

Authority Online User Registration

Creating a New User

Click on [“New User? Register Here”](#) link on the page.

Enter the Profile Information, including First Name and Last Name. Then enter your business email address and create a password. Passwords must be at least 7 characters and contain at least one number.

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or AHFA.

After you enter the code, click the Load button.

This will bring up your organization’s information on the right side of the screen. Verify the information is correct, and then select the access types for this user at the bottom of the screen.

If your Organization is not currently registered, place a check mark in the box – “My Organization is not registered”. Enter your organization’s information on the right side of the screen. This will also cause the Organization to be registered for future use.

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Select the Access Types needed for user, descriptions below:

Annual Owner Certification and 8609 Access for Rental Housing - This will allow an owner to complete their Owner Certifications for the Tax Credit and HOME programs. This will allow the owner to complete their progress report.

Individual Development Account Access - Individual Development Account Administrators can manage their participants and programs through this site.

***Online Application Access for Developers Only** - Applicant organizations can submit an application for any open rounds for Multi-Family programs.

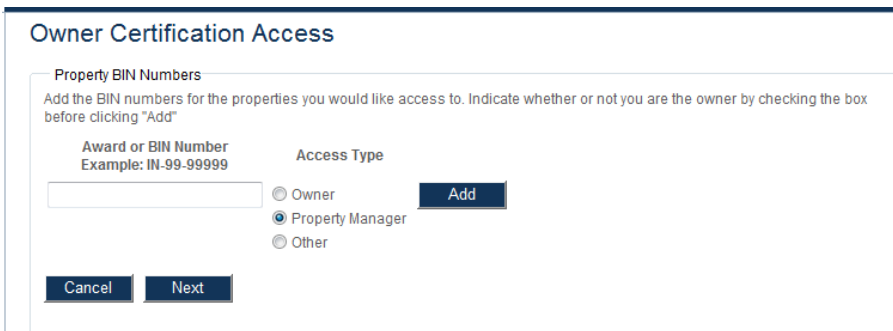
***Manage your Organizations information and users** - Manage the information about your organization such as contact information, users, partnerships, and partners.

Closeout Management - This will allow property owners to enter closeout information for their awards.

*Access types needed for completing the online application.

Click the Next button at the bottom of the screen. Based on the Access Types that are selected for this user, there may be other screens to fill out to complete the registration request.

If the “**Annual Owner Certification and 8609 Access for Rental Housing**” access is requested, it will require the user to enter the Property BIN Number(s). At least one BIN needs to be entered. Select the Access type of Owner, Property Manager or Other and Click the Add button. If you need to enter another BIN Number, do so now, or click Next to proceed.



Award or BIN Number Example: IN-99-99999	Access Type
<input type="text"/>	<input type="radio"/> Owner
	<input checked="" type="radio"/> Property Manager
	<input type="radio"/> Other

If the “**Manage your Organization Information**” access is requested, it will require the user to select an Organization Role(s) from the drop down listing of options, then click the Add Button.

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Manage your Organization Information

Organization Roles

Choose a Role

- Choose a Role
- Accountant
- Administrator
- Applicant
- Architect
- Attorney
- Bond Counsel
- Bond Enhancer
- Bond Issuer
- Bond Underwriter
- Claim Consultant
- Construction Contractor
- Consultant
- Contractor
- Developer
- Engineer
- Environmental Firm
- FSA Consultant
- Grantee
- Management
- On Site Manager
- Owner
- Physical Needs Firm
- Sub-Recipient
- Surveyor
- Title Company

Review the Registration Summary screen. Please verify all information on this screen is correct. Please note that if you cancel at this point, all information will be removed from the Registration Screen. If it is all correct, click the Submit button.

You will then receive a message at the bottom of the screen “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. Click Return to exit this page.

Approvals are processed by a DMS Online User who is approved for the Organization Administrator role for that organization. They will receive an email and they can approve that request in the DMS Online Management System. The request will be displayed in DMS and can be approved by internal staff as well, from the Org Web Users screen. Once the online user is approved, they will be sent an email stating whether they were approved or denied the requested access.

An online user can manage these requests as well as grant additional access using the following procedures. For information on how an online user interacts with requests and approvals, see the document named Authority Online User Management.