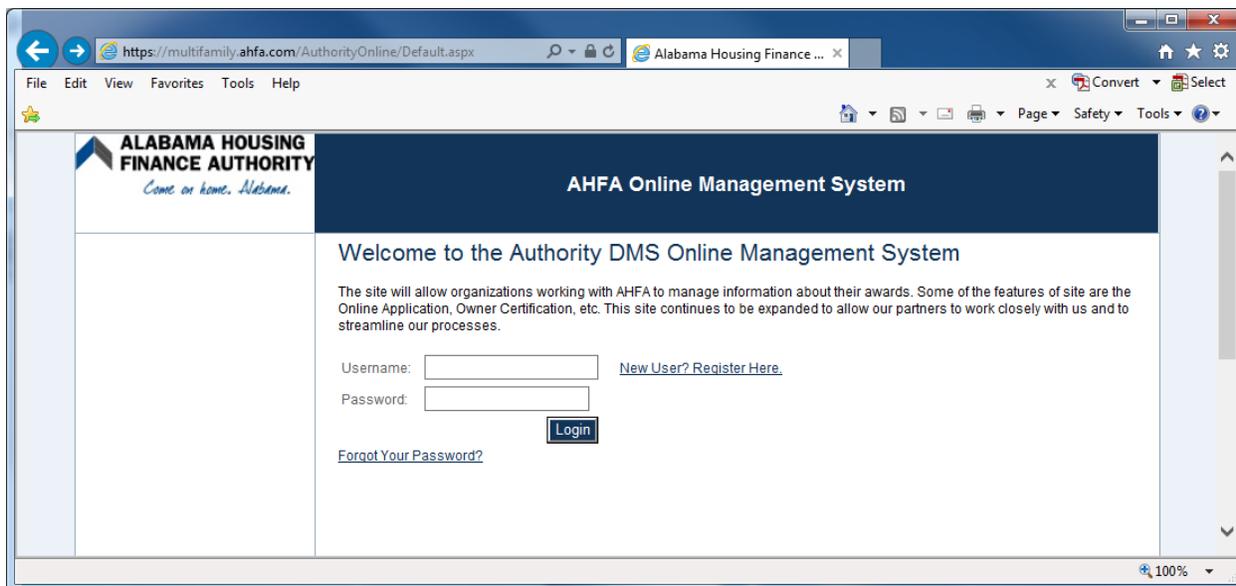


Affiliated Organization Registration USER GUIDE



The AHFA Portal web site: [Your state website for entry](#)

The AHFA Portal will give organizations the ability to register as an affiliated organization to a developer who may use them as a team member/project contact for a project that is being submitted for funding from the AHFA. The AHFA Portal will give those organizations the ability to accept AHFA's terms to use the AHFA Portal and to update organizational information.

New User? Register Here will direct the user to the initial registration screen.

ALABAMA HOUSING FINANCE AUTHORITY
Come on home, Alabama.

AHFA Online Management System

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: **Load**

My Organization is not registered

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)

Access Types

Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are directly involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

Annual Owner Certification and 8609 Access for Rental Housing

Individual Development Account Access

Claim Management Access

Manage your organizations information and users

Online Application Access for Developers Only

Cancel **Next**

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Affiliated Organizations will only request access to **Manage your organizations information and users**. Other permissions described at the bottom of the page are for use with future AHFA processes or developers.

First time registrants will click on the **My Organization is not registered** box.

Complete all the fields describing the individual registering and organization they are registering. The administrator will be the person's name entered into the system. The email account to which correspondence will be sent will be the login. Request the proper access at the bottom of the registration page.

Affiliated Organizations will only request access to **Manage your organizations information and users**. These Affiliated Organizations will include: Contractor, Management, Consultant, Attorney, Accountant, Architect, Title Company, Surveyor, Physical Needs Firm, Environmental Firm and Market Analyst.

ALABAMA HOUSING FINANCE AUTHORITY
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AHFA Online Management System

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information.

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

<p>First Name: <input type="text" value="Misty"/></p> <p>Last Name: <input type="text" value="Blue"/></p> <p>E-mail: <input type="text" value="mblue@giver.com"/> <small>NOTE: It is recommended that new users use their business email address.</small></p> <p>Username: <input type="text" value="mblue@giver.com"/></p> <p>Password: <input type="password" value="mbluegiver1"/></p> <p>Confirm Password: <input type="password" value="mbluegiver1"/></p>	<p><small>If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.</small></p> <p>Enter Organization Code: <input type="text"/> <input type="button" value="Load"/></p> <p>My Organization is not registered <input checked="" type="checkbox"/></p> <p>Organization</p> <p>Name: <input type="text" value="Blue Giver"/></p> <p>Address: <input type="text" value="555 East Washington St"/></p> <p>City: <input type="text" value="Montgomery"/></p> <p>State: <input type="text" value="AL"/></p> <p>Zip Code: <input type="text" value="36117"/></p> <p>Telephone: <input type="text" value="334 777 8888"/></p> <p>Fax: (optional) <input type="text"/></p>
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Access Types

Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are directly involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

- Annual Owner Certification and 8609 Access for Rental Housing
- Individual Development Account Access
- Claim Management Access
- Third Party Claims Access
- Manage your organizations information and users
- Online Application Access for Developers Only

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When they click “Next”, they will be given the opportunity to select their Organizations’ Role(s).

