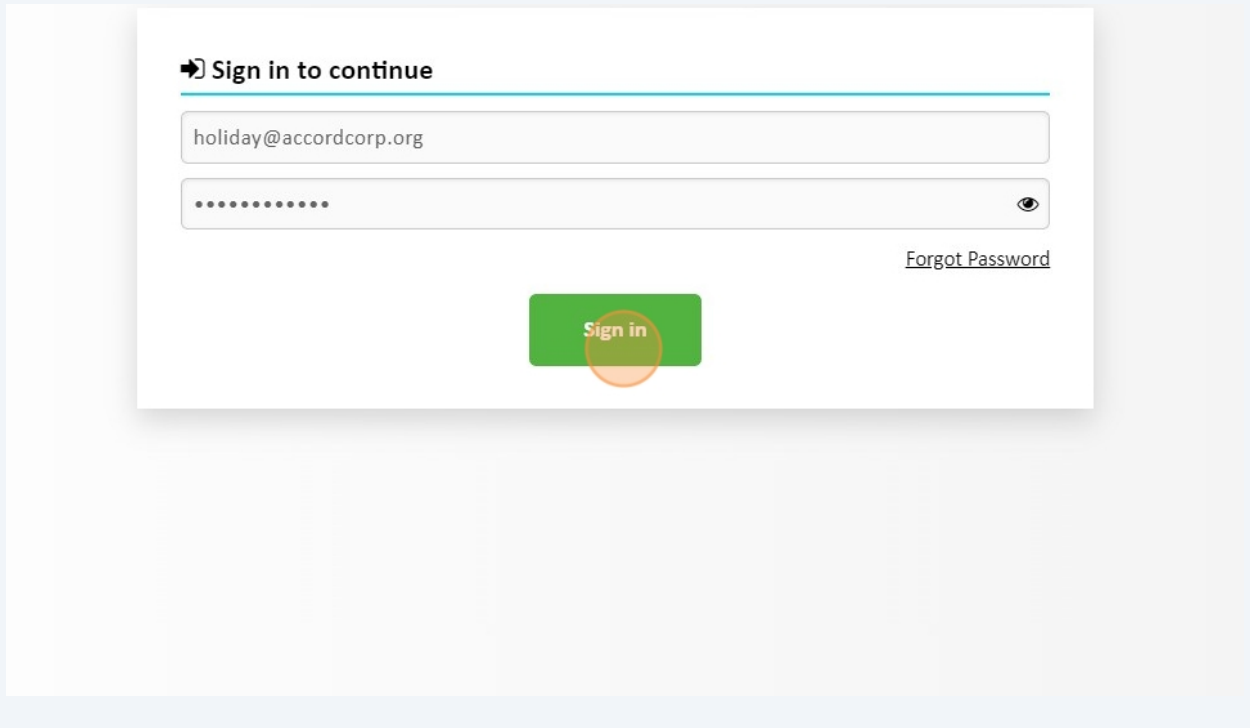
Below the form is a green **Register** button. Underneath the button is the text: "Already have an account? [Login](#)".

8 Locate the verification email, from your email account you used to register. Click 'Verify your email' and you will be taken to the login screen.



9

Enter the email and password you used at registration and click the 'Sign-in' button.



10

First, you will need to complete the details for the applicant (head of household).

11

The system will ask you are completing the intake on behalf of another person. If you select no, it will prefill some of the applicant information used during account registration. The applicant is the Head of Household requesting assistance.

The screenshot shows a web form titled "Applicant Details" with several input fields: SSN, First Name*, Last Name*, Gender*, and a date field with a placeholder "*/*/*". A modal dialog box titled "Confirmation()" is overlaid on the form, asking "Are you completing this intake on behalf of another person?". The modal has two buttons: a green "Yes" button and a red "No" button. The "No" button is highlighted with a blue circle. Below the form, a blue "Next" button is visible.

12

Complete the required details and click the 'next' button.

