

e-snaps APR Help: For Organizations Using *e-snaps* for the First Time

If you have used *e-snaps* to apply for your Continuum of Care grant, or if you are an HPRP grantee that has used the *e-snaps* system for completing your IPR and QPR, then you will access *e-snaps* with the user name and password that you previously used to log in to the *e-snaps* system.

However, if you have never before used *e-snaps*, and need to complete an APR, there are a few steps that you need to complete before you can access your APR.

1. Log on to *e-snaps* at <https://esnaps.hud.gov>



English

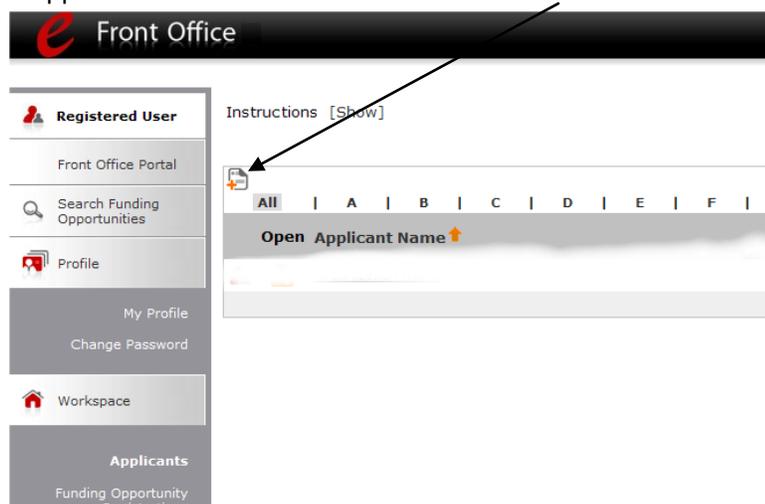
2. When you see the e-snaps logo click on the “English” button below the logo.
3. From the left had set to tabs click on “Create Profile”.

A screenshot of the 'Front Office' user profile creation page. The page has a dark header with the 'e' logo and 'Front Office' text. On the left is a sidebar with 'Front Office Portal' and options like 'Search Funding Opportunities', 'Create Profile', and 'Contact Us'. The main area is titled 'User Profile' and contains fields for 'First Name', 'Last Name', 'Email', 'Email Confirm', 'Default Application Language' (set to English (U.S.)), 'User Name', 'Password', 'Confirm Password', 'Personal Confirmation Question', and 'Personal Confirmation Answer'. A 'Save' button is at the bottom right. A red 'Grantium' logo is in the footer. Arrows from the text above point to the 'English' button, the 'Create Profile' link, and the 'Save' button.

4. Complete the profile information on the organization’s authorized *e-snaps* user and click “Save”.
5. From the left had set to tabs click on “Applicants”.



6. From the Applicants Screen click on the **new form icon**



7. Complete the applicant details screen that appeared once you clicked the new form icon. Select “organization” for the Applicant Type. **The Applicant Name is the name of the organization the grant was awarded to. The Applicant Number is your DUNS number.**

Applicant Details

* Applicant Type:

* Applicant Name:

* Applicant Number:

Once you have completed these steps, you will be able to access your APR in *e-snaps*. However, since the process of accessing your APR is different depending on your type of grant and your operating year end date, it is important that you follow the step-by-step instructions provided in the APR Guidebooks, as well as the APR training modules. Both the guidebooks and online training modules are available at: <http://www.hudhre.info/apr>.

For full information on best practices and tips for using *e-snaps*, HUD strongly encourages you to review the *e-snaps: Features and Functions* training module at <https://esnaps.hudhre.info>.