Manage your Organization Information

Organization Roles

No Organization Roles Selected

After entering the administrator and organization basic information, the user will be asked to choose what role the organization will have. There will normally be one role attached to that specific organization however multiple roles can be assigned.

If Joe and Jack own PQ Property Management, Inc. and also PQ Consulting, Inc. each would only have one specific role and each would be required to register separately.

However, if Joe and Jack own PQ Property Management and Consulting, Inc. and that organization will be doing the consulting and property management, then PQ Property Management and Consulting, Inc. would have multiple roles.

Manage your Organization Information

Organization Roles

Accountant	<input type="button" value="Add"/>
Organization Role	
Architect	<input type="button" value="Remove"/>

 **ALABAMA HOUSING
FINANCE AUTHORITY** *Come on home, Alabama.*

AHFA Online Management System

Registration Summary

Please Review the following information before submitting your registration request

User Information	
First Name:	Misty
Last Name:	Blue
E-mail:	mbblue@giver.com
Username:	mbblue@giver.com

Organization Details	
Organization Code:	
Name:	Blue Giver
Address:	555 East Washington St
City:	Montgomery
State:	AL
Zip Code:	36117
Telephone:	(334) 777-8888
Fax:	

Manage your organizations information and users	
Organization Role:	Administrator

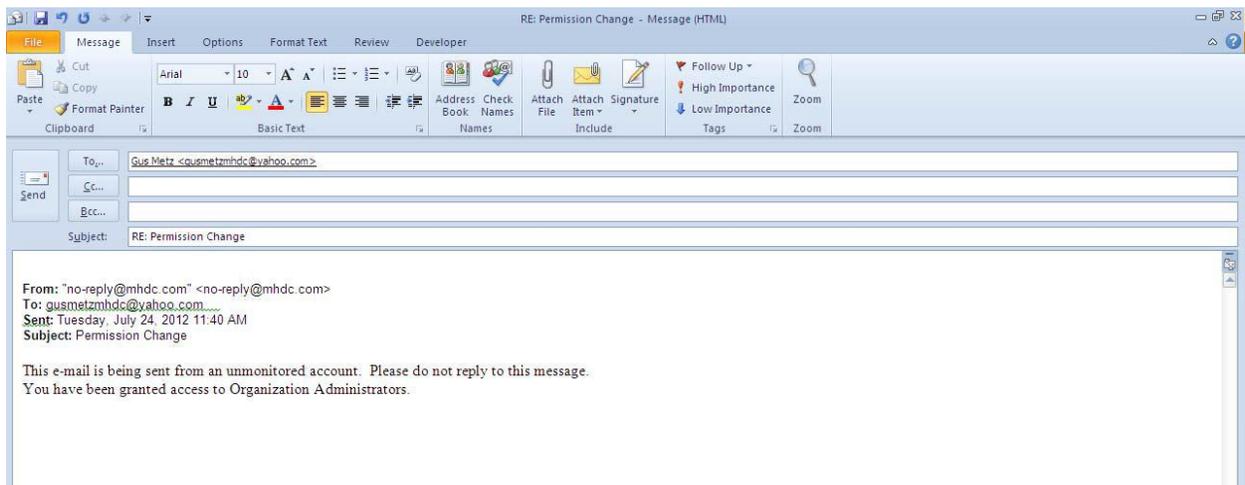
After the user chooses the role(s) of the organization, the screen that details the registration information previously entered will appear.

