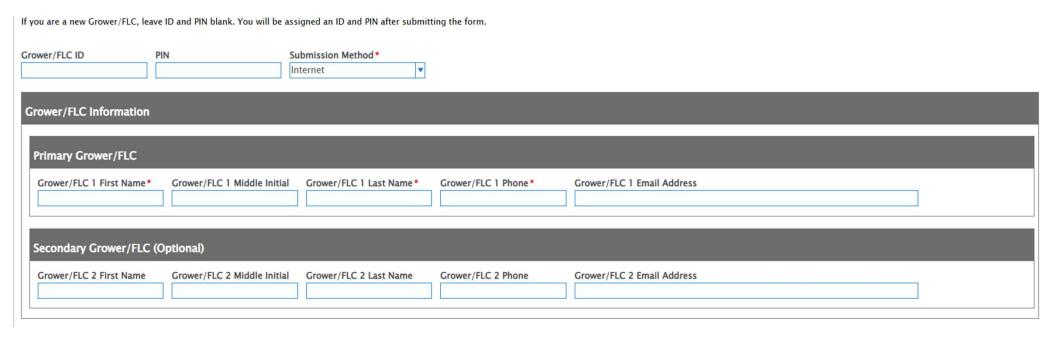


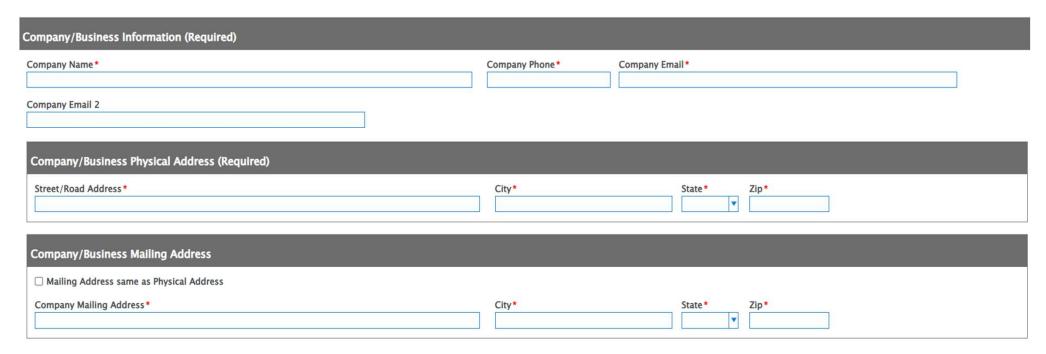
Migrant Housing Notification Form Instruction For New Grower/New Sites

Please use Capital letters except for the email address. You don't need to enter anything on Grower/FLC ID or Pin. Fill out the Grower/FLC information, First Name, Last Name, Phone Number and email address. If you have a secondary Grower/FLC please add the following information: First Name, Last Name, Phone Number and email address.



Company/ Business Information

Please add your company name, company phone number and email address, add your physical address and company address, if your company address is the same as physical address, please click on mailing address same as physical address. Remember to use capital letters, except for the email address.

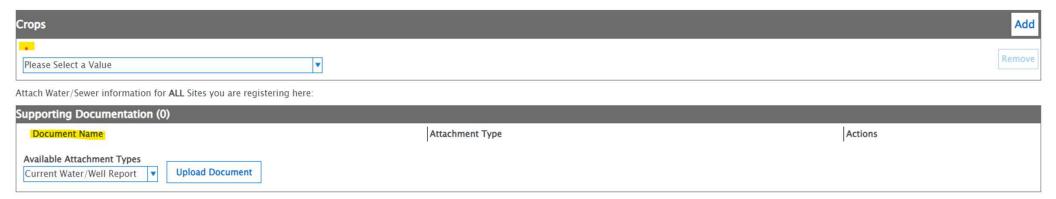


Crops and Supporting Documentation

Crops: Make sure you fill out the type of crops. Click on the add button on the right-hand side. Select a value.

