

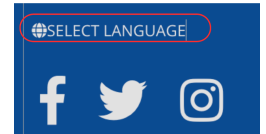
Instructions for Applying to the **Built To Last** program on One Philly Front Door

Phase 1: Applying on One Philly Front Door

1. If you have already applied for Built to Last through the Philadelphia Energy Authority's (PEA) website but have NOT completed the One Philly Front Door housing service screening and application tool, please visit One Philly Front Door by typing this URL into your web browser: <https://housing-front-door.phila.gov/#/> or scan this QR code on the right.



2. To begin, Click on the “**Get Started Button**”. If you need to select a language other than English, scroll down to the bottom of the webpage in the blue section and click where it says “**Select Language**”.



3. The housing service screening questionnaire will populate on the next screen and will ask you a series of questions about who lives in your home, household income, homeownership status, and your housing needs. Complete every question as accurately as possible. This page will prompt you to submit your email address.

If you do not have an email address: Create one through Yahoo, Google or AOL. Securely write down your log-in information (email address and password). **This step is required.** If you're unable to create an email address and require support while completing an application, we recommend that you use the email address of a trusted friend or family member. **Please call us at 215-600-1370 if you are unable to complete this step.** Completing this screening questionnaire will determine your eligibility for all Philadelphia housing programs available through One Philly Front Door, including Built to Last.

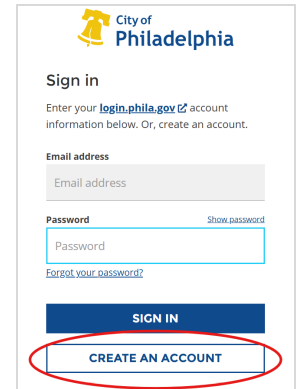
4. You will be **ineligible** for Built to Last if you: (i) Are NOT a homeowner (your name must be on the deed to be eligible), (ii) earn above the household income threshold, (iii) own more than one home, and/or (iv) do NOT live in Philadelphia
5. After you complete the screening questionnaire, click the blue **SUBMIT** button at the bottom of the page
6. If you meet the basic qualifications for Built to Last it will be listed. Click the blue hyperlink that says “**Apply to this program**” (see image below). DO NOT CLICK OTHER APPLICATIONS OR ASK TO BE CONTACTED BY OTHER SERVICE PROVIDERS. If Built to Last is not listed then you are **not eligible** for the program at this time.
 - a. If you are **not eligible** for Built to Last but are still in need of home repair services please select a program for which you are eligible.

- **Built to Last:**

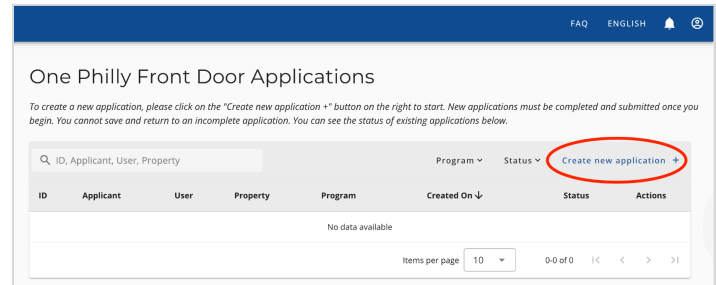
Built to Last delivers critical home repairs, health and safety improvements, and energy efficiency and clean energy improvements. Contact email: builttolast@philaenergy.org • 215-686-4483 • [Go to Website](#)

- **[Apply to this program](#)**

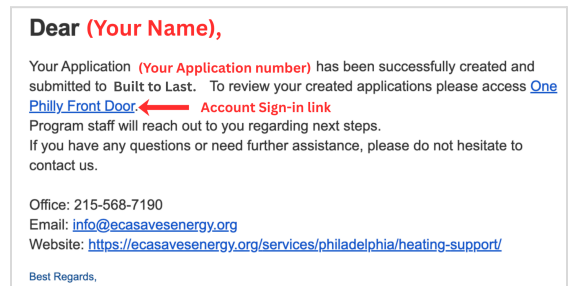
7. After you click **“Apply to this program”** for Built to Last you will be directed to the One Philly Front Door user login page (see image on the right). Please select **“Create an Account”** on the sign-in page. You will be prompted to input your email address and create a password. To stay organized, we encourage you to use the same email you used in the earlier screening questionnaire in step 3. Securely save both your email address and password for this account. **You will need this information to log back into the portal** to upload required documents once it becomes your turn in the waiting list for Built to Last to determine your eligibility.



8. After your account is created you will be brought to the One Philly Front Door portal (see image on the right). Please read the instructions at the top of the page and click **“Create a new application”**. If you are NOT brought to the One Philly Front Door portal, please call us for assistance at 215-600-1370.



9. You will be asked to complete similar questions from the initial screening tool. Please complete all of the questions on the five tabs beginning with **“Initial Screening”** and ending with the **“Consent”** tab. If you need to edit any previous answers in the form click **“Back”**.
10. Completion of the **“New Application”** will result in the application being visible in your One Philly Front Door portal with Built to Last being listed under **“Program”** and your application status will be listed as **“Waiting for Review”**. If your application is listed under a program other than Built to Last please call 215-600-1370
11. Completion of this step will trigger an email from One Philly Front Door confirming that your expression of interest has been received (see image on the right). This email will be sent to the email address you used to apply. **This email will provide you with the link to sign back into your account portal. If you did not receive this, check your Spam folder.**



12. At this time there are no further actions to take. This confirmation email does not mean that your Built to Last application is complete, nor that you will receive services at this time. You may check your application status at any time by logging into your One Philly Front Door account. **When it is your turn for Built to Last to further review your eligibility, you will be contacted by a Built to Last intake worker and asked to submit your required documents through this portal.** Please save all necessary log-in information in a safe accessible location. If your application is listed under a program other than Built to Last please call us at 215-600-1370.

Scan to log back into your One Philly Front Door Account or visit
<https://one-front-door-app.phila.gov/login>