Administrator

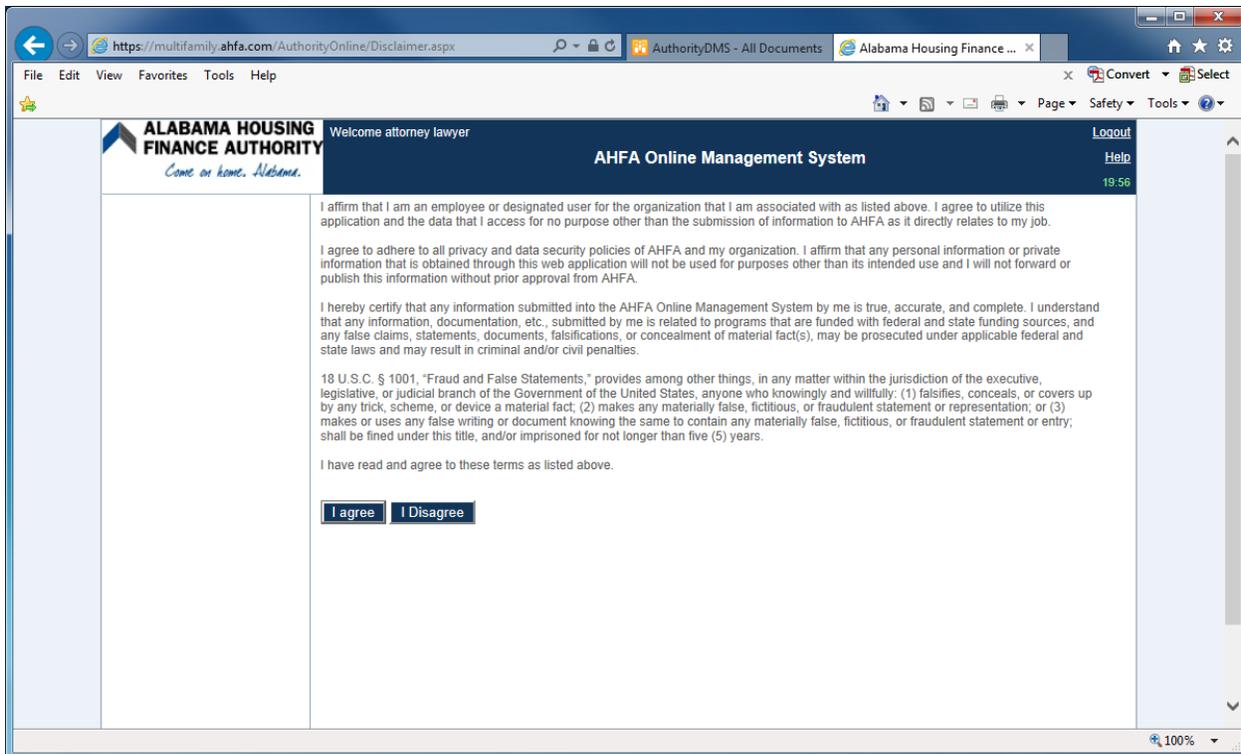
[Return](#)

Your registration information has been submitted and is being processed.
An email notification will be sent to you upon approval or denial.
Please be aware that your request may take up to 3 business days to be processed.

After clicking **Submit** the registrant will see a confirmation screen. We suggest the user print off this screen for their records. At this point, the registration request will be sent to AHFA for approval. The user may or may not be contacted for approval. After AHFA approves the registration request, they will receive a registration approval confirmation via email.



At that time, no reply is necessary. The user can now login to the system using the login and password previously requested.



The new user will need to agree to the AHFA terms of use.

<p>My Profile</p>	<p>Programs</p> <p>My Organization Manage the information about your organization such as contact information, users, partnerships, and partners.</p> <hr/> <p>My Profile Manage your profile including your password, contact information, your organization information, and other information about your organization.</p> <hr/> <p>Many features of the DevCo Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page</p>
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[Affiliated Organizations](#)

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[Bank Information](#)

Password Reset

Current Password:

New Password:

Confirm Password:

Profile Details

First Name: Dani

Last Name: Gulitz

Organization: Dani Testing

Organization Address: 1744 Dogwood

City: Lafayette

State: IN

Zip Code: 47905

Telephone:

Fax: (optional)

E-mail:

Username: dgulitz@roeing.com

Profile information can be changed within the **Profile** screen. There is an **Update** button on the bottom to change certain information.

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Organization Information

Organization Code:

Organization Type:

Organization Name:

Federal ID#:

Address 1:

Address 2:

City:

Zip:

Date of Formation:

Organization Sub Type:

Parent Organization:

Duns#:

Primary Phone:

Primary Fax:

State:

County:

MBE WBE

Contacts

Role	Title	Name	Phone #	Email	
	N/A	Misty Blue	(317) 777-8888	mblue@giver.com	<input checked="" type="checkbox"/> Primary

Organization Roles

Current Roles

Role	
Administrator	<input type="button" value="Delete"/>

At the top of the page will be the **Organization Code** that most contacts will need to pass along to the developer that may be using them on their project.

Even though the user must choose roles during registration, roles can be added or deleted through accessing the user's organization.

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Organization Contacts

New Organization Contact Information

First Name

Last Name

Role

Title

Address Line 1

Address Line 2

City

State

Zip Code:

County

Primary Phone

Primary Email

Role	Title	Name	Phone #	Email	Primary	
		Misty Blue	(317) 777-8888	mblue@giver.com	<input checked="" type="checkbox"/>	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

New contacts can be added by the administrator.

