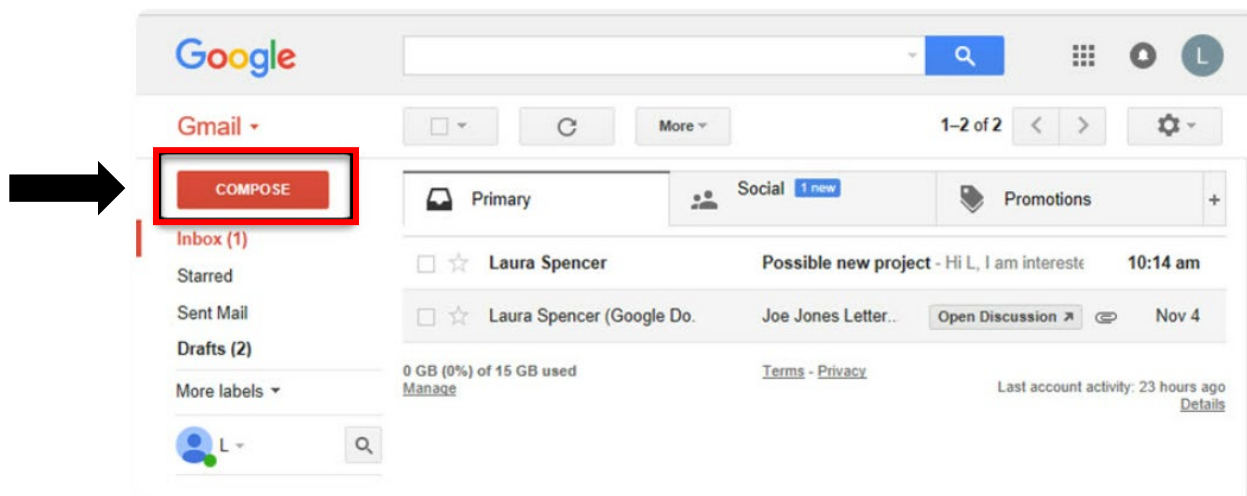


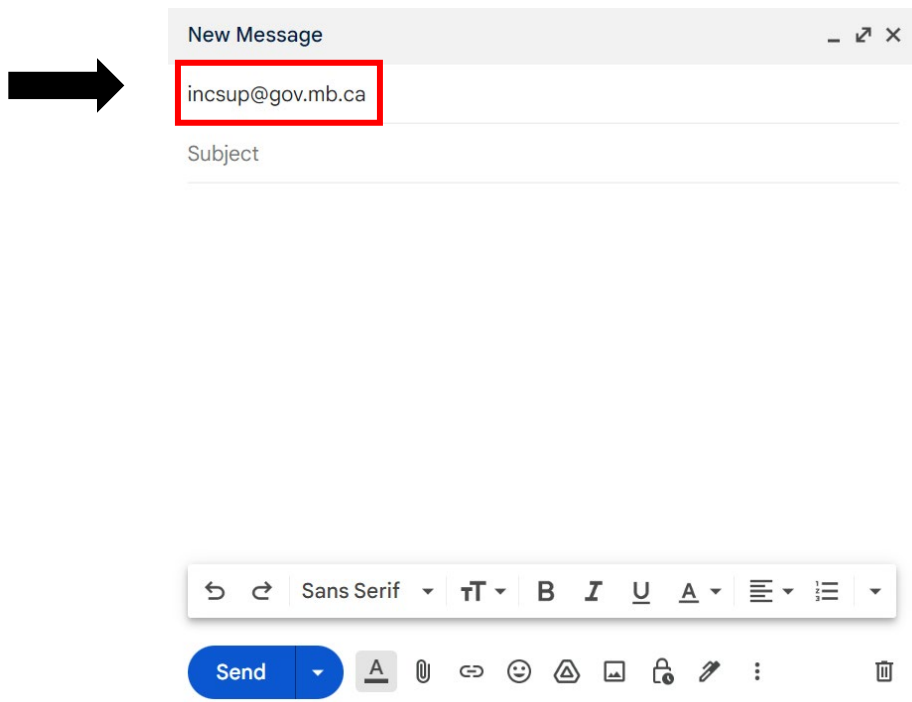
Canada-Manitoba Housing Benefit – How to submit an application by email

Follow the steps below to submit your completed Canada-Manitoba Housing Benefit application form and all supporting documents. Please note that the screenshots below are for Gmail, and your email system may vary slightly.

- 1- Start by opening your Mail inbox. Click on the **Compose** or **New Mail** button, depending on your email system.