The screenshot shows a web form with the following fields: SSN, Email (holiday@accordcorp.org), First Name* (Jane), Middle Initial, Last Name* (Doe), Date of Birth* (12/25/1988), Gender* (FEMALE), and Are you Pregnant? (NO). The date field has a placeholder "*/*/*" and a note "*(mm/dd/yyyy)". A blue "Next" button is highlighted with a blue circle at the bottom of the form.

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13 Complete the required details on this page and click the 'next' button.

SINGLE	Applicant
Hispanic/Not Hispanic*	Race/Ethnicity*
NON-HISPANIC/LATINO	CAUCASIAN (WHITE)
Education*	School
HIGH SCHOOL GRADUATE	Wellsville
Reliable Transport	Drivers Licence
YES	YES

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14 Complete the required details on this page and click the 'next' button.

Work Status*	
Employed Full-Time	
Family Type*	Housing Situation*
Single Parent/Female	RENT
Income Types*	Non-Cash Benefits*
WAGES	SNAP
Language	Secondary Language
ENGLISH	- Select Secondary Language -

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Complete the required address information on this page and click 'continue.'

(585) 268-7605 (585) 268-7605

Address

House#* 84 Street* Schuyler Street

Suffix Apt Floor

City* Belmont State* NY Zipcode* 14813

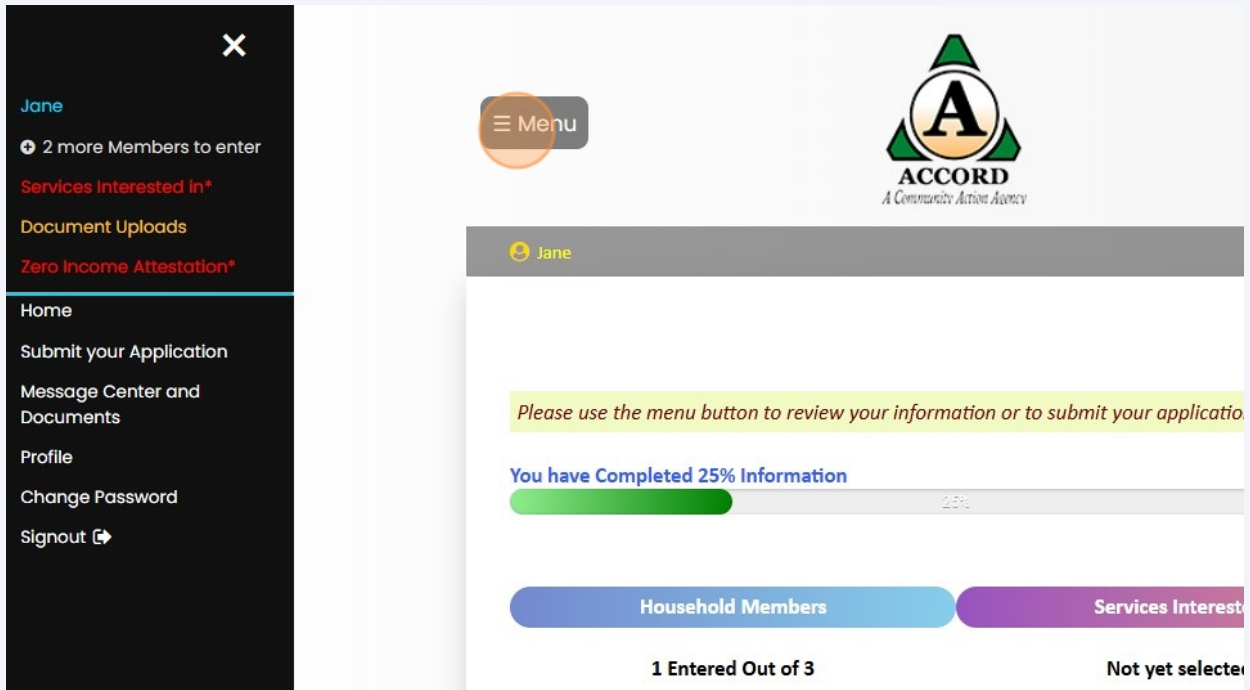
County* Allegany Township - Select -

Previous Continue

16 The "☰ Menu" button will navigate you through the application.

Here you need to add any additional members of your household, select the services you are interested in, upload documents, and complete the Zero Income Attestation, if you did not report any income sources or non-cash benefits for the applicant.

