

How to add a Household Member to your Account?

We recommend adding a household member BEFORE starting a qualification application.

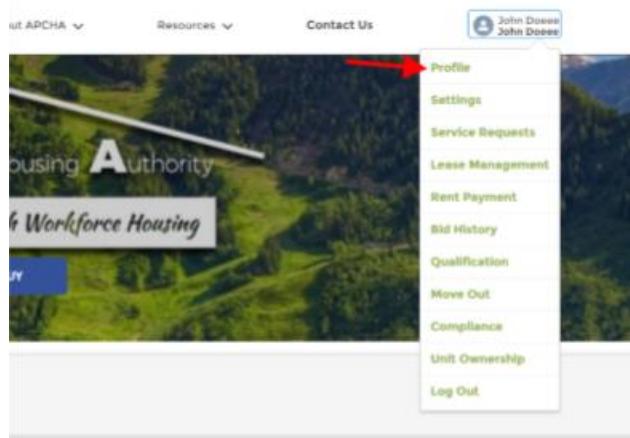


Need a visual?
[Here is an instructional video.](#)

- Once you are logged into HomeTrek, click on the person icon.



- From the dropdown menu that appears, click on "profile"



- At the top of the screen above your person information there will be a "household management" button, click on that.

Person/Business Account
in Account

+ Follow Edit

4. Please enter all the required fields, first/last name, DOB, and email address if household members are 18 and over, then click add.

Please make sure to fill out all required fields, if household member is 18 and over an email address is required. Click add once finished.

5. Once you click on add, the member will go to their email address and accept it (make sure they send the email back). The process takes around 10-15 min after the other member accepts the email for the person to be added to the household. If you are adding a member of your household that is younger than 18 no email confirmation is required.

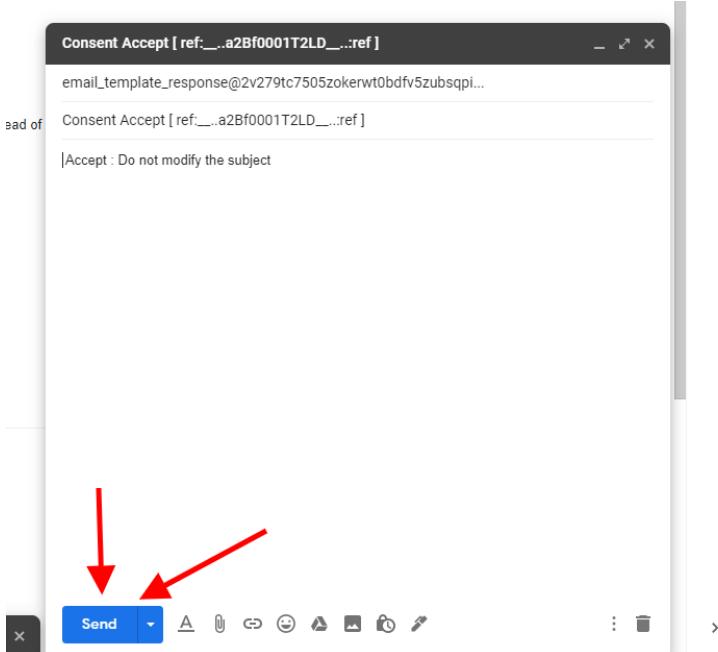
Pending Household Members					
First Name	Last Name	Date Of Birth	Email	Resend Email	Remove
Joey	Doe	1990-01-02	[redacted]	[redacted]	[redacted]

Greetings,

John Doe wants to add you as a Household Member to the HomeTrek system. Once you consent to be added as a household member, either you or the 'head of household' in HomeTrek will be able to create future applications in which you are associated together. This will also create an account for you in the HomeTrek if one does not already exist.

[Click here to Accept](#) [Click here to Decline](#)

Thank you,
Aspen Pitkin County Housing Authority
Main Office | 210 E Hyman Ave, Ste 202 | Aspen, CO 81611 | (970) 926-5050
Truscott Office | 18 Truscott Place | Aspen, CO 81611 | (970) 429-2860



6. Once they are confirmed and added, you will see them listed under “existing household members”.

A screenshot of the APCHA website. At the top, there is a navigation bar with links for Home, Rent/Apply, Buy/Apply, Sell, About APCHA, Resources, and More. Below the navigation is a search bar. The main content area shows a "Pending Household Members" table and an "Existing Household Members" table. The "Existing Household Members" table has a yellow box around the header. The table lists a single member: "Joe Doe" with Date of Birth "1990-01-01" and Email "joedoe44685@yahoo.com". There is a "Remove" button next to the email address.

****HOUSEHOLD MEMBERS THAT ARE UNDER 18 STILL NEED TO BE ADDED THIS WAY, HOWEVER NO EMAIL CONFIRMATION IS REQUIRED****