My OneFlow Registration

Office of Community Wealth Building

1. Using your internet browser (Microsoft Edge works best), visit
   https://cityofrichmond.myoneflow.com/oneflow/ocwbrSiteHome.aspx


2. Select **Adult Registration**
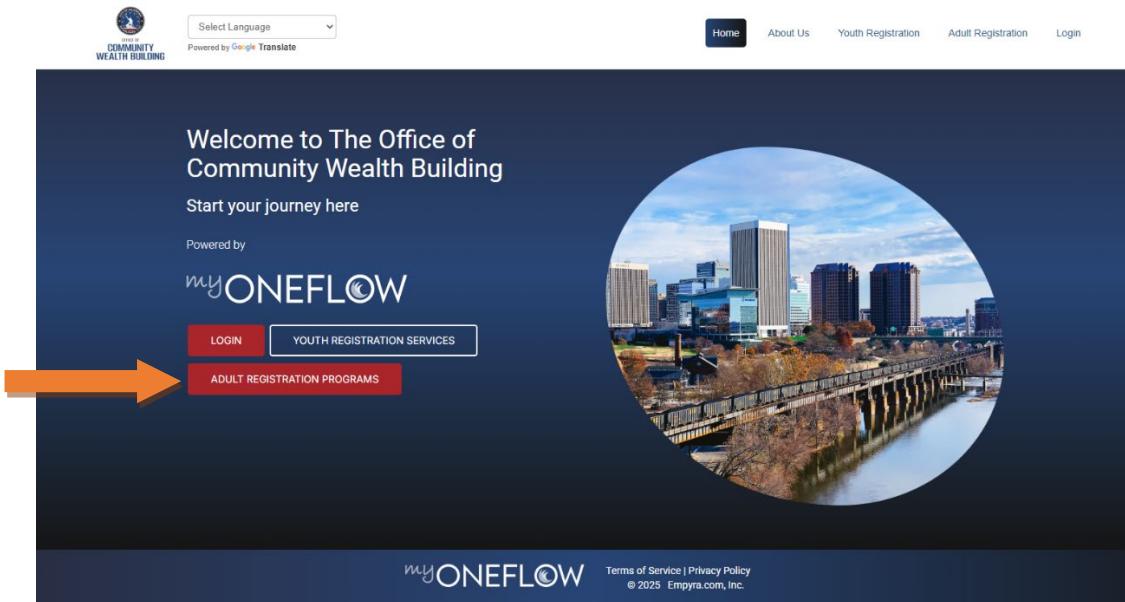
3. **Create your OneFlow Account** by completing the registration form then click **SAVE**
   a. (if you receive an error message stating "SSN already in use," please contact us at (804) 646-0984)

