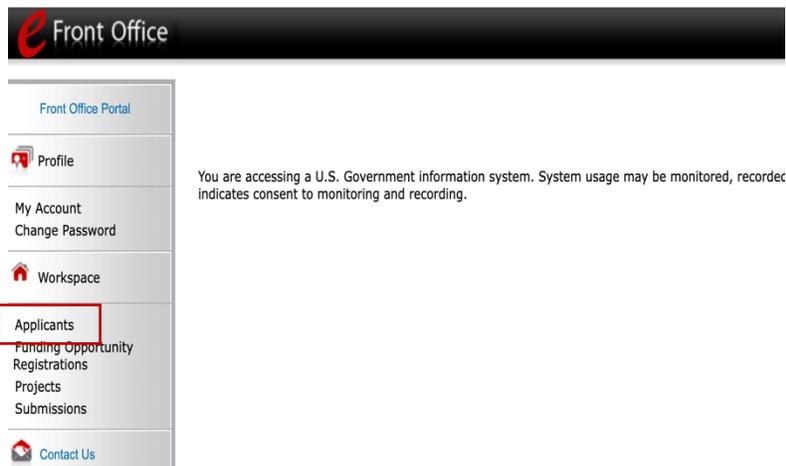
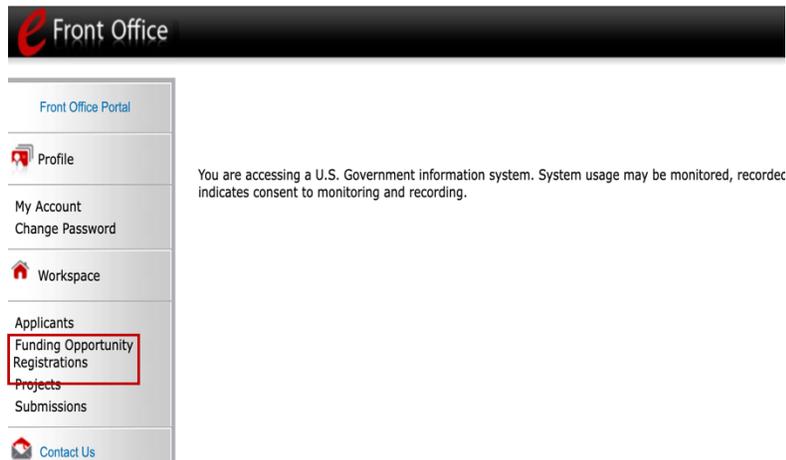


Setting Up Your CoC Builds Application in Esnaps

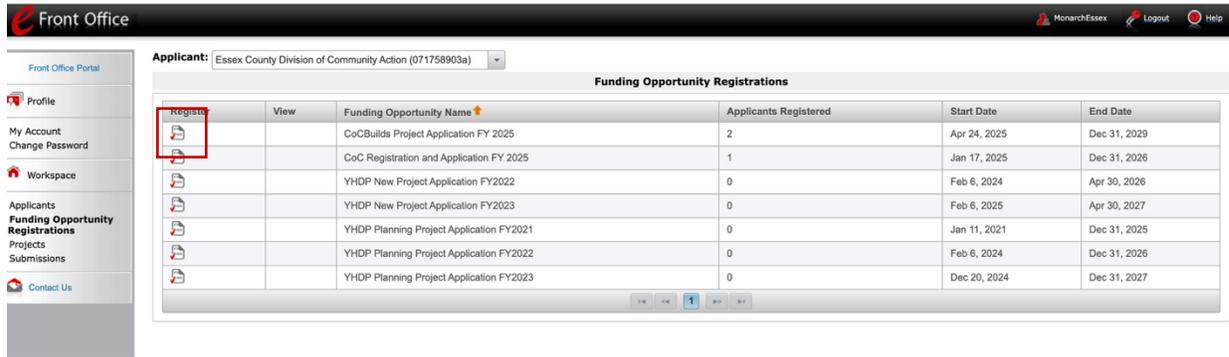
1. Log in to esnaps: <https://esnaps.hud.gov/grantium/frontOffice.jsf> If you do not have an esnaps account, you can create your profile and account from the home page. Here is a step by step for setting up your account: <https://files.hudexchange.info/resources/documents/Create-an-e-snaps-User-Profile.pdf>
2. Make sure your Applicant Profile is updated by clicking the Applicants link on the left hand side: <https://files.hudexchange.info/resources/documents/Updating-the-Applicant-Profile.pdf>