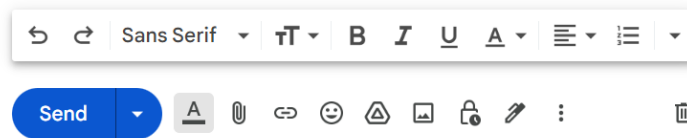
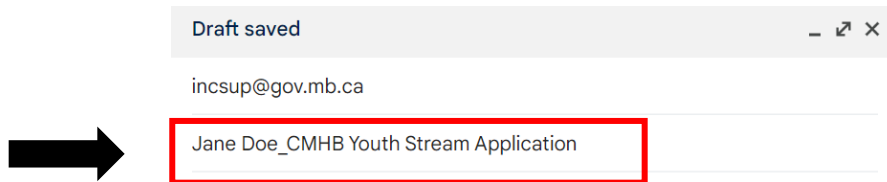


- 2- The first field to fill out is the **To** field. Type the incsup@gov.mb.ca email address in the **To** field.

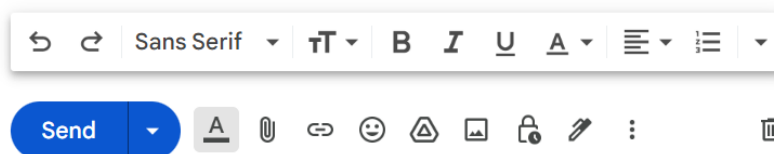
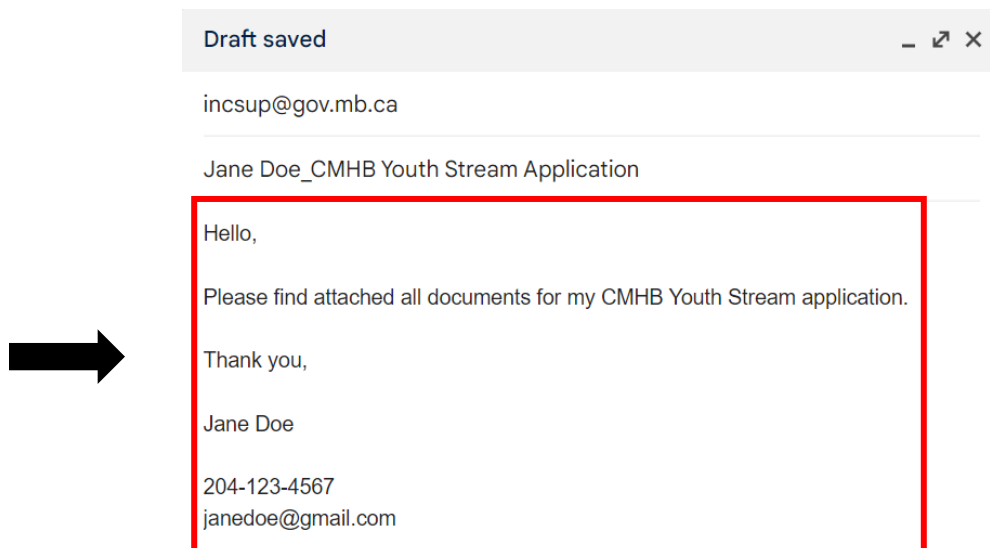


- 3- The next field to fill out is the **Subject** field. Type your **first and last name** in the subject line, followed by **CMHB Youth stream application**.

The subject field is a brief description of the message. It displays in the recipient's inbox before they open the message. **Do not leave the subject line blank** as it could get your message filtered to the Spam folder.