Supporting Documentation: If you have any documents you would like to upload, click on upload document and select:

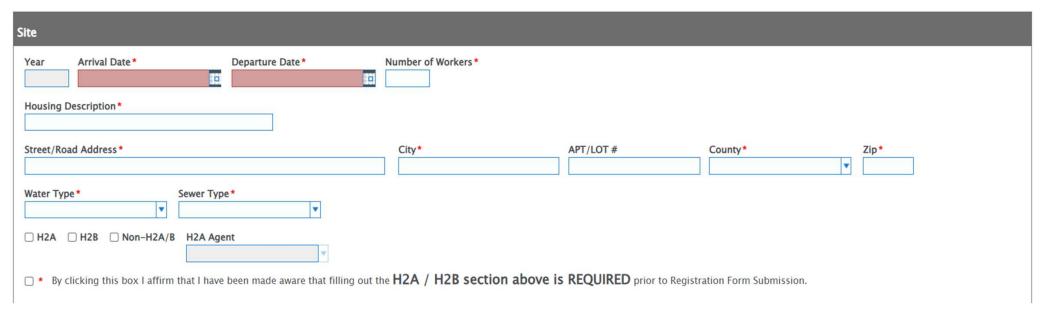
- Water Bill/ Well Report (document that has water info only)
- Sewer Bill/ Septic Report (document that has sewer/septic info only)
- Water Bill/ Sewer Bill Documentation (document that includes both water and sewer info)
- You can also send it to dol.housing@labor.nc.gov



To add a site(s) information, please click the add button on your right-hand side.

Site Information
Enter the information on each site to be included on this registration.
Existing sites from last year's registrations are listed below. Scroll down to see these sites, they'll already have address, description and some other information populated.
Do NOT add, as a new site, a site that already exists just because you don't know the Site ID and PIN. Call (919) 707-7820 to obtain Site ID and PIN for any site that has been inspected in the past.
To add an existing site not listed enter the Site ID and Site PIN and click "Find Site".
To add a new site that hasn't been inspected in the past, click the Add button. When entering the information for this new site (address, apt#, city, zip, county, description,) once you've typed anything into one of those fields, then left the field (either with a mouse click or the tab button,) you'll not be able to go back and edit that field. If you need to do so, click the Remove button off to the right, then go back up and click Add again to correctly enter the site information prior to submitting the form.
To remove a site from this registration form, click the Remove button to the right of the site information.
Existing Site:
Site ID Site PIN Find Site At least one site is required to register.*
Sites Add

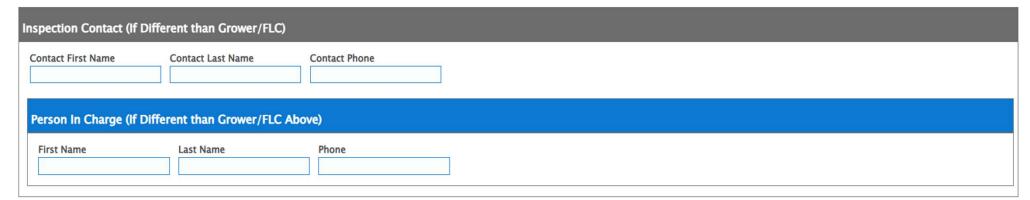
- Add arrival date, departure date and number of workers.
- Then click on the water type dropdown: select city or well
- Then click on the sewer type dropdown: select city or septic
- Then click on the following boxes H2A, H2B or non H2A/H2B. If you click on H2A, please provide your H2A agent. If you don't see your provider on the drop down, select other and add the agent's name.
- Make sure to click on the box that says, "By clicking this box I affirm...."



Inspection Contact: If the grower is the one who will meet with the inspector, leave it blank and the system will populate the first name, last name, and phone number of the grower. If there is another person who will meet the inspector for the inspection, please add the name and phone number.

Person In Charge: If the grower is the person in charge, leave it blank and the system will populate the first name, last name, and phone number of the grower. If there is a person in charge other than the grower (such as a contractor or another grower), please add the first name, last name and phone number.

Make sure to click on the box: "By clicking this box I affirm...."



 $_{\square}$ * By clicking this box I affirm I am the owner of this site and/or have permission to use this site.

*Proof may be required from non-owners such as rental agreement

Directions: Add the address of the camp site. If you need to add additional directions, please do so.

Before you submit your registration, make sure everything is filled out and that all information is accurate. If anything is missing, you will see a warning at the top of the screen in yellow indicating what is missing.

Direction	ns*

Submit

Confirmation Page

Once you submit your registration form, it will take you to the NCDOL Registration Confirmation Page. You will also receive an email from our system letting you know you have successfully registered with the North Carolina Department of Labor.

NCDOL Registration Confirmation Page

This page appears to the end-user when the form is submitted successfully. The content of this page can be customized to add more targeted messages, logos, etc.

<u>Upload Supporting Documents</u>

Submit New Registration