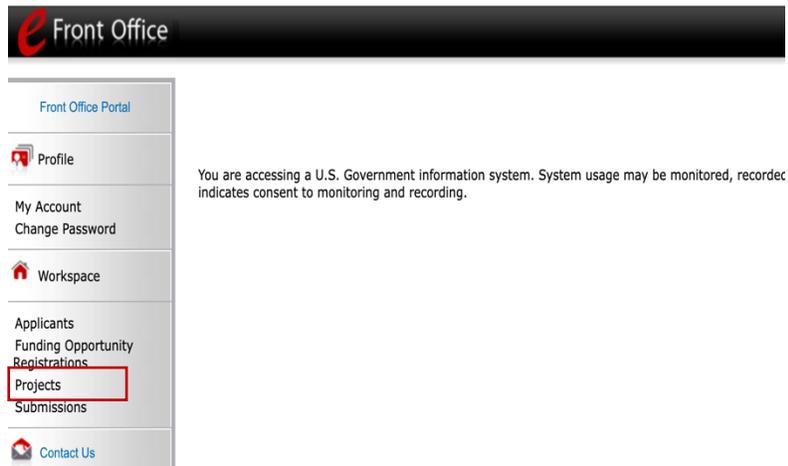
3. Once your applicant profile is updated, click Funding Opportunity Registrations



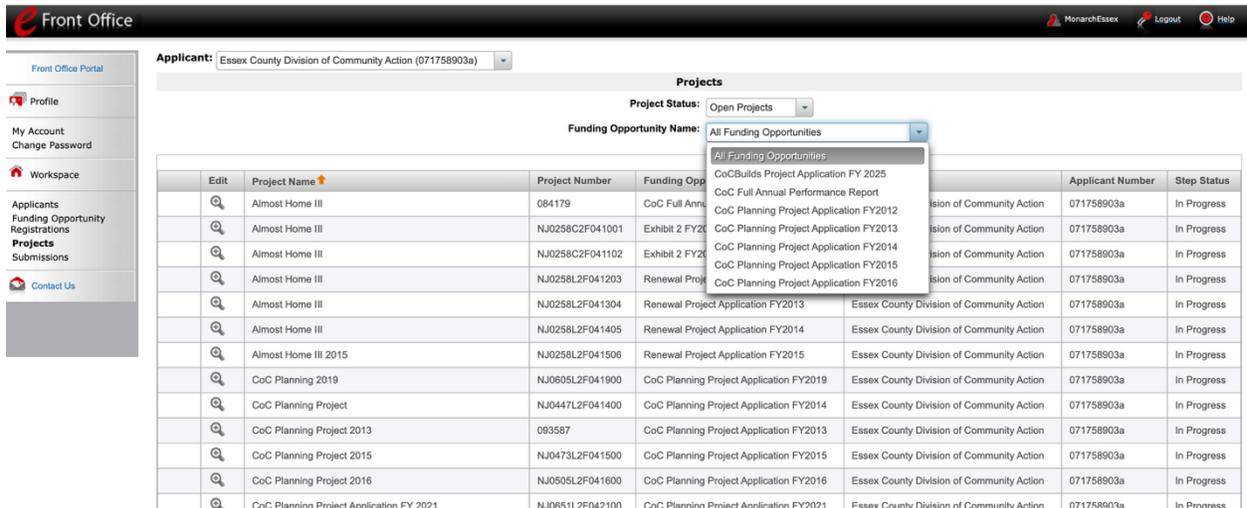
- Click the register icon next to the “CoCBuilds Project Application FY 2025” Funding opportunity. It will ask you if you are sure you wish to register, you should say yes



- Once registered, click Projects on the left hand side



- At the top, click the dropdown next to Funding Opportunity Name and select CoCBuilds Project Application FY 2025



- When the page refreshes, click the icon at the top left to add your project application. Add your project name and hit save.

Front Office

Applicant: Essex County Division of Community Action (071758903a)

Project Status: Open Projects

Funding Opportunity Name: CoCBuilds Project Application FY 2025

Edit	Project Name	Project Number	Funding Opportunity Name	Applicant Name	Applicant Number	Step Status
	Test CoC Builds	225622	CoCBuilds Project Application FY 2025	Essex County Division of Community Action	071758903a	In Progress

- Once your project has been created, you can access the application, by clicking Submissions on the left hand side

Front Office

Front Office Portal

Profile

My Account
Change Password

Workspace

Applicants
Funding Opportunity Registrations
Projects
Submissions

Contact Us

You are accessing a U.S. Government information system. System usage may be monitored, recorded and indicates consent to monitoring and recording.

- Click on the orange folder next to your project name to open up and complete the application

Front Office

Applicant: Essex County Division of Community Action (071758903a)

Submissions

[Hide Filters] [Clear Filters]

Applicant Project Name: Test CoC Builds

Date Submitted: On

Project Status: All Projects

Submission Version: Latest Version

Associate Type: All

Filter

Actions	Project Name Project Number	Funding Opportunity Name Step Name	Start Date	End Date	Associate Type	Version	Date Submitted
	Test CoC Builds 225622	CoCBuilds Project Application FY 2025 CoCBuilds Project Application FY 2025	Apr 24, 2025	Jun 30, 2025	Primary Applicant	1	