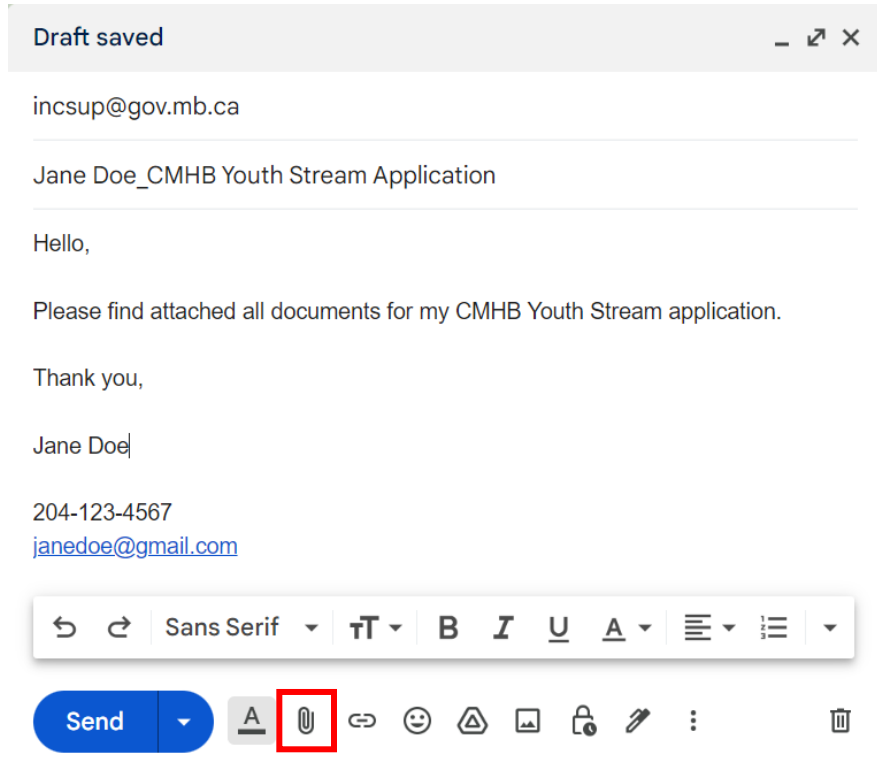


- 4- Next, write your message in the body of the email. Include your name, and contact information, in case we need to reach you.



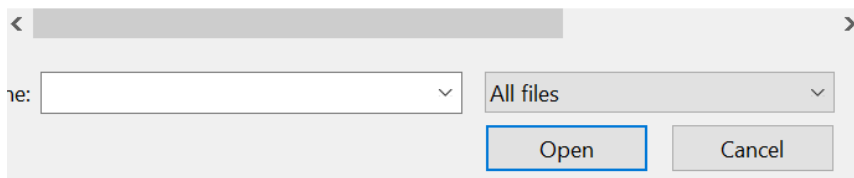
5- Next, attach all documents. These can be PDF files or image file types (JPEG or JPG, PNG, TIFF, etc.)

Click on the **attach icon**:

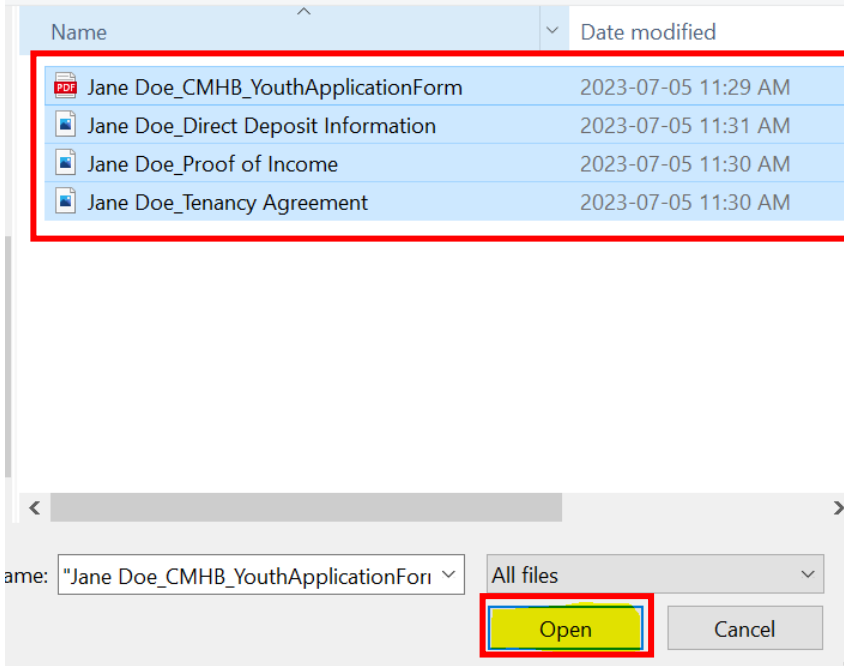


Find your documents in the file folder:

