Adding and Deleting Registrants in *e-snaps*

Introduction

Having a user profile enables a person to access *e-snaps*. However, only people who have been associated with the organization as a Registrant (also referred to as registered users) have the ability to enter information in the Applicant Profile and applications associated with the organization.

- For the CoC, these items include the CoC Applicant Profile, CoC Registration, CoC Review, and CoC Consolidated Application (which includes the CoC Application, CoC Priority Listings, and project applications)

- For project applicants, these items include the Project Applicant Profile and the project application(s).

New *e-snaps* Users

Someone who is new to *e-snaps* must create his/her own username and password.

- Do not update someone else's user profile for a different person.

- Do not share log in information. Each organization should have at least two staff persons that can access the organization's *e-snaps* account.
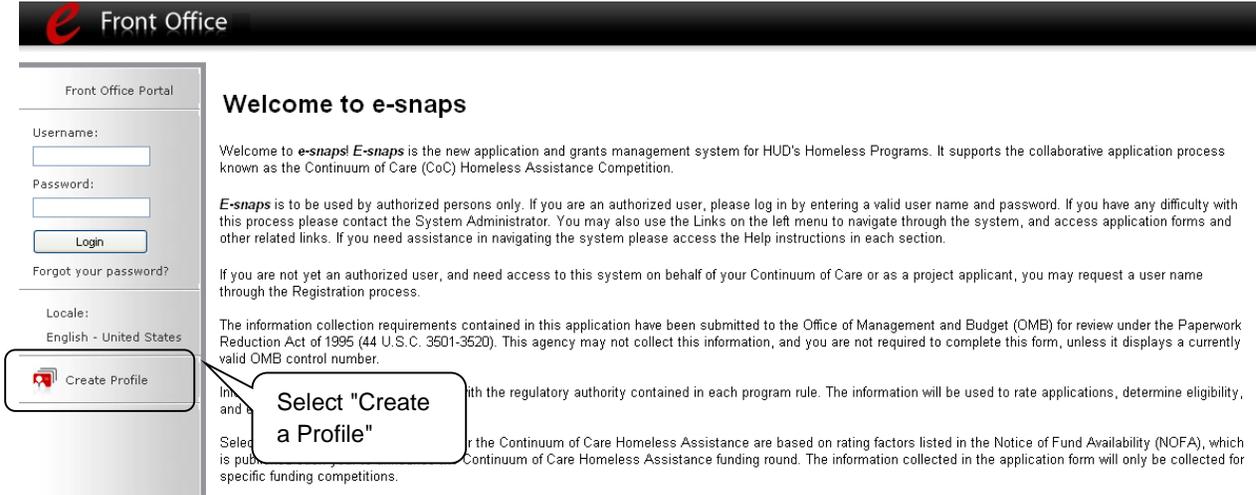
Step	Description
1.	Go to http://www.hud.gov/esnaps
2.	Select "Create Profile" from the left menu bar.
3.	Complete the fields on the screen.
4.	Select the "Save" button.
5.	Log out.
6.	Provide the username and email address used to create the user profile to someone in the organization who can add the new *e-snaps* user as a Registrant.

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Adding and Deleting *e-snaps* Registrants

Anyone that currently has access to an organization's *e-snaps* account (i.e., who can see the organization's Applicant Profile, etc.) can add or remove other Registrants by following the instructions provided below.
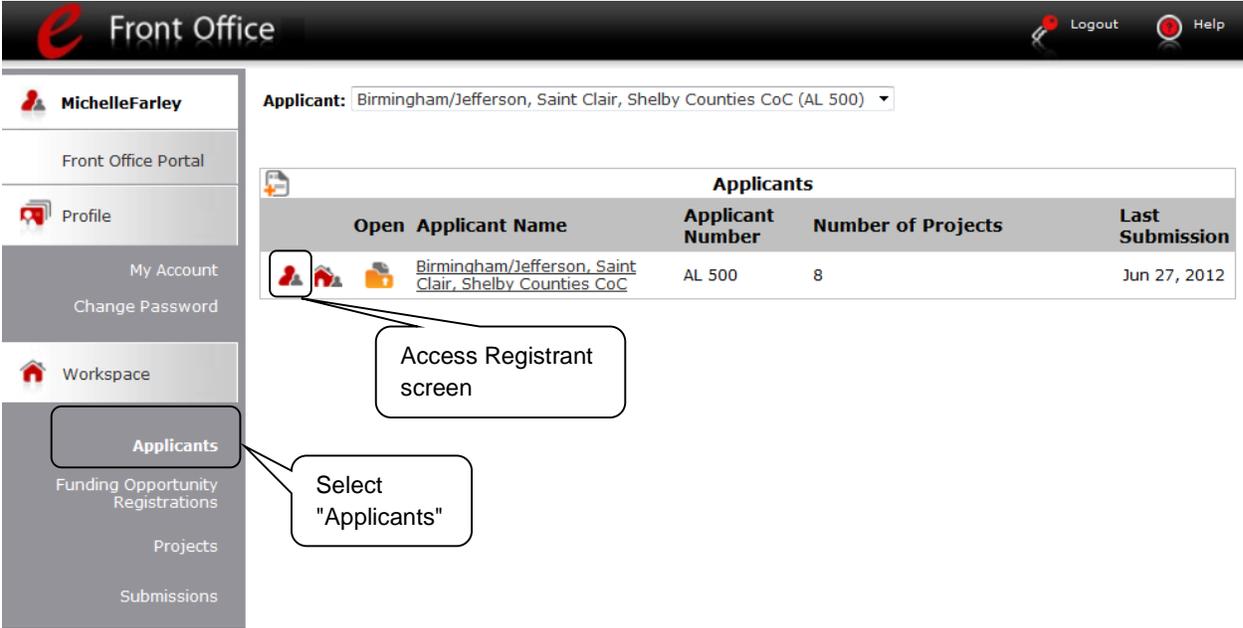
Step	Description
1.	Select "Applicants" on the left menu.
2.	On the "Applicants" screen, click the "Registrant" icon. This icon looks like a person and is located to the left of the Applicant Name.

