

Registration Step 1

1. On the homepage, click the “Register” link below the Login box in the left navigation bar.



The screenshot shows the MassAccess website homepage. The header features the MassAccess logo and the tagline "The Accessible Housing Registry". Below the header is a navigation bar with links: Home | Advanced Housing Search | Help and Resources. The main content area is divided into two columns. The left column contains a "Login" section with fields for "username" and "password", a "Register" link, a "Forgot Password?" link, and a "Login" button. The right column contains a "Welcome to MassAccess" section with text about the registry and a "Quick Search" button. A red circle highlights the "Login" and "Register" area in the left column.

MassAccess
The Accessible Housing Registry

[Home](#) | [Advanced Housing Search](#) | [Help and Resources](#)

Login

username

password

[Register](#)

[Forgot Password?](#)

Login

[Help and Resources](#)

Welcome to MassAccess

The MassAccess Housing Registry is a key feature of the Registry is to provide accessible or barrier-free housing.

This web site has many [accessible](#) listings.

[View all Vacant Listings](#), [View Search form](#) below.

Quick Search

Registration Step 1 – Continued

2. Fill out the registration form:

Username – Choose a username you wish to use to access the system

Password – Choose a password you wish to use to access the system

Password Confirmation – This is designed to avoid typos when entering your chosen password, so you should retype your password in this field rather than copy-and-pasting from the Password field.

Security Question/Security Answer – Choose a security question and provide an answer to the question. You will be asked this question if you have forgotten your password, so choose a question and answer that you will remember.

* Username:

* Password:

* Password Confirmation:

* Security Question:

- ☐ What is your favorite animal?
- ☐ What is your favorite food?
- ☐ Who is your favorite person?

* Security Answer:

Email Address:

(required if you wish to post properties)

Registration Step 1 – Continued

3. Check the box that says: **"I am a property manager"** and click Submit
4. The system will direct you to Page 2 of Registration.



The image shows a web form for registration. It has a yellow background and a dark blue border. The form contains the following elements:

- A label *** Security Answer:** followed by a text input field.
- A label **Email Address:** followed by a text input field. Below the label is the text **(required if you wish to post properties)**.
- A checkbox labeled **I am a property manager.** This checkbox and its label are circled in red.
- A blue **Submit** button located below the checkbox.

Registration Step 2

On the Register Step 2 page, fill-in the appropriate fields with your contact information.

After you click Submit, the system will send an email regarding your request to become a Lister for this organization to CHAPA. Once CHAPA approves your request, you will receive a confirmation notice that you have Lister privileges on the website.

Contact Information

Address Line 1:

Address Line 2:

City:

U.S. State:

- Select a State -

Other State/Province:

Postal Code:

Country:

Main Phone:

Work Phone:

Mobile Phone:

Fax:

Submit

Registration Step 2 – Continued

Note: All registered Listers must be associated with an organization. First, check to see if your organization already is listed in the drop down menu, and if found, select this organization. If not, please add your organization.

* Indicates a required field.

Organization Information

***Management Company / Housing Authority:**
(If your organization is not listed here, click on "Add an Organization" and type the name in the next field.)

- Select an Organization -

- Select an Organization -
- 100 Memorial Drive Apartments
- 1107-1115 Harrison Realty
- 122 Chestnut LLC
- 14 Hancock Street, LLC
- 1810 Realty Group
- 69 Academy Street Realty Partners, LLC
- A and D Management Company
- A.M.R. Associates
- AAA Apartments
- Aalana Feaster
- Abington Housing Authority
- Abrams Management Company
- Action for Boston Community Development, Inc.
- Action Realty Management
- Acton Housing Authority
- Acushnet Housing Authority
- Adams Housing Authority
- Adams Street Apartment Resources Trust
- Advantage Property Management

U.S. State:

- Select a State -

Manage Developments

1. After logging into the system, select the "Manage Developments" link on the left hand navigation bar. (You can also access this page by selecting "View My Organization" link on the left hand navigation, and then click "Manage Developments for this Organization").



