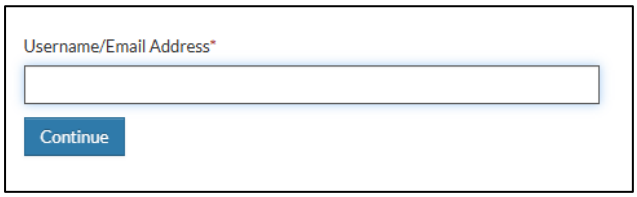
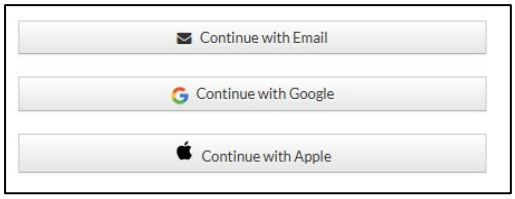
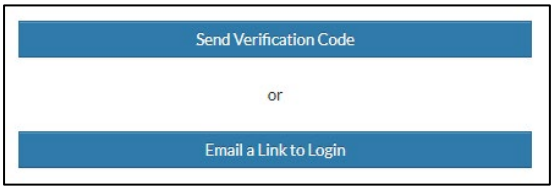
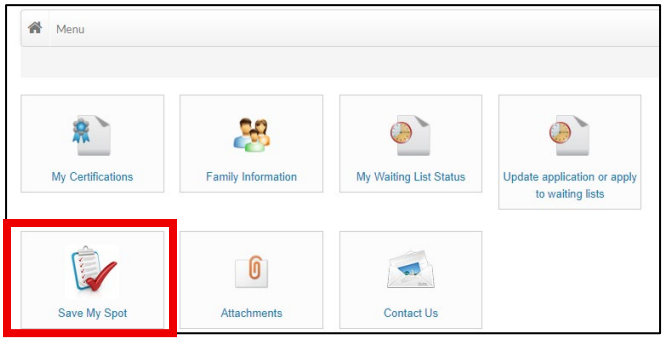
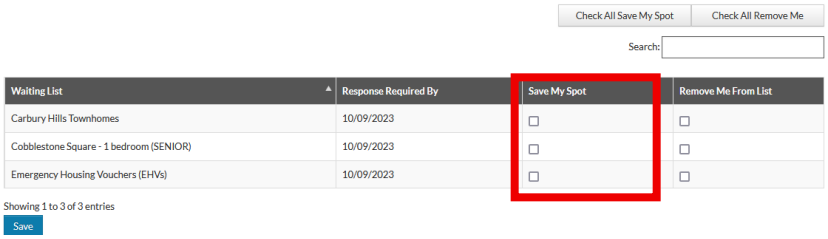
Save My Spot FAQ

The Dakota County CDA conducts Save My Spot waiting lists updates twice a year to ensure that our waiting lists for the Housing Choice Voucher (Section 8) rent assistance and CDA owned housing lists are up-to-date and that applicants on the lists are still interested in the program(s). Applicants are contacted by email to complete the Save My Spot updates.

Below are some common questions and answers. If you have any additional questions, contact applications@dakotacda.org.

Question	
What do I need to do with the email I receive?	Read the email carefully. Respond to the email's requested action by following the link to save your spot on the waiting lists.
How do I save my spot?	Follow the email as directed or visit www.myhousing.dakotacda.org. Click Applicant Login in the upper right corner of the page. Enter your email address.  After entering your email address, this screen will appear. If you have a gmail account, you can choose Continue with Google. If you have an icloud account, you can choose Continue with Apple. If you do not have either of those types of email addresses, choose Continue with Email.  If you selected Continue with Email, click on either the Send Verification Code or Email A Link to Login buttons.  If you choose Send Verification Code, you can choose how to receive your verification code (by email or phone number – if there is a phone number associated with your account). Once you receive the code and enter it, you will be logged into your online account. Click the Save My Spot box. Then you will see a page that will display the waiting lists you are on.

	  If you wish to remain on the lists, check the boxes under Save My Spot. If you do not wish to remain on the lists, you can choose the boxes in the column Remove Me From List. **Once you have completed those steps and clicked the blue Save button, you will get a notification that we have received your response.** You will also receive an email confirming this action.
I don't see the Save My Spot button.	If you do not see the Save My Spot button, the action has already been taken and you are on the waitlist(s). You should also receive a confirmation email and should not receive additional reminders to take action. If you do receive a reminder, log in and try again.
I can't log in.	Your username should be the email address that you received the Save My Spot notification email. It is the email address that you used to create your RentCafe account. If you have issues logging in, email applications@dakotacda.org.
I left messages/I sent an email. I'm not hearing anything back.	Please be patient. It may take us time to work through the volume of calls and emails we're receiving, but we will respond to you.
What can I expect after following the steps?	If you have correctly completed this process, you will receive an email confirmation. After the initial email asking you to complete the process, two reminder emails will be sent. If you do not receive those reminders, the process is complete.
I'm not tech-savvy; can CDA staff do it for me?	No, the CDA cannot enter this information for you. You will still need to log in and follow the steps to stay on the list. It is important to be familiar with this process and ensure that you can log in to your account.
I don't have internet.	Our office is open from 9 a.m. to 4 p.m. Monday through Friday; computers and staff are available to assist. You can also access computers at public libraries.

How long do I have to respond?	Two weeks or 14 days from the day it is launched/opened.
I didn't respond. What happens now?	You will be removed from the list. You will need to re-apply to with waiting lists by logging into your online account at www.myhousing.dakotacda.org and submit an application update.
I was removed from waiting list(s).	If you did not respond to the Save My Spot request, you were removed from the list. You will need to reapply. There are no exceptions.
I didn't get email notifications.	All messages are sent to the email address that is on your account. You will want to check your email regularly for communications from the CDA, and should also check your 'junk' or 'spam' folders. The email will come from noreply@dakotacda.org.
Will I need to do this again?	Yes, every six months, on or around: • June 1-15, annually • December 1-15, annually We do this to ensure we have current information for applicants and to keep lists updated. It is very important that you keep your account information up-to-date, and continue to check your email and respond to requests timely. The CDA will also contact you via email when you are selected from a waiting list(s) to begin the program eligibility screening process.