

Instructions for Updating a HUD Exchange Account

This document contains step-by-step instructions for updating the organization information of a [HUD Exchange](https://www.hudexchange.info) account from “None of the Above” to “HUD Grantee.”

- 1) Log in to the HUD Exchange - <https://www.hudexchange.info/onecpd-portal/>
- 2) Once logged in, click the “My Account” link in the “User Management” section

My HUD Exchange

Welcome to My HUD Exchange. This page will allow HUD Exchange users with an account to access specific modules.



- 3) On the “My Account” page, scroll down to the “Organization Information” section, and deselect the “None of the Above” check box:

Organization Information

* My organization is:

None of the Above

Organization Name

Select an Organization Type

HOPWA Project Sponsor

CHDO: Community Housing Development Organization

Subrecipient

State Subrecipient

Non-Profit Developer

For-Profit Developer

Grantees that your organization works with

I am an Individual

- 4) Select the “A HUD Grantee (Including Tribes)” check box, then choose the appropriate option from the dropdown list:

Organization Information

* My organization is:

A HUD Grantee (Including Tribes)

Select your Grantee Organization

- 5) Click the “Step 2 >>” button at the bottom of the page.



- 6) On the “Step 2” page, scroll down to the bottom of the page and click the “Update” button.



If you experience any issues with the HUD Exchange site or have any questions, please send an email to info@hudexchange.info, and the HUD Exchange staff will assist you.