

# Additional Months Assistance Guide

## Please note you will need to do this every month

1. Under Requested Assistance click Apply

The screenshot displays a user interface for requesting additional months of assistance. At the top, a progress bar shows five steps: Application Review, Tenant Outreach, Eligibility Determination, Landlord Outreach, and Payment Processing, all marked as complete. The main content is divided into three sections: Application, Documents, and Requested Assistance.

**Application**

Application ID  
Applicant Name  
Status  
Date Submitted  
Phone Number  
Email

[View Application](#) [Update Contact Info](#)

**Documents** [Upload Documents](#)

Document	Upload	Review
[Redacted]	Completed	✓
[Redacted]	Completed	✓
[Redacted]	Completed	✓
[Redacted]	Completed	✓
[Redacted]	Completed	✓

**Requested Assistance** [How To?](#) ⓘ

Request additional months of assistance for rent or utilities here.

[Apply](#)

As a reminder, you can only receive 15 months of assistance with this program.

Total Months of Assistance Used: 6 out of 15  
Total Months of Assistance Available: 9  
Total Months of Rent Requested: 6  
Total Months of Utilities Requested: 0

Month	Rent	Utility
April 2020	✓	
May 2020	✓	
August 2020	✓	
September 2020	✓	
January 2021	✓	
March 2021	✓	

2. On the next screen select the type of assistance you are requesting. Rent, Utility or Both
3. Select the additional months you are applying for
4. Answer Yes or No to the three questions
5. If Rent Only, you click Save and Submit
6. If Both, select Yes for Utilities Assistance and click Next
7. Screen Examples below (Rent Only and Both)

## Rent Only Example

\* Required Fields

Please select which type of assistance you are requesting. \*

Rent  Utility  Both

### Rent Assistance

The pre-selected months below have been requested and paid for rental assistance.

Select the months for which you are applying: ⓘ \*

Year 2020

- April
- May
- June
- July
- August
- September
- October
- November
- December

Year 2021

- January
- February
- March
- April
- May

Selecting 'Yes' to any of the following questions may require additional documentation or information to be provided.

Have you moved since the last time you requested assistance? ⓘ \*

Yes  No

Has your landlord or who you pay rent to changed since you last requested assistance? \*

Yes  No

Has your monthly rent changed since you last requested assistance? \*

Yes  No

Cancel

Save and Submit

Need Help? Check out our [FAQs](#) or contact us at (412)-248-0021.

# Both Example

\* Required Fields

Please select which type of assistance you are requesting. \*

- Rent  Utility  Both

## Rent Assistance

The pre-selected months below have been requested and paid for rental assistance.

Select the months for which you are applying: ⓘ \*

Year 2020

- April  
 May  
 June  
 July  
 August  
 September  
 October  
 November  
 December

Year 2021

- January  
 February  
 March  
 April  
 May

Selecting 'Yes' to any of the following questions may require additional documentation or information to be provided.

Have you moved since the last time you requested assistance? ⓘ \*

- Yes  No

Has your landlord or who you pay rent to changed since you last requested assistance? \*

- Yes  No

Has your monthly rent changed since you last requested assistance? \*

- Yes  No

## Utilities Assistance


Do you want to update or create a request for utility assistance? \*

- Yes  No

Cancel

Next

Need Help? Check out our [FAQs](#) or contact us at (412)-248-0021.

8. If Utilities Assistance is needed:
- a. If you selected you needed utility assistance on your application prior to April 15<sup>th</sup>, you will need to edit the already identified utility previously selected (as seen in the picture below).
  - b. Click the edit icon to update 
  - c. You do not need to upload your utility bills however, it is helpful incase you mistype your account number or any other information

\* Required Fields

## Utilities Details

Help is available for utility bills. Please answer the question below if you need assistance with paying your utilities.



Do you need help paying your utilities? \*


Yes  No


[+ Add Utility Details](#)

[Click here to view how the utility months are defined.](#)

You previously asked for these utilities on your application, please edit these below to update your details.

Utility	Company	Months	Amount	Account Number	
Electric		0			 

Other Documents 

Utility Bill (0/30 documents)   [Upload](#)

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Before you submit this request, please make sure that all of your utility details are completed. If you do not have all of your utility information with you at this time, you can leave this screen without submitting and return to complete at a later time.  
After clicking Save and Submit, you can return to your application to upload utility bills if you are unable to at this time.

[Back](#) [Save and Submit](#)

Need Help? Check out our [FAQs](#) or contact us at (412)-248-0021.

9. Once you click the edit icon, the below screen will appear and needs completed

## Utility Details

\* Required Fields

We've included the months we think you may need help paying utilities based on your rental assistance request. You can request additional months of utility assistance, but this will reduce the number of months you can get rent money.

**Utility\***

Water

**Name on Utility Bill\***

**Utility Company\***

-Select-

**Account Number\***

**Confirm Account Number\***

**Months of Rent Requested**

These are the months of rent assistance you requested.

None selected

**Additional Months of Utilities Requested**

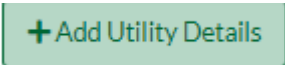
You can get up to 15 months of total assistance. So, if you get money to pay *any* rent or utility in a month, it counts toward that 15-month total.

None selected

**Requested Amount\***

\$

Cancel Save

10. If additional utilities are needed, click the +Add Utility Details button  and then complete the below screen

## Utility Details ✕

\* Required Fields

We've included the months we think you may need help paying utilities based on your rental assistance request. You can request additional months of utility assistance, but this will reduce the number of months you can get rent money.

**Utility\***

**Name on Utility Bill\***

**Utility Company\***

**Account Number\***

**Confirm Account Number\***


**Months of Rent Requested**

These are the months of rent assistance you requested.

**Additional Months of Utilities Requested**

You can get up to 15 months of total assistance. So, if you get money to pay *any* rent or utility in a month, it counts toward that 15-month total.

**Requested Amount\*** i

- Once all requested utilities are entered and information completed, click Save and Submit
- If assistance is no longer needed for any utility that you entered, select the trash icon  to delete that record out.

\* Required Fields

## Utilities Details

Help is available for utility bills. Please answer the question below if you need assistance with paying your utilities.

Do you need help paying your utilities? \*


Yes  No

[+ Add Utility Details](#)

[Click here to view how the utility months are defined.](#)

You previously asked for these utilities on your application, please edit these below to update your details.

Utility	Company	Months	Amount	Account Number		
Electric	Duquesne Light	2	\$500.00	1234		
Gas	Columbia Gas	2	\$500.00	1234		

Other Documents 

Utility Bill (0/30 documents)

Utility Bill

 Upload

Before you submit this request, please make sure that all of your utility details are completed. If you do not have all of your utility information with you at this time, you can leave this screen without submitting and return to complete at a later time.

After clicking Save and Submit, you can return to your application to upload utility bills if you are unable to at this time.

[Back](#)

[Save and Submit](#)

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