



# Secondary Suite Incentive Program (SSIP) User Guide

How to update your contact information in the SSIP Portal

## Step 1: 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

### **Step 2: Update Contact Information**

Note: The first time you log in, the Contact Information page will be displayed.						
Click your <b>name</b> on the right and click <b>Profile</b> to go to the Contact Information page.	BC HOUSING Secondary Suite Incentive Program	Dashboard   Mailbox   ARAM TURRINA -				
	Dashboard	New SSIP Application Sign out				
Enter or update:	Contact Information					
Email and	Legal Last Name	Legal Given Names (First Middle) GIVENONE				
Phone numbers	Date of Birth 09/03/1982	Alias/Nickname				
Note: The address shown is from BC Services. To change	E-mail * BCH00003@test.com	Mobile Phone 604-111-2222				
the address, you need to update with BC Services Card first.		Other Phone				
Then login to the SSIP portal again.		Provide a telephone number				
	Your BC Services Card Address					
	Street Address	State/Province				
	Address Change BC   B.C.	ting your address with BC Services: 's Change of Address Service (gov.bc.ca)				

### Step 3: Update mailing Address (Optional)

If your mailing address is different from the BC Services Card address, please enter mailing address.

 Mailing Address (if different from above)

 Please note that the mailing address fields below become read-only after the information is entered and saved.

 Steet

 City

 State/Province

 State/Province

 ZiP/Postal Code

**Note:** To update Mailing Address <u>after</u> the first login, please refer to User Guide: How to update your mailing address

#### **Step 4: Select Contact Preferences**

If you wish to receive text messages to your mobile phone, please check the box.	Contact Preferences You will receive email notifications when there are updates or actions regarding SSIP applications. Do you also want to receive text messages to your mobile phone? Yes, send text messages to my mobile phone	
	<b>Note:</b> Make sure there is a valid mobile phone number under Contact Information.	

#### Step 5: Submit

To save your changes, click <b>Submit</b> at the bottom of the page.		Submit	
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