



Secondary Suite Incentive Program (SSIP) User Guide

How to submit a request to review (appeal)

If you get a message that your application is **ineligible**. This guide explains how to submit a **Request to Review** your application. Follow these steps to give more information or documents to support a review.

Log in to the SSIP Portal https://www.bchousing.org/ssip

For details on how to log in using your BC Services card, please refer to: User Guide: How to login to the SSIP Portal	<page-header><text><section-header><section-header><section-header><section-header><section-header><section-header><text><text><section-header><section-header><section-header><section-header><text><text><text><text><text><text><text></text></text></text></text></text></text></text></section-header></section-header></section-header></section-header></text></text></section-header></section-header></section-header></section-header></section-header></section-header></text></page-header>
From the Dashboard , go to My Applications . Find your SSIP ID# . Click on Update link under Action .	Action Required (# Unresolved Messagets) My Applications SSIP-D1 Status Address Status Date Action SSIP-01481 Ineligible 4243 SANDERS AVENUE, Wells, VOK 2RD 19/03/2024 Unclate
 Enter a Description. Explain why you are requesting your application be reviewed Attach file(s) to support your review Click Submit 	File Request Type SDP-0143 Request Review ALL FIELDS WITH ASTERISK (*) ARE MANDATORY. Rease provide explanation and upload documentation to support request for appeal. If up have any questions, please contact us at <u>604-1432-4727</u> or <u>1-977-757-7577-5577-5577-5577-5577-5577-</u>