Required sections will be displayed in red font, indicating that it must be completed before your application is submitted and sent to a staff member to review.



17 To add household members, click the "+button" from the menu sidebar.

The screenshot shows the ACCORD user interface. On the left is a dark menu sidebar with a close button (X) at the top. The sidebar contains the following items: Jane (with a profile icon), 2 more Members to enter (with a plus icon), Services Interested In*, Document Uploads, Zero Income Attestation*, Home, Submit your Application, Message Center and Documents, Profile, Change Password, and Signout (with an external link icon). The main content area features the ACCORD logo (A Community Action Agency) at the top right and a 'Menu' button on the left. Below the logo is a grey header bar with 'Jane' and a profile icon. A yellow notification bar reads: 'Please use the menu button to review your information or to submit your application'. A progress bar indicates 'You have Completed 25% Information' with a green bar showing 25% completion. Below the progress bar are two buttons: 'Household Members' (blue) and 'Services Interested In' (purple). Under 'Household Members' is the text '1 Entered Out of 3'. Under 'Services Interested In' is the text 'Not yet selected'.

18 Complete household member details, and click the "next" button.

The screenshot shows a form for entering household member details. The form has the following fields: 'First Name*' with the value 'Johnny', 'Middle Initial' (empty), 'Last Name*' with the value 'Doe', 'Date of Birth*' with the value '09/16/2021' and a note below it: '*(mm/dd/yyyy)', and 'Gender*' with a dropdown menu showing 'MALE'. At the bottom of the form is a blue 'Next' button with a circular arrow icon.

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On the second household member screen, please note the Marital Status refers to the status of the household member you are adding, please select the most appropriate response. Additionally, the relationship is the household member's relation to the applicant.

ACCORD
A Community Action Agency

Jane Signout ↗

Details

**Indicates Required Field*

Marital Status* CHILD	Relationship* Child
Hispanic/Not Hispanic* - Select Ethnicity -	Race/Ethnicity* - Select Race -
Education* - Select Education -	School Alfred-Almond
Reliable Transport - Select Reliable Transportation -	Drivers Licence - Select Drivers License -

20

Click the "next" button when all required fields are completed.

Hispanic/Not Hispanic* NON-HISPANIC/LATINO	Race/Ethnicity* CAUCASIAN (WHITE)
Education* 0-8TH GRADE	School Scio
Reliable Transport NO	Drivers Licence NO

Previous Next

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Complete the next screen of required information, as it relates to the household member you are adding and click "Continue"

Military Status*
NO MILITARY STATUS

Disabled*
NO

Work Status*
Unemployed (Not in Labor Force)

Income Types*
NONE

Non-Cash Benefits*
None

Previous Continue

22

Click "≡ Menu"

≡ Menu

ACCORD
A Community Action Agency

Jane

Success
Saved Successfully

Please use the menu button to review your information or to submit your application

You have Completed 50% Information

50%

Household Members 2 Entered Out of 3

Services Interest Not yet selected

23

Repeat steps if you need to add more household members to your application.

