

# Secondary Suite Incentive Program (SSIP) User Guide

## How to update your contact information in the SSIP Portal

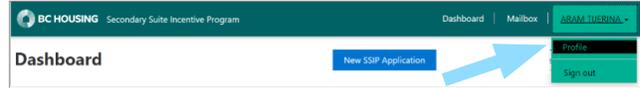
### Step 1: Log in to the SSIP Portal <https://www.bchousing.org/ssip>

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.

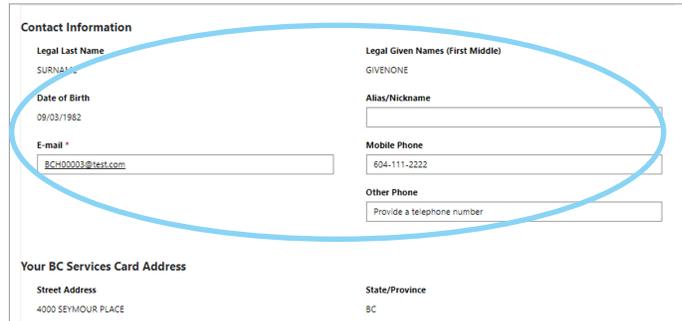
Click your **name** on the right and click **Profile** to go to the Contact Information page.



Enter or update:

- **Email and**
- **Phone numbers**

**Note:** The address shown is from BC Services. To change the address, you need to update with BC Services Card first. Then login to the SSIP portal again.



**Note:** For details on updating your address with BC Services: [Address Change BC | B.C.'s Change of Address Service \(gov.bc.ca\)](#)

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

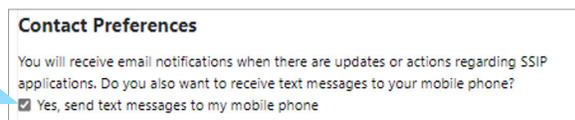
If your mailing address is different from the BC Services Card address, please enter mailing address.



**Note:** To update Mailing Address after 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.



**Note:** Make sure there is a valid mobile phone number under Contact Information.

### Step 5: Submit

To save your changes, click **Submit** at the bottom of the page.

**Submit**