



How To Create Partnerships USER GUIDE

This document will go over the process of creating partnerships within Authority Online

My Profile

Programs

Owner Certification	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.
Progress Report	This will allow the owner or developer to enter the Semi-Annual 8609 progress report.
HCV Reports	This will allow property owners to enter completion report and closeout information for their awards.
IDA	Individual Development Account Administrators can manage their participants and programs through this site.
Award Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
Professional Services Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
Third Party Claims Management	Third Party Claims Management will allow a third party organization to view their online claims for payment. Claims are submitted by the Awardee for direct payment to the third party organization.
Online Applications	Applicant organizations can submit an online application for any open rounds for programs.
My Organization	Manage the information about your organization such as contact information, users, partnerships, and partners.
Change Organizations	State level users can change the test account to impersonate an organization for testing purposes. State level users can change the test account to impersonate an organization for testing purposes. State level users can change the test account to impersonate an organization for testing purposes.
My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.

Once you log-in and are on the Programs page, click on My Profile



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Your Technology Solutions Provider

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Profile

- User Details
- Request New Access
- Change Organization

Organization

- Information
- Users
- Affiliated Organizations
- Partnerships**
- Contacts
- Bank Information

Password Reset

Current Password:

New Password:

Confirm Password:

Profile Details

First Name: System

Last Name: User

Organization: AHFA

Organization Address: 30 S Meridian

City: Indianapolis

State: IN

Zip Code: 47920

Telephone:

Fax: (optional)

E-mail:

Username: roeing

User Access

Individual Development Account Access

- RIDA Administrators - Date Granted: 1/29/2014
- IDA Administrators - Date Granted: 1/29/2014

Claim Management Access

- Claims Management Editors - Date Granted: 1/29/2014
- Claims Management Viewers - Date Granted: 1/29/2014

Third Party Claims Access

- IHCDCA Online - Third Party Claims - Date Granted: 1/29/2014

Manage your organizations information and users

- Organization Administrators - Date Granted: 1/29/2014

View organization information and request new permissions

- Organization Viewers - Date Granted: 1/19/2013

Online Application Access for Developers Only

- Online Application Editors - Date Granted: 1/29/2014
- Online Application Viewers - Date Granted: 1/29/2014

To access the Partnerships page, click on Partnerships within the Organization section of the left navigation pane



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Partnerships

Partnerships are used in the Authority Online system for online applications. This information is only needed for developers and owner organizations. This screen allows an organization to define organizations or individuals who have ownership in your organization.

New Organization

Organization Name:

Address Line 1:

Address Line 2:

City: State: Zip Code + 4:

Phone:

Add New Organization

Partnerships

AHFA

New Partnership

Parent Organization: AHFA

Affiliated Organization:

Partnership Role:

Ownership Percent: %

Add New Partnership

Cancel Save

In the Partnerships screen, a user has the opportunity to partner organizations within Authority Online. At the top, they can create a new organization to partner if the organization isn't registered in Authority Online. We will focus on the New Partnership section for this process.

In the New partnership section, in this case we have the opportunity to designate how the AHFA organization is broken out. You'll notice there are three sections within the New Partnerships section:

Affiliated Organizations: This is a listing of all the affiliated organizations that have been linked to the AHFA organization. For organizations to appear in this drop down, **they must have been linked to the organization using the Affiliated Organization process.**

Partnership Role: This will designate what partnership type for the organization selected in the Affiliated Organization drop down.

Ownership Percent: The percentage the affiliated organization has in the parent organization



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New Partnership

Parent Organization: AHFA

Affiliated Organization:

Partnership Role:

Ownership Percent: %

Add New Partnership

Once you've completed the New Partnership section, click on Add New Partnership

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Partnerships

Partnerships are used in the Authority Online system for online applications. This information is only needed for developers and owner organizations. This screen allows an organization to define organizations or individuals who have ownership in your organization.

New Organization

Organization Name:

Address Line 1:

Address Line 2:

City: State: Zip Code + 4:

Phone:

Add New Organization

Partnerships

- AHFA
 - to Be formed

New Partnership

Parent Organization: AHFA

Affiliated Organization:

Partnership Role:

Ownership Percent: %

Add New Partnership

Cancel **Save**

Once you've clicked Add New Partnership, you will now see the organization selected in the Partnerships section of the page. Implement this process for all of the partners you would like to create for your organization's Information and users permissions.