The screenshot shows the MassAccess website. The header features the MassAccess logo and the tagline "The Accessible Housing Registry". Below the header is a navigation bar with links: Home | Advanced Housing Search | Help and Resources. The main content area is divided into two columns. The left column contains a welcome message for "Katy!" and a list of links: Logout, View My Organization, Manage Developments (circled in red), My Profile, and Advanced Housing Search. The right column contains a "Welcome to MassAccess" section with a description of the registry and a "Quick Search" button.

MassAccess
The Accessible Housing Registry

Home | Advanced Housing Search | Help and Resources

Welcome, Katy!

- [Logout](#)
- [View My Organization](#)
- [Manage Developments](#)
- [My Profile](#)
- [Advanced Housing Search](#)

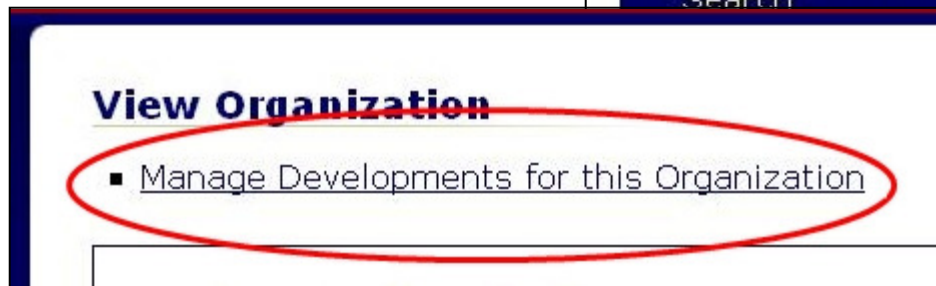
Welcome to MassAccess

The MassAccess Housing Registry
A key feature of the Registry is to high accessible or barrier-free housing.

This web site has many [accessibility fe](#)

[View all Vacant Listings](#), [View all V](#)
Search form below.

Quick Search



The screenshot shows the "View Organization" page. It features a link "Manage Developments for this Organization" which is circled in red.

View Organization

- [Manage Developments for this Organization](#)

Manage Developments - Continued

2. On the Manage Developments Page you can:

- View, edit, or delete your organization's developments.
- Manage unit information for your developments.
- **Note:** for any Development to be found in consumer search results, there must be Unit Types associated with the Development that match the given search criteria

Manage Developments

Organization: [CHAPA](#)

- [Filter Developments](#)
- [Add a Development](#)

Results: Developments 1-2 of 2
Sorted by: Development

#	Development	Town	Actions
1	Maritime Landing	Newburyport, MA	<ul style="list-style-type: none">▪ View▪ Edit▪ Delete▪ Manage Unit Information
2	Merrimack Landing	Tyngsboro, MA	<ul style="list-style-type: none">▪ View▪ Edit▪ Delete▪ Manage Unit Information

[top of page](#)

Manage Developments – Edit a Development

As a Lister, you can edit Developments that are associated with your organization.

1. On the "Manage Developments" Page, a table is displayed indicating the Developments associated with your organization.

2. Select the "Edit" link for a particular Development.

Manage Developments

Organization: [CHAPA](#)

- [Filter Developments](#)
- [Add a Development](#)

#	Development	Town	Actions
1	Maritime Landing	Newburyport, MA	<ul style="list-style-type: none">▪ View▪ Edit▪ Delete▪ Manage Unit Information
2	Merrimack Landing	Tyngsboro, MA	<ul style="list-style-type: none">▪ View▪ Edit▪ Delete▪ Manage Unit Information

Manage Developments – Edit a Development, Continued

3. The system will display the "Edit Development" Page with information about the Development pre-populated in the fields.
4. Edit the information for the Development and click Submit.
5. The system will send a confirmation email notifying you that the modification(s) have been made.

Edit Development - Step 1
Organization: CHAPA
Development: Maritime Landing

- [Manage Unit Types](#)
- [Delete Development](#)

* Indicates a required field.

