



Create an ACC Housing Application – ACC Accessor - Tutorial Video Script

To create an ACC Housing Application, go to the menu and click **Application** then **Applications.**

This will take you to a page containing all the Applications you have created and from here you can select any of your Applications to view or edit.

To create a new Application, click the **Create** button.

Begin by using the magnifying glass next to 'Customer' to select the customer for this application.

If the customer you are looking for is not in your list, you can search for the customer using the **Find Customer** Page, using the options provided.

Click the **drop-down arrow** on the far right and select **Edit**, check customer details, navigate the Application Section, and click **Create Application.**

Now fill in the summary for the application.

The summary is a brief description of what this application is for. For example, 'Minor Ramp' and 'Door Widening'.

Use the magnifying glass next to 'Claim' to look up a Claim for this application.

Use the magnifying glass next to 'Contract', select **ACC-HMOD.**

Use the drop-down button by 'Application Type' to select **Housing Modification.**

Then use the magnifying glass next to sub-type to select the application **Sub-type.**

Now click **Create Application.**

This will take you to the **Edit Application** page where you can review the application details.

Scroll down the page making sure to fill in any required fields.

If the customer requires a third party to represent them for this application, you can use the magnifying glass next to 'Customer Representative' to select one to the customer's contacts.

Next, move to the **Address Information** section and use the magnifying glass next to the 'Customer Address' field to select the address this housing modification will apply to.

Move to the bottom of the page and click **Save Application.**



Once the application is saved, move to the **Item** section and click **Add Housing Item** to bring up **Housing Item form**.

Use the magnifying glasses to select the **product classification**, fill in the **product description**, and click **Submit**.

You can use the **Collaborations** section to invite others to collaborate on your application and the **Supporting Documents** section to add any documents that are required for your **Application**.

Once you have completed the application, navigate to the **Details** section and set the **Solution Flagged for Review** to **Yes** and move to the bottom of the page to **Save** the application.

Your application will be moved into a **Solution Review Status**.

Once the team at Accessable has reviewed the application you will receive a notification telling you the application is ready for submission.

When the application is ready to be submitted, the status will change to **App for Submit**.

You can then open the application, click the **Submit Application** button, read the privacy statement and click **Submit**.