! *Before anyone can be added as a Registrant in e-snaps, the individual must have an e-snaps user profile with a username and password. The username and email address that was used to create the e-snaps user profile will be used.*

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Add a Registrant

Step	Description
1.	Select the "Add Registrant" icon. 🔗 This icon is at the top left of the list.

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Step	Description
1.	Enter the user name and email address of the registrant.
	• There is a new "Group" field. This item is not being used this year. You do not need to do anything.
2.	Select the "Add Registrant" button.
3.	Select the "Back to List" button to return to the "Registrants" screen, where you will see the person added to the list.
4.	On the "Registrants" screen, select the "Back to List" button to return to the "Applicants" screen.

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Delete a Registrant

Deleting the registrant will remove, or dissociate, the user from the Applicant Profile. This person will still be able to access *e-snaps*, but he/she will no longer be able to access the organization's *e-snaps* account with the Applicant Profile and applications.
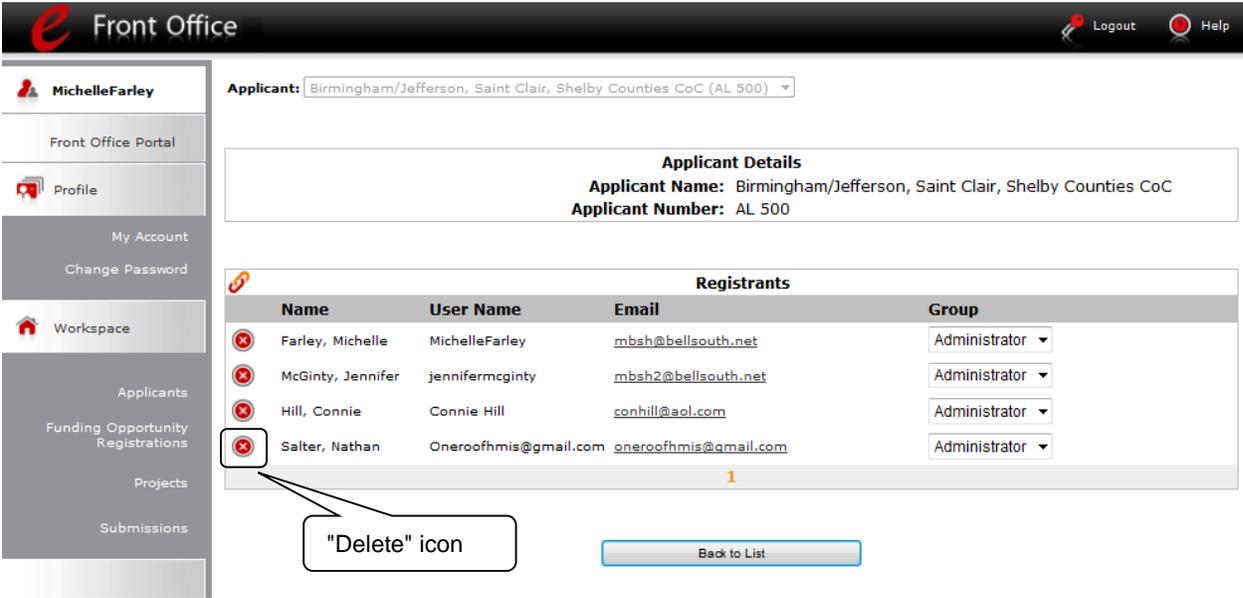
Step	Description
1.	Select the "Delete" icon ⊗ next to the person's name.
2.	Select the "Back to List" button to return to the "Applicants" screen.