

# NEW PROVIDER CHECKLIST

CONTACT HOUSING ALLIANCE DELAWARE AT  
[CMIS.SUPPORT@HOUSINGALLIANCEDE.ORG](mailto:CMIS.SUPPORT@HOUSINGALLIANCEDE.ORG) TO  
COMPLETE THE FOLLOWING STEPS:

## 1. PROVIDER SETUP FORM(S)

An Agency Administrator is to complete a Provider Setup Form for **each** new project/program needed for CMIS data entry.

## 2. PROVIDER SETUP

Housing Alliance Delaware's Database Administrator will confirm the successful setup of the project.

## 3. TRAINING

**If requested**, Housing Alliance Delaware will provide a link to **Calendly** where a training session or technical assistance call can be scheduled.

[HTTP://HOUSINGALLIANCEDE.ORG/CMIS](http://HOUSINGALLIANCEDE.ORG/CMIS)