ILLINOIS HOUSING DEVELOPMENT AUTHORITY

INFORMATION TECHNOLOGY DEVELOPMENT
BDS REGISTRATION FOR MANAGING AGENTS

The purpose of this document will be show managing agents how to register for BDS.

Illinois Housing Development Authority
401 N. Michigan Ave. Suite 700
Chicago, Il 60611

Table of Contents

1.0 REGISTERING AS A MANAGING AGENT/EXTERNAL USER

Call your IHDA contact and ask for a BDS account. Shortly after asking for an account, you will receive an e-mail containing a link for registration. Below is the body of the e-mail.

From: "Asset TC" <Assettc@ihda.org.>
To: DevName0239@gmail.com
Sent: Friday, July 26, 2013 1:56:26 PM
Subject: TEST

You have been sent a secure delivery.

To access the delivery, click on the following link or copy and paste the link into any browser.

Sender : Asset TC
Link :
https://sectrans.ihda.org/bds/Login.do?id=A0550029292&p1=z9j24frsbggbbdkdkdlehehgi20

Sent To : DevName0239@gmail.com
Expires : 8/9/13 1:55:00 PM CDT

The information contained in this communication is confidential, private, proprietary, or otherwise privileged and is intended only for the use of the addressee. Unauthorized use, disclosure, distribution or copying is strictly prohibited and may be unlawful. If you received this communication in error, please notify the sender immediately at (312)836-5200.

Once you click the link in the e-mail you will see the registration screen shown below.

User Registration

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username
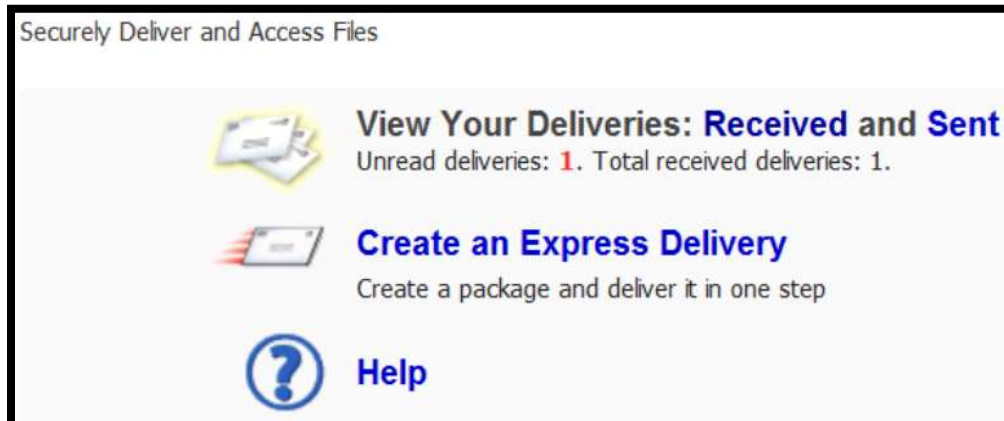Already registered? Visit the Account activation page or click here to have the activation email resent to you.

For LDAP or Active Directory users, click here to sign in using your network username and password.

Email address*	
Confirm email address*	
Name	First name Middle name Last name
	Display as*
Password*	
Confirm password*	
Password strength	
Password reset question *	Question: In what city where you born?
	Answer Hint

* Required fields

[Register]

After filling out all of the necessary information and clicking the Register button, **you will receive another e-mail in your mailbox from sectrans@ihda.org to activate their account.**
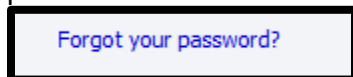
Click on the link contained in the e-mail from sectrans@ihda.org and you will be routed to the BDS website where you can enter the password you created. You do not have to put anything in for domain.
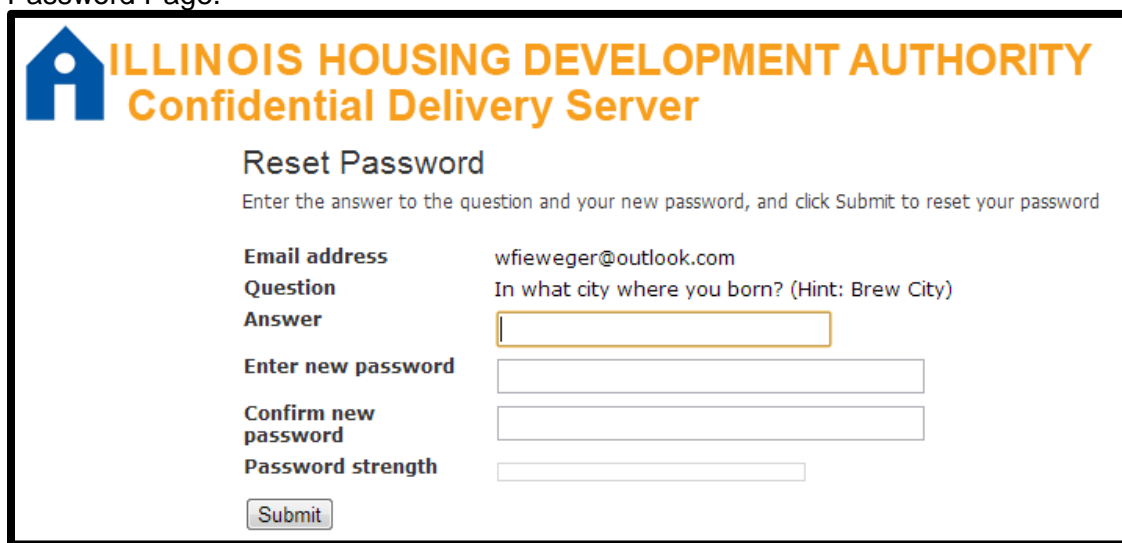
Securely Deliver and Access Files

View Your Deliveries: Received and Sent
Unread deliveries: **1**. Total received deliveries: 1.

Create an Express Delivery
Create a package and deliver it in one step

Help

Once successfully logged in, click on "Received" to retrieve their packages or "Create an Express Delivery" to create a package.

2.0 LOGIN PROBLEMS AND OTHER INFORMATION

- **Forgetting your password**: If you've forgotten your password, click the 'Forgot your password?' link.

Forgot your password?

After clicking on the "Forgot your password link?" you will be directed to the Reset Password Page.

ILLINOIS HOUSING DEVELOPMENT AUTHORITY
Confidential Delivery Server

Reset Password

Enter the answer to the question and your new password, and click Submit to reset your password

Email address	wfieweger@outlook.com
Question	In what city where you born? (Hint: Brew City)
Answer	
Enter new password	
Confirm new password	
Password strength	

Submit

Resetting your password will only be available to users who entered a password reset

question and answer when they registered. If you have not entered this information, you must contact an Administrator to reset your password.

- **Locked out:** If you enter an invalid password three times, you are "locked out" of ICDS for a set number of minutes predetermined by the administrator. If you attempt to sign in during the lock-out period, you will see a message indicating how many more minutes remain until your account automatically unlocks and is reset.

  - If you enter an invalid password three times, you are "locked out" of ICDS for a set number of minutes predetermined by the administrator. If you attempt to sign in during the lock-out period, you will see a message indicating how many more minutes remain until your account automatically unlocks and is reset.
  - After the set amount of time, you have three opportunities to enter the correct password before being locked out again. If your account auto-unlock is reset two times, you will be permanently locked out. A message will display, at which point you should call your IHDA contact. Your IHDA contact will help you reset your password and unlock your account.

- External users do not have to fill in the Domain field on the log-in page