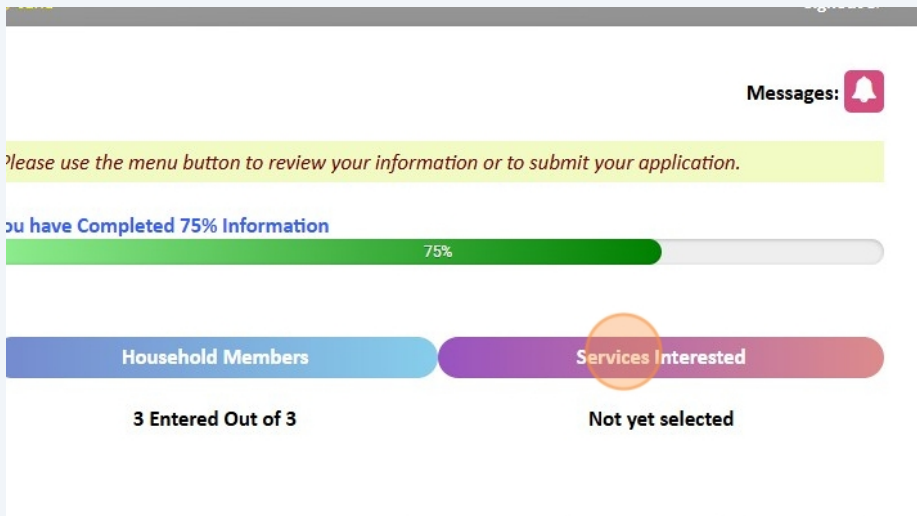
The screenshot shows the ACCORD application interface. On the left is a dark sidebar menu with a close button (X) at the top. The menu items are: Jane, Johnny, + 1 more Members to enter, Services Interested in* (highlighted with a brown circle), Document Uploads, Zero Income Attestation*, Home, Submit your Application, Message Center and Documents, Profile, Change Password, and Signout (with an external link icon). The main content area features the ACCORD logo (A Community Action Agency) at the top right and a 'Menu' button. Below the logo is a grey header with the name 'Jane'. A yellow notification bar reads: 'Please use the menu button to review your information or to submit your application'. A progress bar indicates 'You have Completed 50% Information' with a green bar at 50%. Below the progress bar are two buttons: 'Household Members' (blue) and 'Services Interested in' (purple). Under 'Household Members' is the text '2 Entered Out of 3'. Under 'Services Interested in' is the text 'Not yet selected'.

24

Next, you need to select the services you are interested in applying for. Click "Services Interested in ✓" from the "≡ Menu"

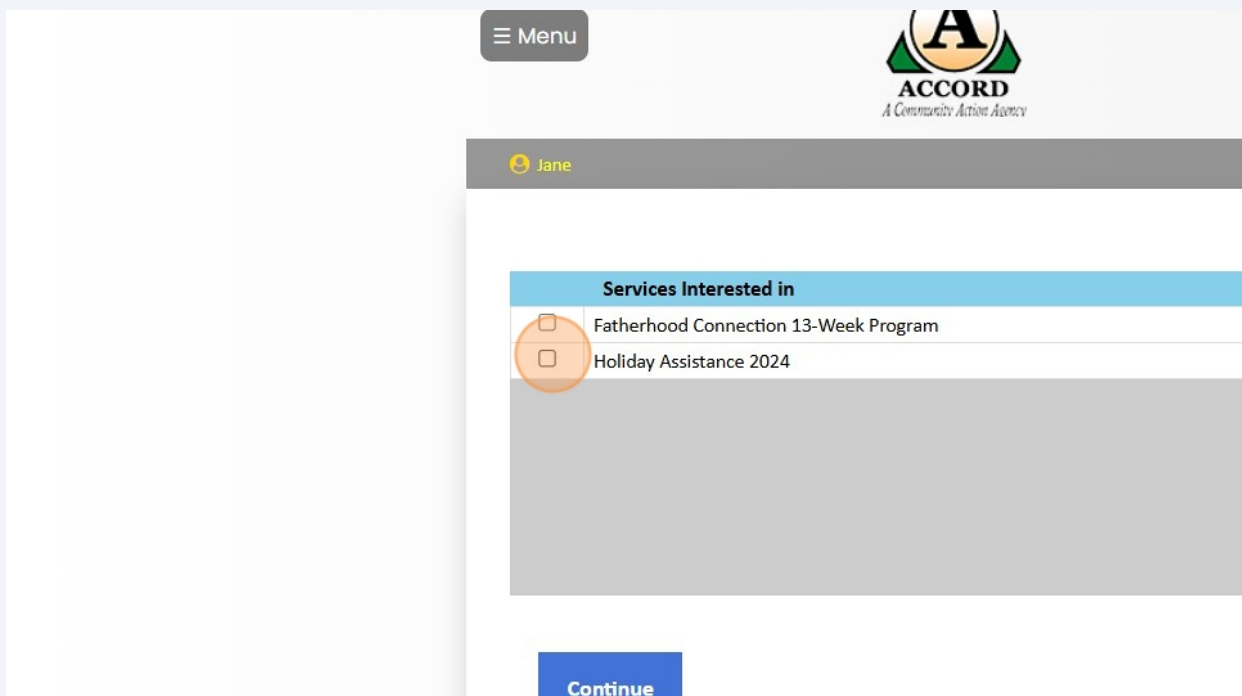
The screenshot shows the ACCORD application interface after selecting services. The sidebar menu is the same as in the previous screenshot, but 'Services Interested in ✓' is now highlighted with a brown circle. The main content area shows the ACCORD logo and 'Menu' button. The grey header still shows 'Jane'. The yellow notification bar is the same. The progress bar now indicates 'You have Completed 100% Information' with a green bar at 100%. The 'Household Members' button (blue) now shows '3 Entered Out of 3'. The 'Services Interested in' button (purple) now shows '1 Service selected'.