4. Select **I Agree** to the data and license agreement

5. Click **Next** to watch the Orientation video that will explain some of the services we can provide to you
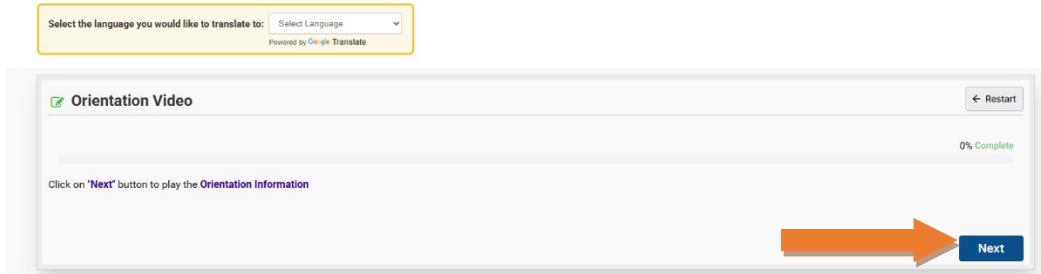
6. Once the video has completed, select **Next**
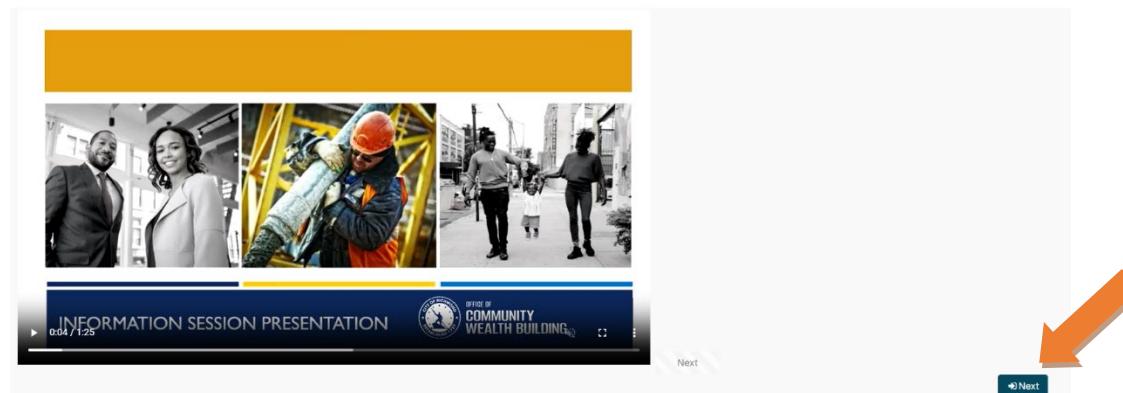
7. Confirm that you watched the video by selecting **Yes** then click **Next**

8. Select **Close** (top right)

9. Verify the information on the questionnaire, then select **Next** (repeat for next page)

10. Enter the contact information for your emergency contact.

11. Enter **YOUR** demographic information and select **Next**

12. How did you hear about us? (If your answer is not listed, check OTHER and enter your answer. Click **Next**
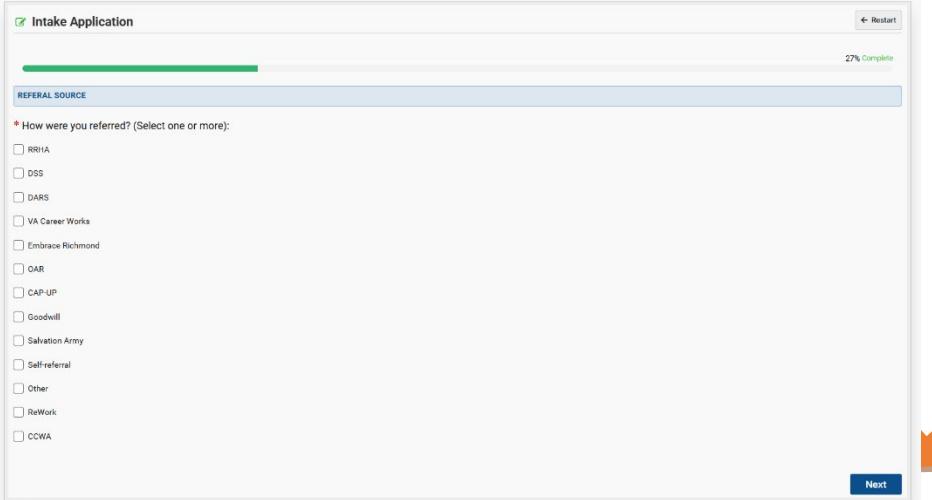
13. Enter your highest level of **Completed** Education

    a. (if you did not finish High School, select the corresponding option)

14. Enter your **Household** Size for Family Size.

    a. If you live alone enter "**1**"

15. List the names of all household members.

    a. If more space is needed, select "Add Another."

