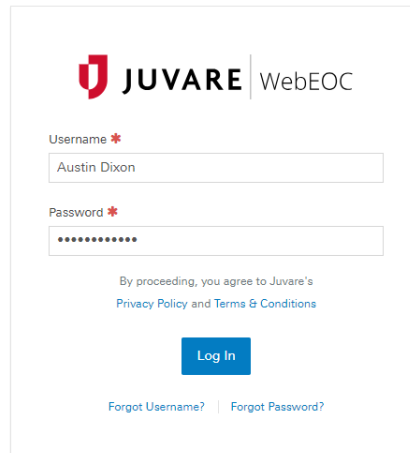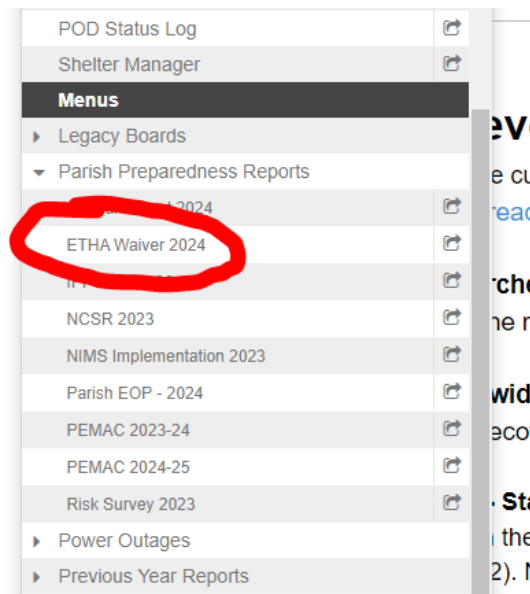# Expedited Temporary Housing Assistance Waiver
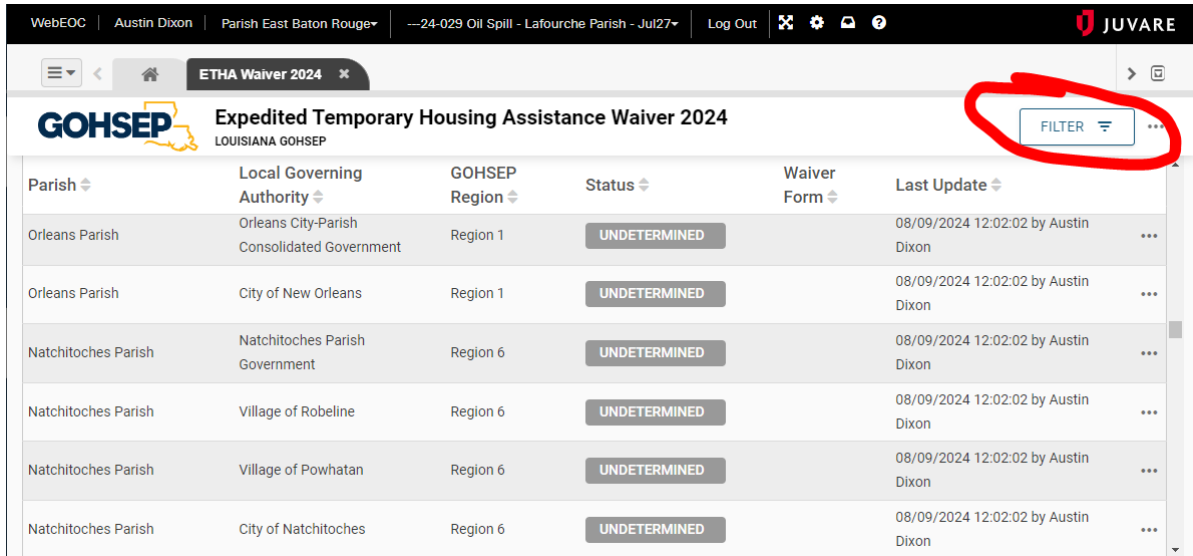# WebEOC Board Instructions

1. Parish OHSEP Director or his/her designee must "Log In" to WebEOC.

2. The Expedited Temporary Housing Assistance Waiver board can be found under the Parish Preparedness Reports menu as "ETHA Waiver 2024."
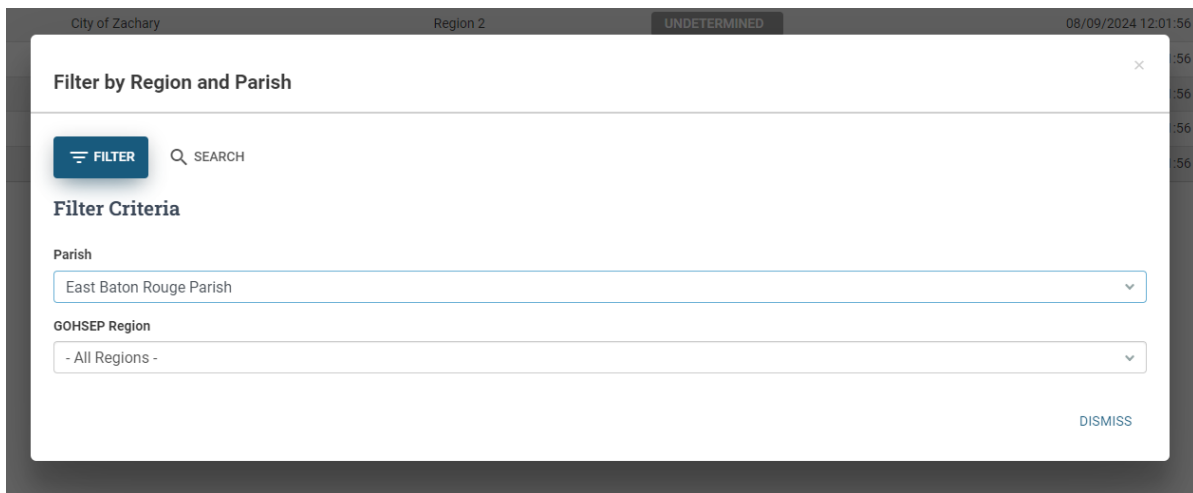
3. After opening the board, click the "Filter" button to search for your parish's governing authorities.

4. Choose your parish from the list, then click the "Dismiss" button.

5. Select the "..." button next to the governing authority you'd like to update, then choose "Edit."

6. Select your response for each of the required fields:
   a. Start with selecting the "Parish".
   b. Selecting your specific parish will pre-populate the pull down option for "Local Governing Authority Name" field with only the legal names of the specific municipalities or the parish's governing body within that parish. If you do not see one of the agencies, please contact your Regional Coordinator or our WebEOC Administrator and the agency will be quickly added.
   c. Select your region.
   d. Select either the "Opt In" or "Opt Out" from the Waiver Status dropdown box.
   e. Finally, click the "Choose File" upload button under "Waiver of Land Use or Permitting Form" to upload the waiver form.
   f. Click "Save" in the bottom right corner of the board.

7. You will return to the home page of the ETHA Waiver Board and you can verify all information entered is accurate and update if needed.