



HHCP HEALTHCARE PORTAL SPECIAL OPTION USER MANUAL

V 1.2

Process to Log into the Portal as a Special Option User

Step 1: Log into application leveraging your usual email address and password.

The screenshot shows the '232 Healthcare Portal' login page. The page header includes the HUD logo, the title '232 Healthcare Portal', and the version 'Version 3.0.0.0'. The main content area is divided into two columns. The left column, titled 'Section 232', contains three bullet points: 'Office of Residential Care Facilities (ORCF)', 'Section 232', and 'Reengineered'. The right column, titled 'Log In', contains a 'User name' field with a 'Help with Logging In' link, a 'Password' field with a 'Forgot your password?' link, and a 'Log In' button. Below the login fields, there is a note about the IE Tools menu and a link to 'Pop-up blocker'. At the bottom of the page, there are two footnotes regarding information collection requirements.

Step 8: Now select Special Option User role from dropdown and click continue.

The screenshot shows the '232 Healthcare Portal' user role selection page. The page header includes the HUD logo, the title '232 Healthcare Portal', and the version 'Version 3.0.0.0'. The main content area contains a 'Select User Role:' label, a dropdown menu, and a 'Continue' button. The dropdown menu is open, showing three options: 'Please select user role', 'Lender Account Manager', and 'Special Option User'. The 'Special Option User' option is highlighted. The 'Continue' button is located to the left of the dropdown menu.

Step 9: Once after you have logged in as special option user all the remaining process is the same as the existing process.