16. Answer whether you receive the following services, then select **Next**

17. Enter your employment status, then select **Next**

18. Enter your information related to the last day of employment and income
   a. This section will appear if you selected **NO** to the previous question
   b. "Monthly Income" includes SSI/SSD
   c. If you do not know the exact date you last worked, please make a rough estimate

19. Select **I Agree** to the OCWB Workstation Guidelines, then click **Next**
   a. Explains the rules and expectations of our Computer Lab

20. Select **I Agree** to the OCWB Program Disclosure and Release Form, then click **Next**

    a. Allows OCWB to use the information you have provided to assist you in receiving the assistance you requested

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✎ **Intake Application**   ← Restart

95% Complete

OFFICE OF COMMUNITY WEALTH BUILDING PROGRAM DISCLOSURE AND RELEASE FORM

The following declarations are made pursuant to PUBUC LAW 91-579 (PRIVACY ACT 1979). The disclosure of this information is voluntary; however, omission of an item means you might not receive full consideration for services for which this information is needed.

1. I hereby approve the release/exchange of all information that is determined pertinent for verification and other services, employment, and training purposes to the Richmond Office of Community Wealth Building (OCWB) and its program contractors, and any other agency, organization, or institute needing such information for verification for services, employment, and training purposes. This includes, but is not limited to: employment, previous income, receipt of public assistance (T ANF), Social Security or SST benefits, medical records and history to include psychological evaluations and educational records and history.

2. I hereby authorize the appropriate county Department of Social Services and/or Social Security Administration to release information concerning the amounts and types of assistance I receive from that agency. I understand that this information will be used to determine my eligibility for services and employment/training programs sponsored by OCWB and its program contractors. I acknowledge that this consent is voluntary and that I may revoke my consent.

3. I hereby grant to the OWCB, and its program contractors the absolute right to use photographs of me, and/or statements made by or about me without compensation to me, during and after the time I may be a participant of any program or services sponsored by the OCWB, and its community partners for the purpose of publicity of the City of Richmond Office of Community Wealth Building programs or activities.

4. Disclosure by you of your Social Security Number (SSN) is beneficial in obtaining the services, benefits, or training that you are seeking. Solicitation of the SSN by the OCWB is authorized under provisions of Executive Order 9397 dated November 22, 1943. Your SSN will be used as an indicator for your records as a customer or while as a participant. It will also be used in connection with lawful request for information about you from other agencies and employers. The information collected through the use of the SSN will be used only as necessary in personnel administrative processes carried out in accordance with established regulations.

5. I understand that any of the following items of payroll information that may be detem1ined with my eligibility determination and enrollment into any services or programs sponsored by the OCWB, will become public information at that time.

6. I hereby authorize you to release any information pertaining to wages earned, public assistance, Unemployment Insurance benefits, interest on savings, child support, alimony, annuities, pensions, participation with Vocational Rehabilitation, Veteran's benefits, or school records. I understand that this information is solely for the purpose of verifying eligibility for services provided by the Office of Community Wealth Building and will not be released for any other purpose without my written permission.

7. I authorize the release of information for the purpose of verification and termination from the OCWB programs and/or follow up to OCWB participation. This may include, but is not limited to, information from employers; and official academic transcripts from training programs, including technical schools, colleges, and universities, or trade schools, which I have attended under the OCWB program.

8. This disclosure and release for is valid for five years following the signature date

* I hereby certify that I have read and understand and will comply with the above statements

☐ I agree

Next

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21. Click **Next**

✎ **Intake Application**   ← Restart

99% Complete

Thank you for completing the form. A staff member will review your submission and reach out to you via phone shortly. Please keep an eye out for the call.

Next

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22. Click the **Sign** button for the [first] document to complete the signature

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Contact 804-646 0984 is case help is needed

FORM REVIEW   ✕ Close

Intake Application   Status: ✔ Completed

🔓 Once one of the outputs in this list has been signed, form answers will become locked and no longer editable.

