How to Create an Account on MHA's Website

• Go to mha-tn.org click on the "Housing Choice Tab"



• Go to "Forms" click update "Update Contact Info"

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 At the top 	right-hand corr	ner click on "log	in"
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Murfreesborn Housing Authority Murfreesborn	esboro Housing Authority	er w. Li & 1	
Home		Login	
Update My I	nformation		
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- On the "login" screen click "Register for New Account"
 - Select "Tenant" for Registrant Type

Fill in First Name, Last Name, Address, City, State, Zip and SSN then hit next

Apploant	Last Name	
Cemp Yendor Other		
Address	Cly	
State	Zip Sollie	
Mabana N		
SIN or Sector		

Register Reponent Type	
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Altres	ay
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• Enter your email address then choose a User Name, Password, Security Question and Answer then click create Account.

Password	Confirm Password
Show Password Security Question	Show Password Security Answer

Once you have created an account you will need to email April Hiles at <u>ahiles@mha-</u> <u>tn.org</u> with your username so she can activate your account. Once your account has been activated you will receive an email confirming your account has been created.

How to Send/ Receive Documents

• Log into your MHA account



• Click on "Tenants" then select "Documents"

Information searchise Recorded Source 44 Searchise		
films.		
the second se	Account Information	
Senant Name Silon, Apol Address 1 522 maple street Address 2 Gog Stata, Zip Muthembors, TN 37130	Meeting Reet 511.00 Reconstruction Date 4/1/0223	
Announcements		

- "Documents Sent to you "are Documents that MHA has sent to your account for review or to complete and return back to MHA. You will need to download any documents that MHA has sent to you in order to view that document.
- "Documents You Uploaded" are documents that you have sent to MHA for review.

	Documents Documents Sent to You		
	Document Description	Date	
	hg	04/22/2022 Download	
	test	04/22/2022 Download	
	Documents You Uploaded		
	Document Description	Date	
	mm	04/22/2022 Delete	
	gd	04/22/2022 Delete	
	Upload a Document		
User • Tenants • Home			User: ahiles@mha-tn.org Logout
	Upload a Docume two can upload files with the extension imp imp imp inf txt	Select your File Choose File No file chosen Descripton	