



# Tennessee Housing Development Agency

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**Bill Haslam**  
Governor

**Ralph M. Perrey**  
Executive Director

## MEMORANDUM:

TO: Applicants for Upcoming 2017 LIHTC Competitive Round

FROM: Felita Hamilton, Multifamily Systems Coordinator

DATE: November 15, 2016

SUBJECT: Registration Instructions for 2017 Housing Credit Management System

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The instructions for the Housing Credit Management System can be found below.

### **Registration Instructions for Housing Credit Management System Portal**

System requirements-**Internet Explorer 9.0** and above are supported by this site.

- A. Click on the following link <https://hcs.thda.org/AuthorityOnline/Default.aspx>
- B. Instructions on how to register for HCMS if you are **not registered** as a Management Company:
  1. Click on New User? Register Here tab
  2. Fill out the Profile information
  3. Remember Username and Password because you will need this information after you are approved in order to log in.
  4. Click on the checkbox beside **My Organization is not registered**
  5. Fill out Organization information
  6. Click on the checkbox beside **Multi-Family Application Access for Developers Only**
  7. Click Next
  8. Click Submit
  9. Click Return

## OR

- C. Instructions on how to register if applicant **is registered** as a **Management Company** (*Individuals that have been submitting tenant data etc. with Program Compliance*) and do not have Multifamily access, then they will need to follow these instructions:
  1. Log into HCMS
  2. Click on My Profile

3. Click on Request New Access
4. Put a check in the checkbox beside **Multi-Family application Access for Developers Only**.
5. Click Next
6. Click Submit
7. Click Return
8. Click on Log out

D. In the event an Entity wants to view the same application under different logins, that organization will need to have:

1. One entity that has already received approval by THDA (Item B or C) and have the organization code to register subsequent users.
2. The organization code will be in an email confirmation sent from THDA.

E. Following are the steps that would be taken.

1. Associate 1 receives the Organization number from the User 1
2. Associate 1 clicks on the following link <https://hcs.thda.org/AuthorityOnline/Default.aspx>
3. Associate 1 clicks on New User? Register Here tab
4. Associate 1 fills out the Profile information
5. Associate 1 needs to remember Username and Password because they will need this information to log in after being approved by User 1.
6. Associate 1 enters the Organization number provided by User 1 in the **Enter Organization Code:** text box and clicks the **Load** button.
7. Organization information will populate from this box
8. Associate 1 clicks on the checkbox beside **Multi-Family Application Access for Developers Only**
9. Associate 1 clicks Next
10. Associate 1 clicks Submit
11. Associate 1 clicks Return
12. Associate 1 clicks on Log out and wait for approval email

F. Once applicant has registered, THDA will send a confirmation email back to the applicant stating the login credentials are approved.

1. Once you are successfully registered with HCMS, THDA will send a confirmation email to the registered user. **THDA will make every effort to approve registrants as quickly as possible. Please be advised that in the event there are a large number of registrants, the confirmation email may take longer than 3 business days to arrive.**

If any issues are encountered please email Felita Hamilton, 615-815-2145 [fhamilton@thda.org](mailto:fhamilton@thda.org) and/or Robert Lucas, 615-815-2244 [rlucas@thda.org](mailto:rlucas@thda.org).