25 Click "Services Interested"



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26 Check the services you are interested in and click "Continue"



27

If you indicated that you receive income or non-cash benefits, you will need to upload proof by accessing the "Document Uploads" from the "☰ Menu"

The screenshot shows a user interface for ACCORD, A Community Action Agency. On the left is a dark sidebar menu with a close button (X) at the top. The menu items are: Jane (selected), Johnny, Janie, Services Interested in ✓, Document Uploads (highlighted with a red circle), Zero Income Attestation*, Home, Submit your Application, Message Center and Documents, Profile, Change Password, and Signout (with an external link icon). In the main content area, there is a '☰ Menu' button and the ACCORD logo. Below the menu button, the user's name 'Jane' is displayed. A yellow notification bar reads: "Please use the menu button to review your information or to submit your application". A progress bar indicates "You have Completed 100% Information" with a green bar at 100%. Below this are two progress bars: "Household Members" (blue bar, 3 Entered Out of 3) and "Services Interest" (purple bar, 1 Service selected).

28

Click "Document Uploads"

This screenshot is identical to the one above, showing the same user interface for ACCORD. The 'Document Uploads' menu item in the sidebar is highlighted with a red circle, indicating the step to click on it.

29

If you indicated that you have no income source, the "Zero Income Attestation*" is required. You can access this section from the "≡ Menu"

