The purpose of this document will be show managing agents how to register for BDS.
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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>
To: DevName0230@gmail.com
Sent: Friday, July 26, 2013 1:58:26 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&pi1=z9j24frsbggbdkdkehehgi20

Sent To: DevName0230@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)636-5200.
```

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

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. 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.
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.

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