

# **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**

111 E. Wacker Drive, Suite 1000  
Chicago, IL 60601

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## 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](mailto:Assettc@ihda.org)>  
**To:** [DevName0239@gmail.com](mailto: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](mailto: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](tel:3128365200).

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
<input type="text"/>	<input type="text"/>	<input type="text"/>

Display as\*

Password\*

Confirm password\*

Password strength

Password reset question \*

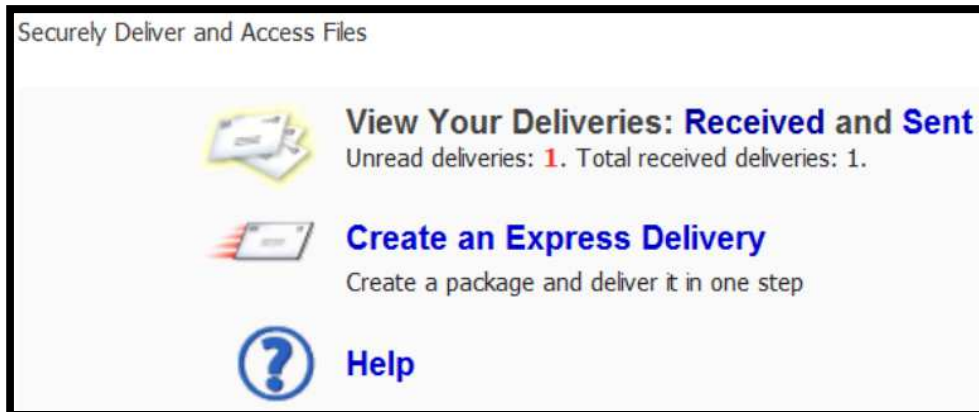
Question  
In what city where you born? ▼

Answer	Hint
<input type="text"/>	<input type="text"/>

\* Required fields

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](mailto:sectrans@ihda.org) to activate their account.**

Click on the link contained in the e-mail from [sectrans@ihda.org](mailto: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.



## 2.0 SUBMISSION OF DOCUMENTS

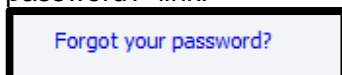
Once successfully logged in, click on “Received” to retrieve their packages or “Create an Express Delivery” to create a package.

After creation of your package all scanned/uploaded documents must be sent through the BDS portal to [ASSETTC@IHDA.ORG](mailto:ASSETTC@IHDA.ORG). Please note the double “S” and double “T” in ASSETTC.

If you have multiple files to upload to BDS, please place them in ZIP files and submit them that way. BDS only allows three attachments (uploads) per message. ZIP files can be created by highlighting the files you want to put in one ZIP file > clicking “Send to” > and clicking “Compressed (zipped) folder.” After the creation of your folder (it will appear on your screen), you will be able to upload that newly created ZIP file to BDS.

## 3.0 LOGIN PROBLEMS AND OTHER INFORMATION

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



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

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### 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**

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.

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Sign in failure

An error occurred when trying to sign into the system.

Your account has been locked temporarily and will be unlocked automatically in 08:17 minutes. Please try signing in once the account has been unlocked.

- 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