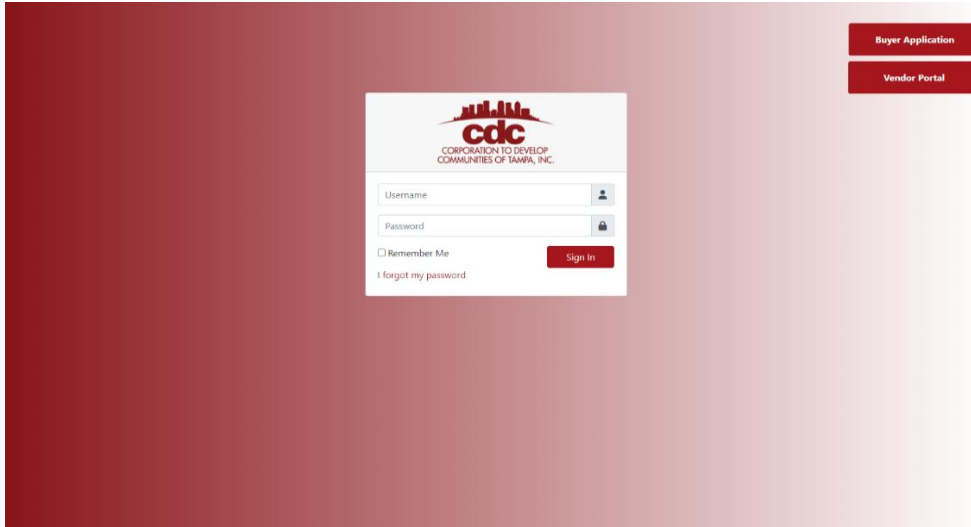
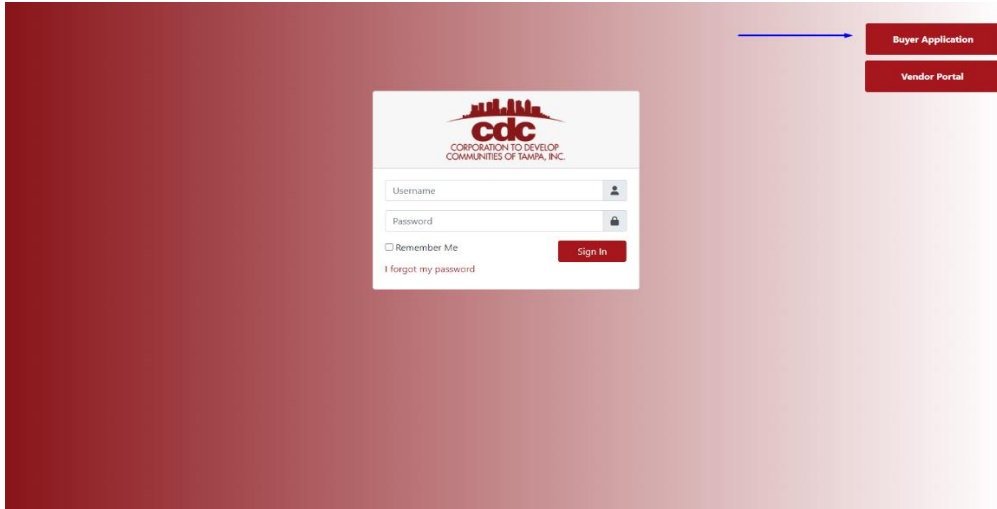


How To Create an Affordable Housing Buyer Account:

1. Go to the CDC main website page: <http://cdcre.org>



2. Click on the red "Buyer Application" button at the top right corner of the screen.




- Fill in the information for all five required fields, then click the green "Create Account" button on the bottom of the page.

The screenshot shows a web form for account creation. At the top is the CDC logo with the text 'CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.'. Below the logo is a green button labeled 'Download Application Form'. Underneath is the word 'OR' and the text 'Create an account and submit your application online'. The form consists of five input fields, each with an asterisk indicating it is required: 'First Name *', 'Last Name *', 'Username *', 'Email *', and 'Phone Number *'. To the right of each field is a small icon representing the field type (person for names, person for username, envelope for email, and telephone for phone number). At the bottom of the form is a green button labeled 'Create Account'. Below that is a red button labeled 'Back to Home Page'. Two blue arrows point to the 'Create Account' button and the 'Phone Number *' field.

- You will receive an email with a link to create your password (The email will be sent to the email address that was entered when you created the account). An example of the email is below. Click on the blue "Create Password" link in the email. You will be taken to the page to create your password.

New CDC Buyer Account

 CDC of Tampa, Inc. <admin@cdcre.org>
To: shathaway70+ms@gmail.com

You have been added as a CDC buyer in our system. Please create your password. Just click the link below and follow the instructions. We'll have you up and running in no time.