Date Completed: 05/22/2025

Form Outputs

Review Answers
Edit Answers

Output	Signature	What's Next	
01- Intake Application	⚠ Your Signature is Required	👤 Waiting on You	✎ Sign
02_ Guidelines Form	⚠ Your Signature is Required	👤 Waiting on You	✎ Sign
03_Program Disclosure & Release form	⚠ Your Signature is Required	👤 Waiting on You	✎ Sign

23. Once the document opens, scroll to the **Bottom of the page**, Click **Sign** (most likely in the bottom left)
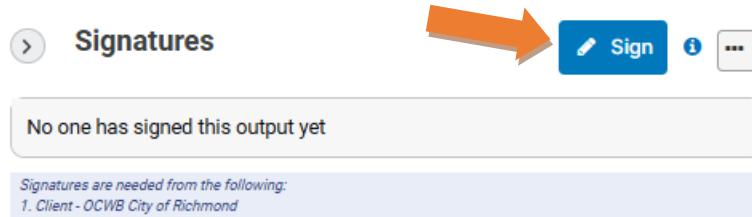

24. Sign in the dotted area using **Click and Drag**,

25. Once the document is signed, **Check the green box** (if available), click **Done**
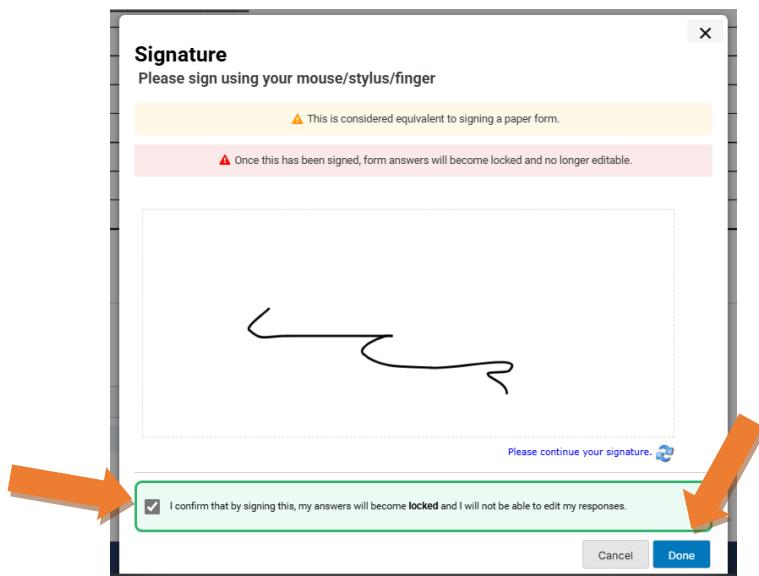
26. Once the document is signed, scroll back to the top of the page and click **Close** (top right)
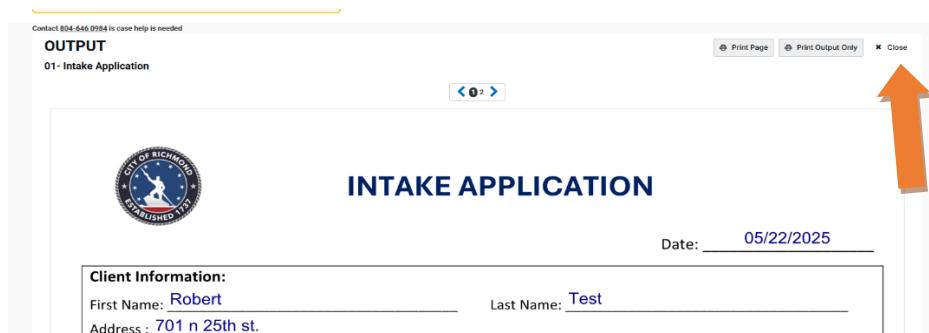
27. Repeat steps 22-26 for the next 2 documents with the Sign button

28. Once all documents are signed, you should "View" in the same place it previously said "Sign"

29. Select **Close** (top right)

30. Your screen should now look like the image below. This signifies your registration and intake are **Complete**

    a. **You will now be awaiting contact from your engagement specialist. They will schedule your initial meeting and help to create your path to success.** Please keep a check on your phone and email.

31. You will see that it asks for certain documents (only focus on those that pertain to your situation). There are 3 ways to submit these documents:

    a. Upload the documents online (scanned file or upload a picture)

    b. Bring them in person during your initial meeting with your engagement specialist

    c. Bring them to our offices prior to your meeting with your engagement specialist.

32. Upon completion of the intake, you should have 4 separate emails from Office of Community Wealth Building