For most organizations that are registering at the request of a developer (Affiliated Organizations) who will be submitting an application to AHFA, this will complete the required steps. They can now pass along the **Organization Code** to the developer.

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Affiliated Organizations

Affiliated Organizations are used in the Authority Online system to allow two organizations to work together. This page will list all of your Affiliated Organizations and allow you to add new Affiliated Organizations. To add an Affiliated Organization, you will need to enter their organization code. You can find your organization code on the 'My Organization' page. An organization must register in Authority Online before you can obtain their organization code or they can request their organization code from the State.

Organization Lookup

Organization Code

Organization Name: Gunner's Renovations

Address: 1744 Dogwood

City: Lafayette State: IN Zip Code + 4: 47905

Contacts

Name	Email Address	Phone Number	Fax Number
Dani Gultz	dgultz@roeing.com	(765) 491-1111	

Affiliated Organizations

Name	Address	City	State	Zip
EKTest	123 Main Street	Muncie	IN	47304
EKTEST	123 Main Street	Muncie	IN	47303

If a user is approved by AHFA to “Manage Organizations Information and Users”, they will become an administrator for that organization. Their user name will appear under the “Users” page.

<p>Return To Programs Listing</p> <p>Return</p> <p>Profile</p> <p>User Details</p> <p>Request New Access</p> <p>Change Organization</p> <p>Organization</p> <p>Information</p> <p>Users</p> <p>Affiliated Organizations</p> <p>Partnerships</p> <p>Contacts</p> <p>Bank Information</p>	<p>Users</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Login</th> <th>Has Request</th> </tr> </thead> <tbody> <tr> <td>a. a</td> <td>testingstuff@roeing.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Gulitz, Dani</td> <td>dgulitz@roeing.com</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Gunny, Jim</td> <td>danigulitz2@hotmail.com</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Name	Login	Has Request	a. a	testingstuff@roeing.com	<input type="checkbox"/>	Gulitz, Dani	dgulitz@roeing.com	<input type="checkbox"/>	Gunny, Jim	danigulitz2@hotmail.com	<input type="checkbox"/>
Name	Login	Has Request											
a. a	testingstuff@roeing.com	<input type="checkbox"/>											
Gulitz, Dani	dgulitz@roeing.com	<input type="checkbox"/>											
Gunny, Jim	danigulitz2@hotmail.com	<input type="checkbox"/>											

Once a user is approved to “Manage Organizations Information and Users” they become the administrator.

Additional requests for access to that organization’s permissions will be routed to the “Users” screen for the administrator to approve or not approve. When the administrator is logged in, they can click on the user with a “New Request” and then determine the appropriate permissions to grant that new user.

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Users

Name	Login	Has Request
a_a	testingstuff@roeing.com	<input type="checkbox"/>
Gulitz, Dani	dgulitz@roeing.com	<input checked="" type="checkbox"/>
Gunny, Jim	danigulitz2@hotmail.com	<input type="checkbox"/>

Dani Gulitz

Neighborhood Assistance Program Access for Community Development

NAP Viewers - Date Granted: 10/11/2013 Allow Access

NAP Editors - Date Granted: 10/11/2013 Allow Access

Individual Development Account Access

RIDA Administrators - Date Granted: 10/11/2013 Allow Access

IDA Administrators - Date Granted: 10/11/2013 Allow Access

Claim Management Access

Claims Management Editors - Date Granted: 10/11/2013 Allow Access

Claims Management Viewers - Date Granted: 10/11/2013 Allow Access

Multi-Family Application Access

Multi-Family Application Editors - Date Granted: 10/11/2013 Allow Access

Multi-Family Application Viewers - Date Granted: 10/11/2013 Allow Access

Third Party Claims Access

IHCDA Online - Third Party Claims - Date Granted: 10/11/2013 Allow Access

Manage your organizations information and users

Date Requested: 1/20/2014 Access Requested Deny Request

Organization Administrators - Date Granted: 10/11/2013 Allow Access

Closeout Management

Closeout Editors - Date Granted: 10/11/2013 Allow Access

Closeout Viewers - Date Granted: 10/11/2013 Allow Access

View organization information and request new permissions

Organization Viewers - Date Granted: 10/11/2013 Allow Access

Online Application Access

Online Application Editors - Date Granted: 10/11/2013 Allow Access

Online Application Viewers - Date Granted: 10/11/2013 Allow Access

Cancel
Save

Select the appropriate permission and then click “save”. If they are granted “Manage your organizations information and users”, they will become a co-administrator and be able to process new requests. AHFA suggests that each organization only have one administrator with “Manage your organizations Information and users” permissions.