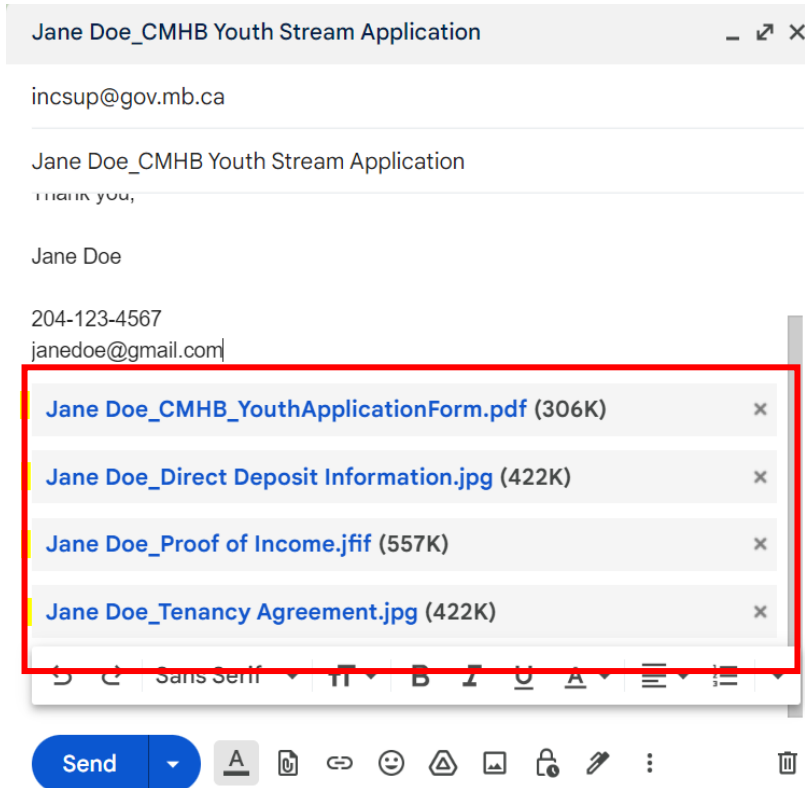
| Name | Date modified |
|-------------------------------------|---------------------|
| Jane Doe_CMHB_YouthApplicationForm | 2023-07-05 11:29 AM |
| Jane Doe_Direct Deposit Information | 2023-07-05 11:31 AM |
| Jane Doe_Proof of Income | 2023-07-05 11:30 AM |
| Jane Doe_Tenancy Agreement | 2023-07-05 11:30 AM |



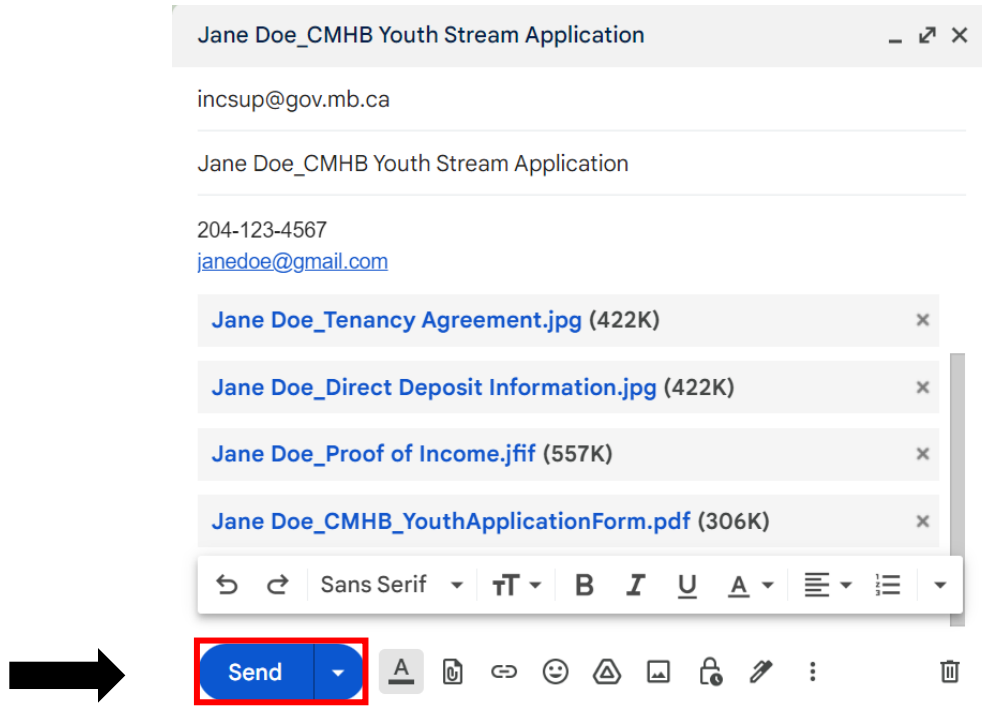
Select all documents you want to attach, and click on **Open**:



Double check that all documents are attached to your message. You may need to scroll down to see all attachments:



6- Review your email to make sure everything is there, and click **Send**.



Next Steps:

Once you've sent your email, you will receive an **Automatic Reply** from incsup@gov.mb.ca letting you know that they have received your email. If you do not receive an automatic reply, please review that your email was sent to the correct address (Step 2). Once your application has been reviewed, you will receive a letter in the mail letting you know about the status of your application.

If you have any questions, you can contact Provincial Services:

Phone: 204-948-7368 in Winnipeg
1-877-587-6224 toll-free
or
TTY: 204-948-3698

Email: incsup@gov.mb.ca