

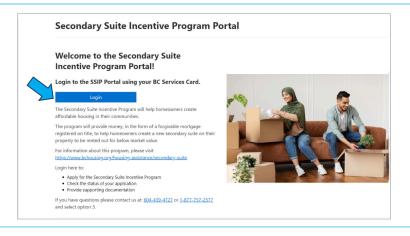


# **Secondary Suite Incentive Program (SSIP) User Guide**

How to update a submitted application

### Step1: Log in to the SSIP Portal https://www.bchousing.org/ssip

For details on how to log in using your BC Services card, please refer to: User Guide: **How to login to the SSIP Portal** 

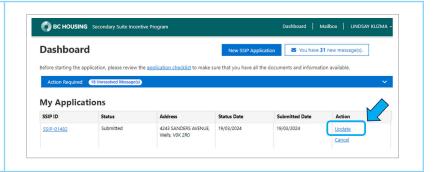


#### **Step 2: Update**

On the Dashboard, go to My Applications section. Click on **Update**.

#### Note:

- If the status of the SSIP application is Submitted or Approved – go to Step 3a
- If the status of the SSIP application is Pre-Approved go to Step 3b



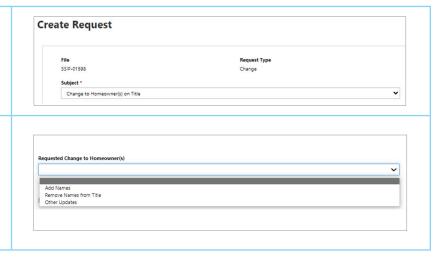
#### **Step 3a: Change Requests**

for **Submitted** and **Approved** applications:

In Subject: Select "Change to Homeowner(s) on Title"

Under **Requested Change to Homeowner(s)** select from one of these dropdown options:

- Add names. If adding a new homeowner on title.
- Remove Names from Title. If a homeowner is being removed.
- Other Updates. For any other changes/modifications.



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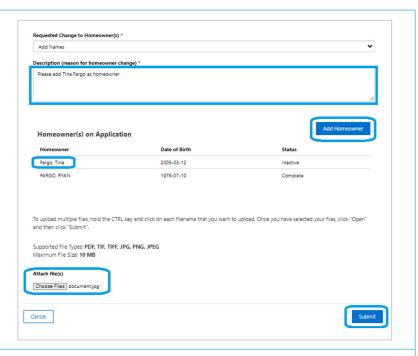
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#### If you select Add Names:

- In **Description**, provide an explanation to support the request.
- Click button ADD HOMEOWNER (A new window will open and you need to fill out the information for the new homeowner)
- Attach Files to support your request. It must include:
  - ID of new homeowner(s)
  - Proof of Principal Residency
  - Proof of Status in Canada
  - Proof of Income

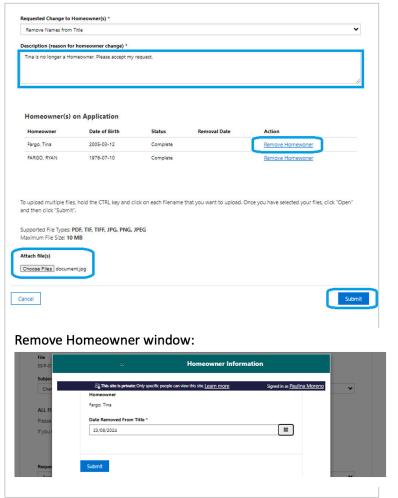
Refer to this guide to know which documents are a valid proof: **Application-Checklist** 

• Click Submit



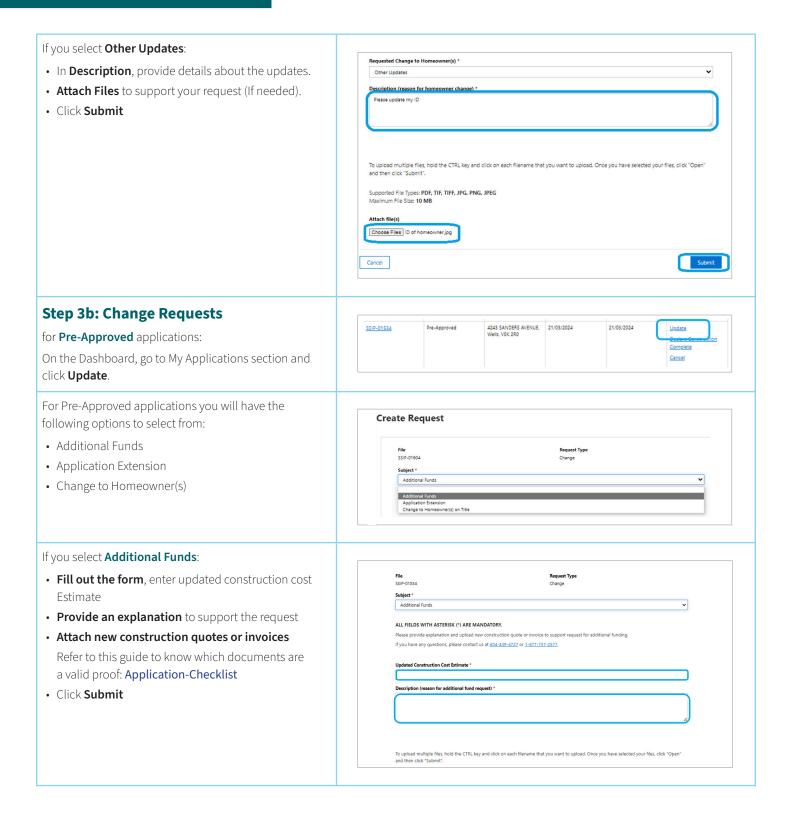
#### If you select Remove Names from Title:

- In **Description**, provide an explanation to support the request.
- Click Action button Remove Homeowner
   (A window will open and you need to add the date removed from title and Submit)
- Attach Files to support your request
- · Click Submit



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