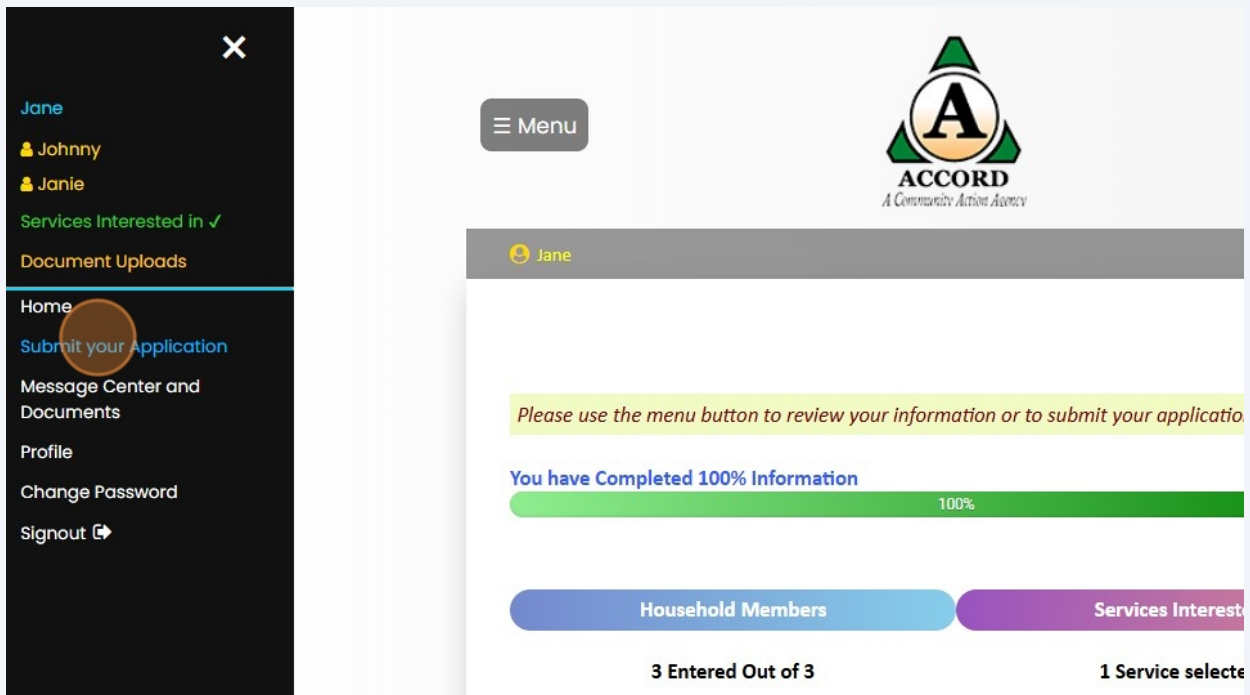
The screenshot displays the ACCORD web application interface. On the left is a dark sidebar menu with a close button (X) at the top. The menu items include the user's name 'Jane', other users 'Johnny' and 'Janie', 'Services Interested in' with a checkmark, 'Document Uploads', 'Zero Income Attestation*' (highlighted with an orange circle), 'Home', 'Submit your Application', 'Message Center and Documents', 'Profile', 'Change Password', and 'Signout' with an external link icon. The main content area features the ACCORD logo (A Community Action Agency) and a '≡ Menu' button. Below the logo is a header for the user 'Jane'. The main heading is 'Document Uploads'. Underneath is a dropdown menu for 'All Members' currently set to 'Jane --- Applicant'. A button labeled 'Upload Photo ID of applicant' is visible on the right side of the upload area.

30

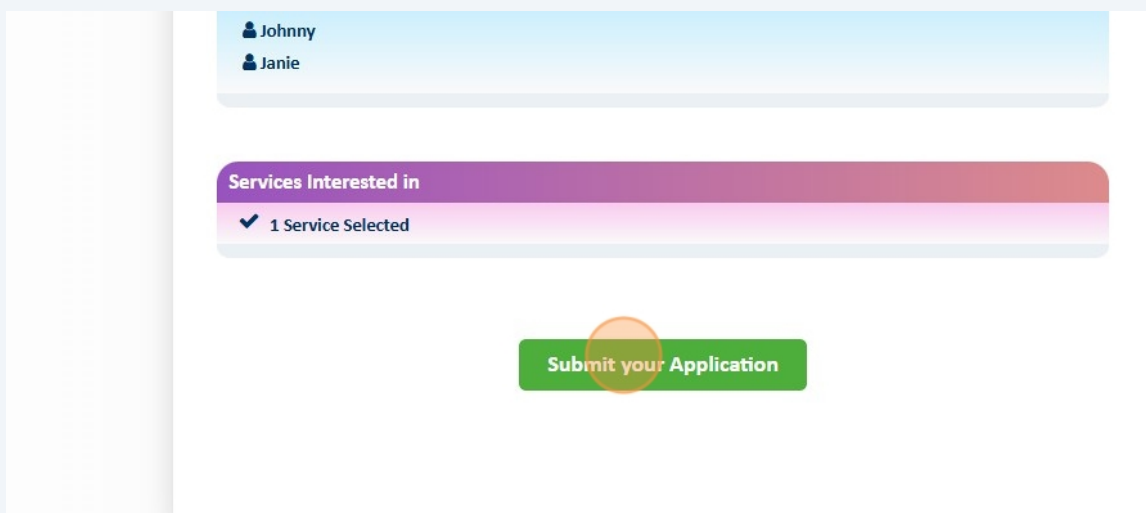
Select the certification buttons and complete the required information, to agree and submit your zero income attestation form.

