



# Online Application - New Application Process

- **New Application Process** applies to a person or family who has never applied or participated in any HACSB Housing Assistance Program.

## **Note:**

**Do NOT follow this process if any of the following circumstances within HACSB apply to you:**

- 1. You are a current HACSB tenant.**
- 2. You are currently or have previously been on a HACSB waiting list.**
- 3. You have previously been a tenant or participated in any of the HACSB programs.**

**Refer to the “Online Application – Registration Process” document if any of these items apply to you**

# Welcome to the **Housing Authority of the County of Santa Barbara**

*Applying for a waiting list using our Online Application is Free and Easy*

## **Applications are now being accepted for many of our Housing Assistance Programs**

- Submitting an application is **FREE!** If you happen to enter a website that is requiring a fee or payment of any kind, you are not at the right place and should exit out of the site.
- Our Online Application will allow you to:
  - Apply from your computer or any electronic device with Internet access including laptops, tablets and smartphones.
  - Review and update your information, such as email and phone numbers, to insure quality communication.
  - Review family member and income details.
  - Review waiting list basic details and preferences.
  - Review waiting list positions and apply for additional waiting lists.
- Our Online Application is available 24/7. If you do not complete your application, you can logout and return later to finish completing your application.
- Your application will not be considered complete until it is submitted.
- In order for you to register for our Online Application, you **must** have a valid email address.
- The username used for the Online Application **must** be unique.
- The *Email Address* and *Last Name* used during the registration process must match the information we currently have on file.
- Applying for any available waiting list does not represent an offer for housing assistance.
- The Housing Authority of the County of Santa Barbara is an Equal Housing Opportunity Provider and provides Reasonable Accommodation to individuals with known disabilities. If you require accommodation please contact our office at 805-736-3423, ext. 7525 option 1, or TDD 800-545-1833, ext.594.

**To begin your Online Application New Application Process, go to [www.hasbarco.org](http://www.hasbarco.org).**

**Following are screenshots of the steps you will be going through during this process.**

## Step 1

The screenshot shows the HACSb website header with the logo on the left and the phone number "Call us : (805) 736-3423x7525" on the right. Below the header is the "Create An Account" section. On the left, there are two buttons: "I am an applicant" (highlighted with a red border) and "I am a resident". A blue callout bubble with the text "Click Here" points to the "I am an applicant" button. On the right, there is a login section titled "Already have an account? Login Now!" with input fields for "User Name" and "Password", a "Login" button, and links for "Forgot password or user code?" and "Click here to register".

## Step 2

The screenshot shows the HACSb website header with the logo on the left and the phone number "Call us : (805) 736-3423x7525" on the right. Below the header is the "Create An Account" section. On the left, there are two buttons: "I have a registration code" and "I do NOT have a registration code" (highlighted with a red border). A blue callout bubble with the text "Click Here" points to the "I do NOT have a registration code" button. On the right, there is a login section titled "Already have an account? Login Now!" with input fields for "User Name" and "Password", a "Login" button, and links for "Forgot password or user code?" and "Click here to register".

### Step 3

**hacab**  
Housing Authority of the County of Santa Barbara  
Caring for community

Call us : (805) 736-3423x7525

### Create An Account

**First Name\***  
Testhclive

**Last Name\***  
Testhclive

**Password\***  
\*\*\*\*\*

**Confirm Password\***  
\*\*\*\*\*

**Security Question\***  
What was your first pet's name? ☒

**Security Answer\***  
Milo

**Contact Information**

**Phone\***  
(805) 735-8351

**Preferred Contact Method\***  
Phone ☒

**Email Address**  
testhclive@gmail.com

**User Name**  
testhclive@gmail.com

\* Required fields

**Register**

**Already have an account? Login Now!**

**User Name**  
[Input Field]

**Password**  
[Input Field]

**Login**

Forgot password or user code?  
[Click here to register](#)

**Please Note: User name will default to your email**

**Click Register when ready**

### Step 4

**hacab**  
Housing Authority of the County of Santa Barbara  
Caring for community

Registration Successful.

