

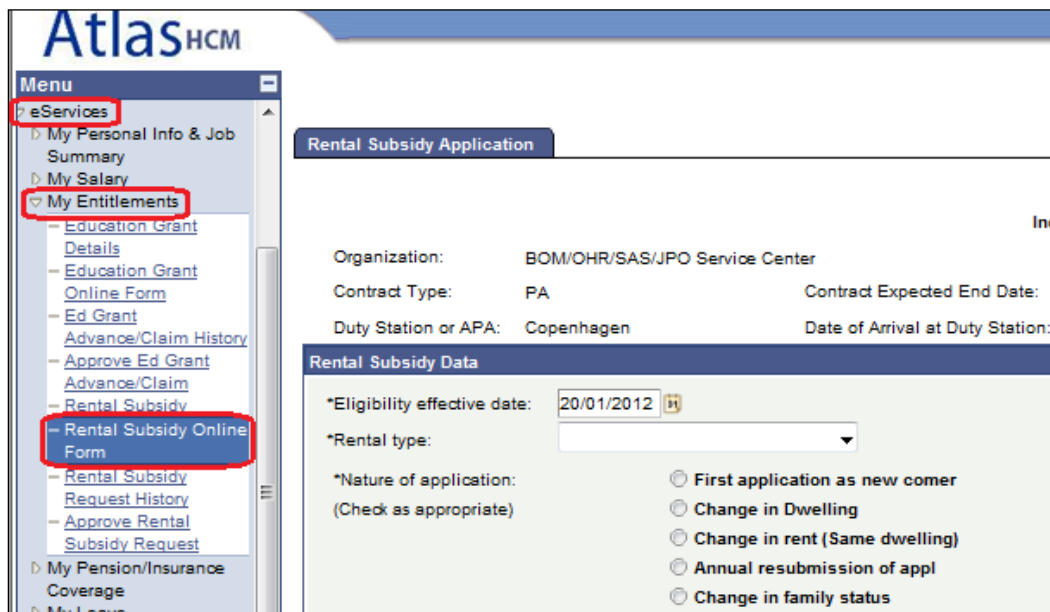
The **HR eServices Rental Subsidy Module** is located in Atlas HCM (<https://hr.partneragencies.org>).

You need an Atlas user name to access. You can always check if you have access by clicking 'Forgotten Password' (see below) and follow instructions. If you have a user name, then you will be emailed a password.

If you don't have an Atlas user name, then please contact your local Argus Focal Point. This is the person in your office who can create Atlas user names. If you don't know who is your Argus Focal Point then ask your HR, Operations or Finance office, they would know.



The **Rental Subsidy Online Form** is located in **eServices/My Entitlements/ Rental Subsidy Online Form** (or you can click the direct link to the [Rental Subsidy Form](#)).



When you fill in the rental subsidy form, then you are asked to enter the name of a '**HR Focal Point**'. Your HR Focal Point is someone from OHR/SAS. If in doubt please click the following link <http://sas.undp.org/focalpoint>.

If you are applying for a rental subsidy from a location outside the US and Europe then you also need to enter the name of a 'Certifying Officer'. This is typically either the Operations Manager or the DRR or RR. **Please ask your local HR Office who would be the Certifying Officer** for your office.

*Certifying Officer:

*HR focal point:

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1	Add Attachment	Delete Attachment	View Attachment

Note: HQ staff member has to submit soft copy of proof of payment and Electricity bill.
Country office staff member has to submit soft copy of lease document. You should submit original documents as per OHR request at any given time.

When you upload your lease **please avoid making the file name longer than 50 characters or use special characters like é or ü.**

I hope this helps.

Best regards,

PS. If you want to know more, a recorded version of the [Rental Subsidy webinar](#) is available in addition to a [Rental Subsidy User Guide & FAQ](#), a [PowerPoint Presentation](#) as well as [OnDemand](#) courses:

HR eServices - Apply for Rental Subsidy (North America & Western Europe)

In this section you will learn how to **Apply for Rental Subsidy** if your duty station is *in* North America & Western Europe.

The purpose of the rental subsidy and deduction scheme is designed to provide equity in accommodation expenses among UN staff in duty stations where rents vary considerably; and to alleviate hardships of staff facing higher than average rent costs for reasonable standard accommodations.

Introduction

In this module you will learn how to **apply for rental subsidy** if your location is *in* North America or Western Europe.

In the online Rental Subsidy form you can see all the countries that are considered within the category 'North America and Western Europe'.