Development Information

*** Development Name**

Development Description:

Manage Developments – Add or Delete a Development

Manage Developments

Organization: CHAPA

- [Filter Developments](#)
- [Add a Development](#)

1. On the "Manage Developments" Page, select the "Add a Development" link
2. Enter the information for the new development and click "Submit"
3. Navigate to the "Add Development" screen and complete the Development Profile form.
4. The system will send you a confirmation email that the Development has been added.

1. On the "Manage Developments" Page, a table is displayed indicating the Developments associated with your organization.
2. Select the "Delete" link for a particular Development.

Manage Developments

- [Filter Developments](#)

Results: Developments 1-1 of 1
Sorted by: Development

#	Development	Town	Organization	Actions
1	2000 Commonwealth Avenue	Brighton, MA	Charles E. Smith Residential	<ul style="list-style-type: none">■ View■ Edit■ Delete■ Manage Unit Information

Manage Unit Information



You must be logged into the system in order to manage unit information for your development.

1. After logging into the system, select the "Manage Developments" link on the left hand navigation bar.

2. On the Manage Developments page, click the "Manage Unit Information" link next to a particular development.

On this page you can, add a unit type, edit a unit type, view unit statistics, or post a vacancy.

Manage Developments				
■ Filter Developments				
Results: Developments 1-1 of 1 Sorted by: Development				
#	Development	Town	Organization	Actions
1	2000 Commonwealth Avenue	Brighton, MA	Charles E. Smith Residential	<ul style="list-style-type: none">■ View■ Edit■ Delete■ Manage Unit Information

Manage Unit Information - Continued

On this page you can, add a unit type, edit a unit type, view unit statistics, or post a vacancy.

Manage Unit Information

Organization: [Charles E. Smith Residential](#)
Development: [2000 Commonwealth Avenue](#)

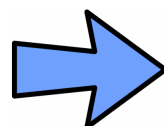
- [Add a Unit Type](#)
- [View Unit Statistics](#)
- [Help on managing unit information](#)

Results: Unit Types 1-3 of 3
Sorted by: Unit Type

#	Unit Type	Number of Bedrooms	Accessibility Status	Affordability	First Available	Available Units	Actions
1	595	1-bedroom	Accessible/ Adaptable	Market Rate	(none)	0	<ul style="list-style-type: none">▪ View▪ Edit▪ Delete

Manage Unit Information – Add Unit Type

1. On the Manage Unit Types Page, click the "Add Unit" link.



Add Unit Type

Organization: Charles E. Smith Residential
Development: 2000 Commonwealth Avenue

- [Manage Unit Types](#)
- [Help on managing unit information](#)

* Indicates a required field.

Unit Type Information

* **Number of Bedrooms:**

- ☐ Studio
- ☐ One
- ☐ Two
- ☐ Three
- ☐ Four
- ☐ Five
- ☐ Six
- ☐ Congregate

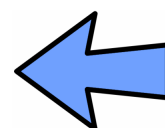
* **Accessibility Status:**

Manage Unit Information

Organization: Charles E. Smith Residential
Development: 2000 Commonwealth Avenue

- [Add a Unit Type](#)
- [View Unit Statistics](#)
- [Help on managing unit information](#)

#	Unit Type	Number of Bedrooms	Accessibility Status	Affordability	
1	595	1-bedroom	Accessible/ Adaptable	Market Rate	0



2. On the Add Unit Type page, please fill-in the appropriate information and click Submit.

Manage Unit Information – Posting a Vacancy

On the Manage Unit Information Page, click Edit next to the type of unit you currently have vacant.

Results: Unit Types 1-3 of 3 Sorted by: Unit Type							
#	Unit Type	Number of Bedrooms	Accessibility Status	Affordability	First Available	Available Units	Actions
1	595	1-bedroom	Accessible/ Adaptable	Market Rate	(none)	0	<ul style="list-style-type: none">ViewEditDelete

Edit Unit Type

Organization: [Charles E. Smith Residential](#)
Development: [2000 Commonwealth Avenue](#)
Unit Type: 595

- Manage Unit Types
- [Help on managing unit information](#)

* Indicates a required field.

