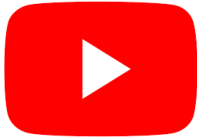


# How to add a Household Member to your Account?

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

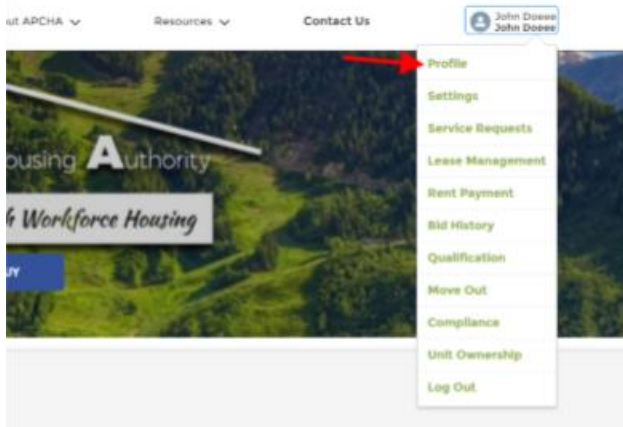


Need a visual?  
[Here is an instructional video.](#)

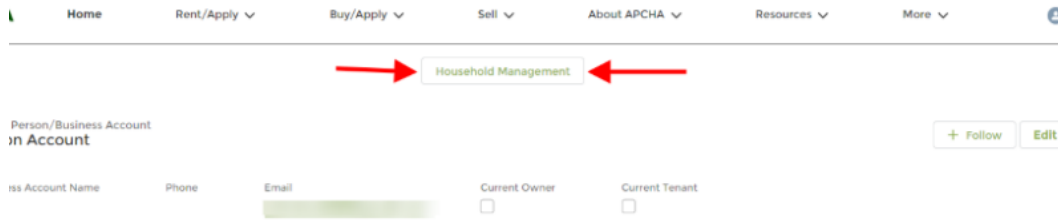
1. Once you are logged into HomeTrek, click on the person icon.



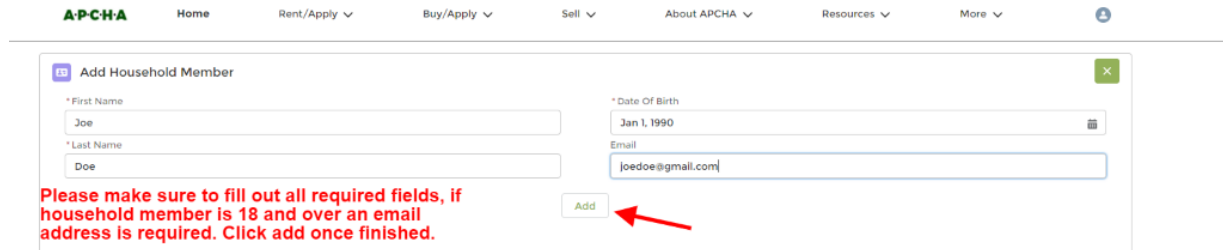
2. From the dropdown menu that appears, click on “profile”



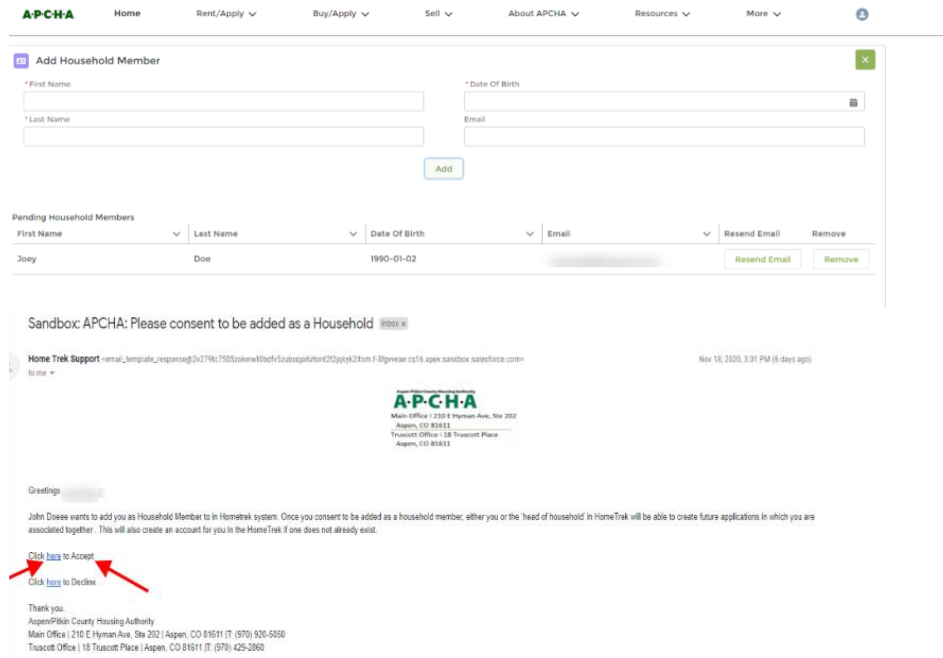
3. At the top of the screen above your person information there will be a “household management” button, click on that.

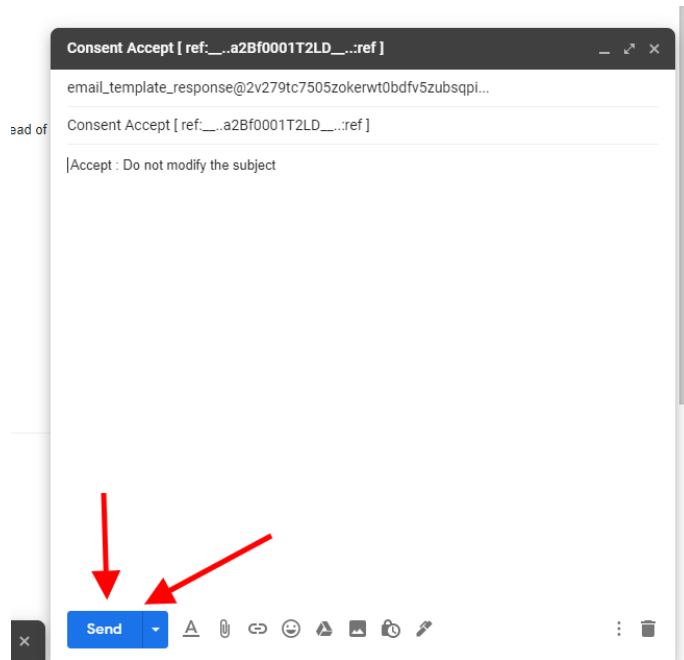


4. Please enter all the required fields, first/last name, DOB, and email address if household members are 18 and over, then click add.



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.





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

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Add Household Member

\* First Name  \* Date Of Birth

\* Last Name  Email

Add

Pending Household Members

First Name	Last Name	Date Of Birth	Email	Resend Email	Remove
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Existing Household Members

First Name	Last Name	Date Of Birth	Email	Remove
Joe	Doe	1990-01-01	joedoe4683@yahoo.com	Remove

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