

How to Set Up an Online Account to Apply for Homeownership

1. Scan QR code with your mobile phone.



2. Click to create a free account.

A form titled "Client Login". It has two input fields: "Email Address" and "Password". The "Password" field has a "Show" link to its right. Below the fields is a "Sign In" button. A link "Forgot Password?" is below the "Sign In" button. At the bottom, there is a question "Are you looking to store your documents and collaborate with service providers?" and a button "Create your free account". A large blue arrow points from the "Create your free account" button towards the right.

3. Enter your first name, last name, and email address.

A form titled "Create your Account". It has a sub-header "First, we need some basic info". There are three input fields: "First Name" (with "Jane" entered), "Last Name" (with "Robertson" entered), and "Email Address" (with "jane@email.com" entered). Below these fields is a "Next" button. At the bottom, there is a link "Already have an account? Log In".

4. Enter a password and click "create my account."

A form titled "Create your account". It has a sub-header "Add a password". There is a "Password" input field with a "Show" link to its right. Below the field, it says "8 characters minimum". At the bottom is a "Create My Account" button. A "Back" link is at the very bottom.

5. Verify your account.

A screen titled "Verify your account". It says "We've sent an email to". Below this is an illustration of an email icon with a checkmark and a hand clicking on it. Below the illustration, it says "Check your email and click the link to complete your account set up." At the bottom, there is a link "Haven't gotten the email? Re-Send Email".

6. Click the green button and follow directions in your email.

A screen titled "Welcome to Kiip". It has a sub-header "Please verify your email address". Below this is a message: "Hi, ! We have a new Kiip account associated with your email address and need to make sure it was you before we can finish setting up your account." Below the message is a "Verify this email address" button. At the bottom, there is an address "1 Dock 72 Way, Brooklyn, NY 11205" and a copyright notice "© 2025 Kiip, PBC".

7. Click "next" once the account is verified.

A screen titled "Account Verified". It has an illustration of a checkmark in a circle. Below the illustration, it says "Success! Your account has been verified, click the button below to log in." At the bottom is a "Next" button.

8. Accept the terms of use.

A screen titled "Terms of Service". It contains a long paragraph of text about the terms and conditions of the service. At the bottom, there is a button "Scroll To Accept Terms of Use" with a downward arrow.

9. Start the application process.

A dashboard screen for Kiip. It has a sidebar with links: Home, Documents, Assistants, Program Search, My Programs, Affordable Home Ownership Program. The main content area shows "Hello, My Programs" with a link to "Affordable Home Ownership Program". Below this is "My Recent Documents" and "How to use Kiip" with links to "Working with programs", "How to add your documents", "Sharing your documents with programs", and "Filling out forms".

Need help? Call Olga at (413) 739-5503