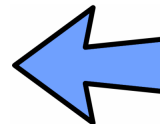
Development Information

* **Development:**

Unit Type Information

* **Number of Bedrooms:**

☐ Studio
☒ One
☐ Two
☐ Three



You will be redirected to the following page where you can edit all information associated with unit types in your development, including Vacancy and Waitlist information. Directions for posting a vacancy are on the next page.

Manage Unit Information – Posting a Vacancy, Continued

Supporting Information

Total Number of Units:

Number of Available Units:

First Available Date:
(mm/dd/yyyy format, required when there are available units)

Waitlist maintained?
(required when there are no available units)

☐ Yes
☐ No

Waitlist open?

☐ Yes
☐ No

1. Scroll approximately halfway down the “Edit Unit Type” screen where you will find a section entitled “Supporting Information.” This is where you will update information on available units.
2. **If you currently have one or more units of this type available, please enter the number available in the box entitled “Number of Available Units.”**

Uploading Applications and Photos


New features of MassAccess include the ability to upload photos and applications associated with your developments. Both tools are available on the “Edit Development” Page. By clicking on the “Browse” button in both sections, you will be

able to select photos or documents from your computer to upload to the Development information.

Development Application Information	
Application Download: <input type="text"/> <input type="button" value="Browse..."/>	
<input type="checkbox"/> This application is accessible to screen readers.	
Application website: <input type="text"/>	
A referral from a service provider is needed to	
<input type="radio"/> Yes	
<input checked="" type="radio"/> No	
Application Type: (if applicable)	
<input checked="" type="radio"/> First come, first served	
<input type="radio"/> Lottery	
Application Deadline (mm/dd/yyyy): <input type="text"/>	
	Development Photo 1: Select to view current photo 1 in a new window <input type="text"/> <input type="button" value="Browse..."/>
	Alternative text for Photo 1: <input type="text" value="Maritime Landing"/>
	Development Photo 2: Select to view current photo 2 in a new window <input type="text"/> <input type="button" value="Browse..."/>
	Alternative text for Photo 2: <input type="text" value="Game Room"/>

Help and Resources

As you are editing and updating information in the system, you will notice links throughout that will direct you to the Help and Resources section shown below. If you are having trouble with any aspect of editing your property information, clicking on the help links will navigate you to the appropriate help document and provide you with step by step instructions.



MassAccess
The Accessible Housing Registry

[Home](#) | [Advanced Housing Search](#) | [Help and Resources](#)

MassAccess Help

- [Help Using MassAccess](#)
- [Web Accessibility Features](#)
- [Resizing Text](#)

General Resources

- [ILC Contact Information](#)
- [Glossary](#)
- [Housing Fact Sheets](#)
- [Massachusetts Fair Housing Law](#)
- [News](#)

Manage Unit Information

Organization: [Charles E. Smith Residential Development](#)
Development: [2000 Commonwealth Avenue](#)

- [Add a Unit Type](#)
- [View Unit Statistics](#)
- [Help on managing unit information](#)

Help and Resources

The Massachusetts Accessible Housing Registry (MassAccess) is an accessible and user-friendly web site that helps people with disabilities find affordable and accessible housing in Massachusetts.

The web site also allows owners and property managers to manage and publish their listings. People with disabilities can search this information to identify housing opportunities that suit their needs.

The Help and Resources pages provide guidance in using the web site for both housing seekers (consumers) and property listers, as well as general information about affordable and accessible housing in Massachusetts.

MassAccess Help

- [Help Using Mass Access](#)
- [Web Accessibility Features](#)
- [Resizing Text](#)

General Resources

If you have any questions or require additional help, please contact Katy Trudeau at CHAPA at: ktrudeau@chapa.org or 617-742-0820