

***e-snaps* CHECKLIST for APPLICANTS**

This document is a list of summary instructions on how CoCs and applicants work together to ensure that applicants will be able to access Exhibit 2 through *e-snaps*.

Reference the following online resources list below to facilitate this collaboration. These resources are available online on the *e-snaps* training page:

1. **Guidance on Adding and Deleting Additional Users in *e-snaps***, which is located under the Reference Room tab on the *e-snaps* training page, located online at <http://esnaps.hudhre.info/training/>;
2. **SF-424 training module**, which is located on the *e-snaps* training page, also located online at <http://esnaps.hudhre.info/training/>; and
3. **Accessing Exhibit 2**, a downloadable PDF file that provides the applicant with instructions on how to access Exhibit 2 once the SF-424 has been completed for an individual applicant. This document is also available online at <http://esnaps.hudhre.info/training/>.

This checklist summarizes important information from the three sources listed above.

Step 1: Each applicant must have an authorized representative (the person authorized to complete and certify the information in the SF-424) and obtain an *e-snaps* user name and password for each representative. **(see item #1 above);**

Step 2: The applicant's authorized representative must complete an SF-424 for the organization **(see item #2 above);**

Step 3: The applicant's authorized representative must add all of its organization's projects into *e-snaps* in order to access Exhibit 2 **(see item #2 above);**

Step 4: The applicant's authorized representative adds users (those who will be completing Exhibit 2 for each project) to the *e-snaps* system **(see item #1 above);**

Step 5: Once steps 1 through 5 have been completed, each user can enter Exhibit 2 data into *e-snaps* **(see item #3 above);** and

Step 6: When the user completes Exhibit 2, that user submits it to the appropriate CoC **(instructions for uploading Exhibit 2 to the appropriate CoC will be forthcoming on the *e-snaps* training page. You will receive a listserv message when this training resource becomes available.)**