### Create An Account

**First Name\***  
TESTJuan3

**Last Name\***  
TESTGacia3

**Password\***  
\*\*\*\*\*

**Confirm Password\***  
\*\*\*\*\*

**Security Question\***  
What was your first pet's name? ☒

**Security Answer\***  
milo

**Contact Information**

**Phone\***  
(805) 735-8351

**Preferred Contact Method\***  
Phone ☒

**Email Address**  
TESTJuan3@gmail.com

**User Name**  
TESTJuan3@gmail.com

**Don't have an account yet?**

Create your account today, and apply online!

- Submit your application
- Check out the status of your application
- Get ready to move in!

**Registration Successful**

**Thank You For Registering With HousingCafé!**

Your account has been successfully created.

**Password**  
[Input Field]

**Login**

Forgot password or user code?  
[Click here to register](#)

## Step 5

The screenshot displays the HACSB (Housing Authority of the County of Santa Barbara) application portal. The top header features the HACSB logo with the tagline "Caring for community" and a contact number: "Call us : (805) 736-3423x7525". Below the header is a navigation bar with links: "WELCOME, TESTHCLIVE TESTHCLIVEDB!", "MY FAVORITES", "MY APPLICATIONS & CERTIFICATIONS", "MY PROFILE", and "LOGOUT". The main content area is titled "My Application..." and shows "0% Complete". On the left is a sidebar menu with links: "Language Selection", "Welcome to HACSB", "Current Household Info", "Income Information", "Accessibility Needs", "Preferences", "Waiting List", and "Final Review & Submission". The main panel prompts the user to "Please select your preferred language" and "Por favor, seleccione su idioma." It offers two radio button options: "English" (selected) and "Español (Spanish)". A callout box labeled "Select a Language" points to these options. At the bottom, there is a button labeled "I'm ready to Save and Continue".

## Step 6

- You will now be going through several steps that will ask you questions about the following:
  - Household
  - Income
  - Preference Points
  - Waiting lists you would like to apply for
- All this information will be needed in order to complete your application.
- Your application will not be considered complete until you reach the final step, where you will be asked to submit your application. (*See page 6 for screenshot*)

## Final Step

My Application...

Application Progress 88%

Applications & Certifications | Hi, Testgoofy

Language Selection  
Instructions  
Head of Household  
Household Information  
Waiting List  
Preferences  
Summary  
Confirmation Number

Final review & submission

Please verify that the information you have submitted is correct by clicking on each tab below.  
If you want to make changes, click the appropriate menu links on the left side of the screen. When you are finished, click Submit Application.

HoH Information HoH Demographics Spouse-CoHead Income and Members Accessibility Needs Special Needs  
Additional Details Preferences Waiting List

Date of Birth 01/01/1990  
Sex Male

Terms and Conditions

As required by law, I authorized you to obtain an investigative reporting in connection with this application. I also understand that any false, deceptive, or absent information will result in rejection of this application. All applications are conditional upon final review by supporting documentation by the Housing Authority of the County of Santa Barbara.

I agree to the Housing Authority of the County of Santa Barbara's terms and conditions for submitting an application.

☒ I accept all of the above Terms and Conditions.

Go Back Save and Continue.

Click on I accept and Save and Continue

Read the Terms and Conditions

- Once the final step is completed you will see a confirmation message and you will receive an auto-generated confirmation email along with an attachment of your application summary.
  - Please do not reply to this email.

My Application...

Application Progress 100%

Applications & Certifications | Hi, Testgoofy

Language Selection  
Instructions  
Head of Household  
Household Information  
Waiting List  
Preferences  
Summary  
Confirmation Number

Confirmation number

- We will notify the you if any further information is needed.
- Be sure to keep all of your information current.

Confirmation Number: A0012878

\* For further communications, please use the confirmation number shown above.

Download Application in PDF

Go Back Log Out

Click Here for a Summary Report

Click Here to Logout