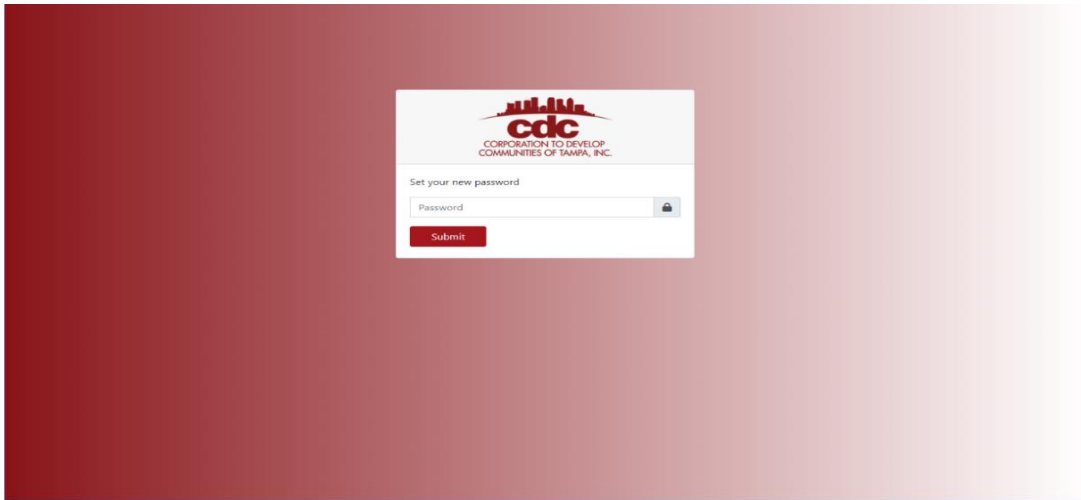
Your account username is: XXXXXXXXXX

[Create Password](#) 

If you did not make this request, please ignore this email.

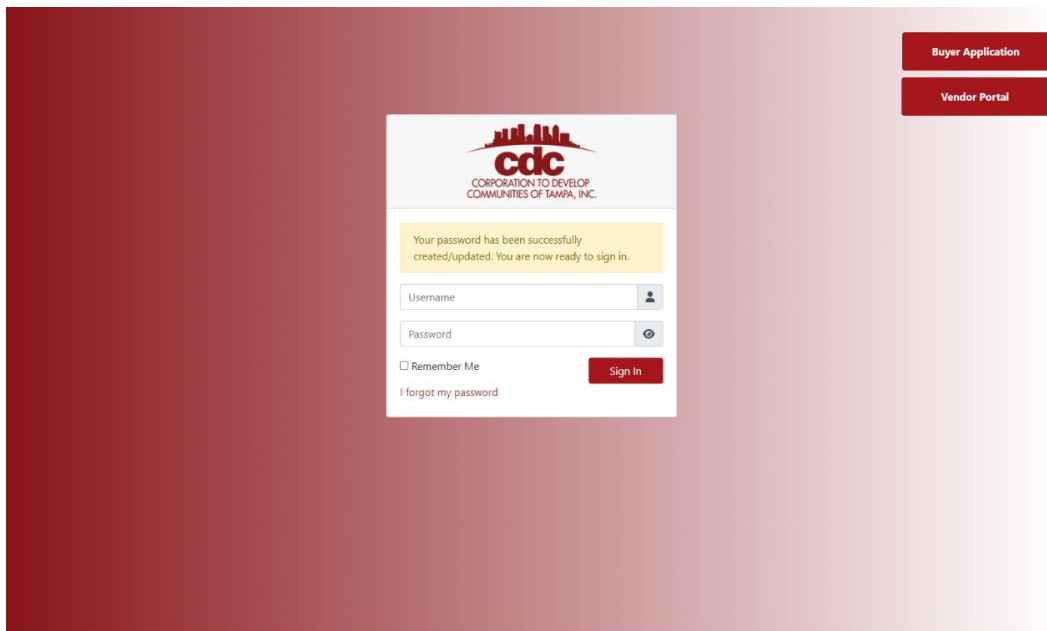
Notice: Please do not reply to this email. The mailbox is not monitored.

5. Enter a password in the “Set your new password” field, then click the red “Submit” button.



The screenshot shows a web form for setting a new password. At the top, there is a logo for 'cdc CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.' Below the logo, the text 'Set your new password' is displayed. There is a single text input field labeled 'Password' with a lock icon on the right. A red 'Submit' button is located below the input field.

6. When your password has been created, you will receive a notice on the page stating: “Your password has been successfully created/updated. You are now ready to sign in.”



The screenshot shows the sign-in page. At the top right, there are two red buttons: 'Buyer Application' and 'Vendor Portal'. In the center, there is a white form with the CDC logo and the text 'CORPORATION TO DEVELOP COMMUNITIES OF TAMPA, INC.'. Below the logo, a yellow message box states: 'Your password has been successfully created/updated. You are now ready to sign in.' Below the message box, there are two text input fields: 'Username' and 'Password', each with a user icon on the right. Below the 'Password' field, there is a checkbox labeled 'Remember Me' and a red 'Sign In' button. At the bottom left of the form, there is a link that says 'I forgot my password'.

****Now, you are ready to sign into your account and start completing the Buyer Affordable Housing Application.**

- Once you enter your “Username” and “Password,” the following screen will appear. You are now ready to fill out the “Buyer Affordable Housing Application.”

NOTICE: It is suggested that you review the tutorial, “How to Complete the Buyer Affordable Housing Application” before starting the application.

The screenshot displays a web application interface for a "BUYER APPLICATION". At the top, there is a dark red header with a "Sign out" link and a user profile for "Sally James". Below the header, a navigation bar contains three tabs: "Affordable Housing Application" (highlighted in pink), "Supporting Documents", and "Certification & Signature". A blue arrow points to the "Affordable Housing Application" tab. The main content area is divided into two sections:

1. APPLICANT (HOMEOWNER)

Last Name James	First Name Sally
Middle Name	Social Security #
Gender Identity Select Status	Preferred Pronoun
Date of Birth	Race/Ethnicity Select Race/Ethnicity
Military Status Select Status	Marital Status Select Status

2. CO-APPLICANT (SPOUSE OR CO-OWNER)

Name	Social Security #
Date of Birth	Race/Ethnicity Select Race/Ethnicity
Military Status	Marital Status