

ILLINOIS HOUSING DEVELOPMENT AUTHORITY

INFORMATION TECHNOLOGY DEVELOPMENT AUTHORITY_DMS_EXTERNAL_ORGANIZATION_REGISTRATION_GUIDE.DOCX

The following guides details how external organizations to the Illinois Housing Development Authority can register on the Authority DMS website.

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Illinois Housing Development Authority

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1.0 OVERVIEW

The following guides details how external organizations to the Illinois Housing Development Authority can register on the Authority DMS website.

2.0 PREREQUISITES

The main prerequisite is that you have internet connection and it is strongly recommended that you use Internet Explorer.

3.0 NAVIGATING TO AUTHORITY DMS

To get to Authority DMS go to the following website...

<https://adms.ihda.org/AuthorityOnline/>

The website will appear as follows...

Welcome to the Authority DMS Online Management System

This site will allow organizations working with the Illinois Housing Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded for to allow our partners to work more closely with us and to streamline our processes.

Username: [New User? Register Here.](#)

Password:

[Forqot Your Password?](#)

4.0 REGISTRATION

After you navigate to the Authority DMS website, and have not already registered an account, click on the "New User? Register Here" link to the right of the login fields...

[New User? Register Here.](#)

This will prompt the Registration Screen...

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: **Load**

My Organization is not registered

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)

Access Types

Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

Annual Owner Certification and 8609 Access for Rental Housing

Neighborhood Assistance Program Access for Community Development

Individual Development Account Access

Claim Management Access

HCV Access

Third Party Claims Access

Manage your organizations information and users

Closeout Management

Cancel **Next**

First enter your name, email address, and create a password...

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

Then, if you have it, enter in your Organization Code...

Enter Organization Code: **Load**

This will automatically populate the following fields, if IHDA already has your organization on record...

| Organization | |
|-----------------|-------------------|
| Name: | External Test Org |
| Address: | 123 Outside St. |
| City: | Chicago |
| State: | IL |
| Zip Code: | 60611 |
| Telephone: | |
| Fax: (optional) | |

If you don't have an organization code then you can check off the "My Organization is not registered" option and you'll be able to manually enter in your organization's information...

My Organization is not registered

| Organization | |
|-----------------|--|
| Name: | |
| Address: | |
| City: | |
| State: | |
| Zip Code: | |
| Telephone: | |
| Fax: (optional) | |

Next, click on the access types that you would like for your account. We suggest **Annual Owner Certification and 8609 Access for Rental Housing** as a minimum...

| Access Types |
|---|
| Please check the box next to the type of access you are requesting. You should <i>only</i> request access to the program(s) that you are <i>directly</i> involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs. |
| <input checked="" type="checkbox"/> Annual Owner Certification and 8609 Access for Rental Housing |
| <input type="checkbox"/> Neighborhood Assistance Program Access for Community Development |
| <input type="checkbox"/> Individual Development Account Access |
| <input type="checkbox"/> Claim Management Access |
| <input type="checkbox"/> HCV Access |
| <input type="checkbox"/> Third Party Claims Access |
| <input type="checkbox"/> Manage your organizations information and users |
| <input type="checkbox"/> Closeout Management |

Click on the Next button after you have checked off the access types you would like...

Next

If you missed a piece of information it will notify you. As example as follows you'll need a phone number for your organization. Since this was lacking in IHDA's record you'll need to contact IHDA to amend your organization's information before you can continue...

Telephone:

Organization Phone Number Is Required.

If there are no issues then the Owner Certification Access screen will then prompt...

Owner Certification Access

Property BIN Numbers

Add the BIN numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking "Add"

| Award or BIN Number Example: IN-99-99999 | Access Type | |
|---|---|------------------------------------|
| <input type="text"/> | <input type="radio"/> Owner | <input type="button" value="Add"/> |
| | <input checked="" type="radio"/> Property Manager | |
| | <input type="radio"/> Other | |
| <input type="button" value="Cancel"/> <input type="button" value="Next"/> | | |

Next enter the Award number for your Development, with no dashes. The TC number is the award number for Tax Credit Awards. Next, select your role for this Award or Building, by either selecting Owner, Property Manager, or Other. Then click on the Add button...

You can add multiple award numbers, one at a time. After you have added all of your award numbers click on the next button...

This will prompt the following affirmation screen...

I affirm that I am an employee or designated user for the organization that I am associated with as listed above. I agree to utilize this application and the data that I access for no purpose other than the submission of information to this agency as it directly relates to my job.

I agree to adhere to all privacy and data security policies of this agency and my organization. I affirm that any personal information or private information that is obtained through this web application will not be used for purposes other than its intended use and I will not forward or publish this information without prior approval from this agency.

I hereby certify that any information submitted into the Indiana Housing Online Management System by me is true, accurate, and complete. I understand that any information, documentation, etc., submitted by me is related to programs that are funded with federal and state funding sources, and any false claims, statements, documents, falsifications, or concealment of material fact(s), may be prosecuted under applicable federal and state laws and may result in criminal and/or civil penalties.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

I have read and agree to these terms as listed above.

Click on the " I agree" button if you approve and to complete the registration process...

I agree

The Registration Summary screen will then prompt...

Registration Summary

Please Review the following information before submitting your registration request

| User Information | |
|------------------|--------------------|
| First Name: | Ihda |
| Last Name: | Test |
| E-mail: | ihdatest@gmail.com |
| Username: | ihdatest@gmail.com |

| Organization Details | |
|----------------------|-------------------|
| Organization Code: | C3581D3830 |
| Name: | External Test Org |
| Address: | 123 Outside St. |
| City: | Chicago |
| State: | IL |
| Zip Code: | 60611 |
| Telephone: | (312) 321-1231 |
| Fax: | |

| Annual Owner Certification and 8609 Access for Rental Housing | |
|---|-------|
| Project Number | Owner |
| 5555 | Owner |

Cancel

Submit

Click on the Submit button to send in your registration. Afterward you'll see the following message prompt telling you that your submission has been submitted...

Return

Your registration information has been submitted and is being processed.
An email notification will be sent to you upon approval or denial.

Please be aware that your request may take up to 3 business days to be processed.

IHDA will then process your registration.

5.0 AFTER REGISTRATION

After you have registered it is very important that you email your IHDA contact to inform them that you have registered to verify that you registered.