The screenshot shows the 'Zero Income Attestation' form. At the top, there are fields for 'SIGNED:' and 'DATED:'. Below these is a disclaimer: 'Allegany County Community Opportunities and Rural Development, Inc. is an equal opportunity provider and employer. To file a complaint of discrimination, write: USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, or call (800) 795-3275 voice or (202) 798-4382 (TDD)'. Contact information is provided: '84 Schuyler Street, Belmont, NY 14813 | P: 585-268-7605 | F: 585-268-7607 | www.accordion.org'. A checkbox is checked: 'I/We certify that all the above information is true.' Below this is a table with columns: 'Accept', 'Members', 'Age', 'Attested By', and 'Attested Date'. The table contains one row for 'Jane' with '36 yrs' in the 'Age' column. Below the table are input fields for 'First Name*', 'Last Name', and 'Date*' (with a format hint '(mm/dd/yyyy)'). A green button labeled 'I Accept & Submit' is at the bottom.

31 Click "Submit your Application"

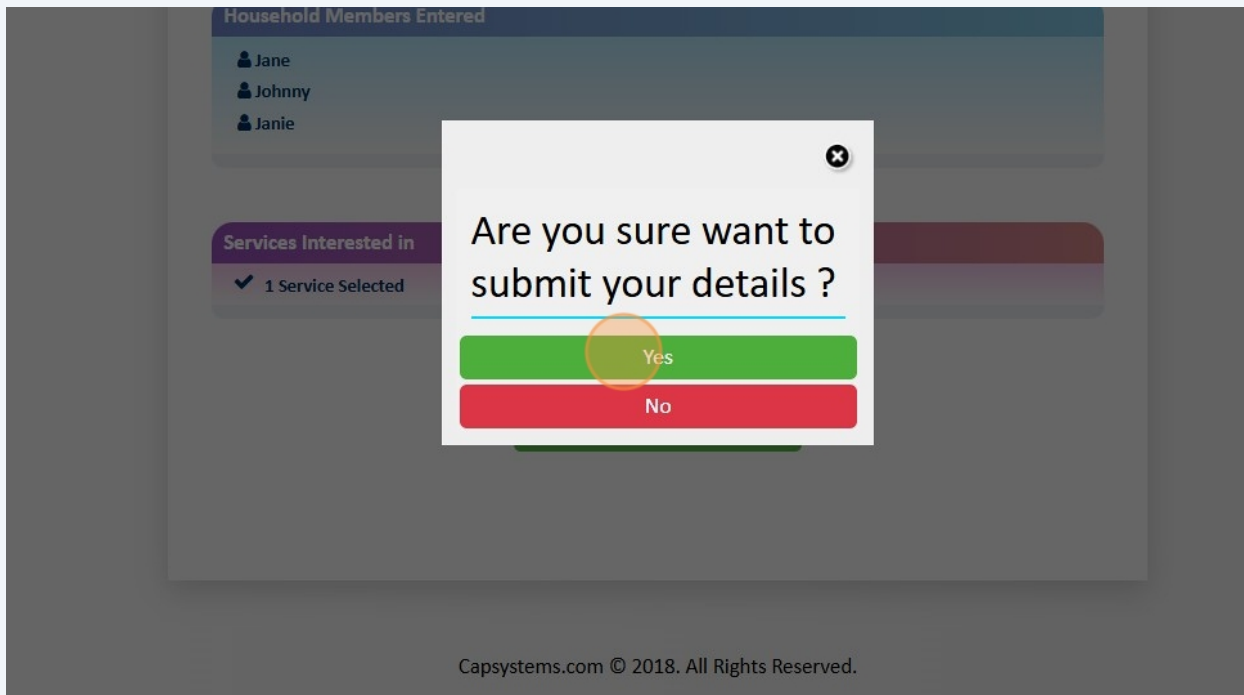


32 Once you have entered all household members, selected the services you are interested in, uploaded any required documents, completed the zero income attestation form (if required) you are ready to "Submit your Application" from the "≡ Menu"



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33 Click "Yes" to submit your details.



34 You will receive a confirmation message, and a staff will be notified of your application submission.

