

Date: July 29, 2013
To: Owner/Agent/On-Site Manager
From: Tanise Robnett, Tax Credit Compliance Officer
Re: BDS (Confidential Delivery Server) Website

IHDA has created a BDS (Confidential Delivery Server) website that will be used for any transmission that includes data or information that requires protection.

Instructions on how to use the BDS (Confidential Delivery Server) website:

The client will receive an e-mail from the IHDA employee with a link. Once they click on the link, they will get routed to the website where they can enter their information and create a password.

User Registration

To view your deliveries, you must be a registered user. Please enter your information for registration, your email address will be your user ID 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: _____

* Required fields

Once they click on Register, they will receive another e-mail in their mailbox from sectrans@ihda.org to activate their account. They will need to click on the link. They will get routed once again to the website where they can enter the password they created. They do not have to put anything in *Domain*.

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

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**