



To Be Formed Entities USER GUIDE

This document will go over the process of creating a “To Be Formed” Ownership entity within Authority Online

[Return To Programs Listing](#)

[Program Home](#)
[Application List](#)

AL2014xxxxxxxxx5

- [General Information](#)
- [Priorities](#)
- [Subsidies](#)
- [Relocation Information](#)
- [Developer](#)
- [Owner](#)
- [Non-Profit](#)
- [Project Contacts](#)
- [Site Information](#)
- [Utility Allowance](#)
- [Buildings](#)
- [Unit Summary](#)
- [Misc Income](#)
- [Funding Sources](#)
- [Tax Credits](#)
- [Tax-Exempt Bond Financing](#)
- [Annual Operating Expense](#)
- [Budget](#)
- [Schedule](#)
- [Contractor Costs - New](#)
- [Construction](#)
- [Pro Forma](#)
- [Annual Operating Expense -](#)
- [Taxes & Insurance](#)
- [Contractor Costs - Rehabilitation](#)
- [Identity of Interest](#)
- [Certifications](#)
- [Versions](#)
- [Submission](#)
- [Print Receipt](#)
- [Total Development Costs](#)

[My Profile](#)

Owner Information

This page contains informatino about the organization that will own the property and how that organizations ownership is structured.

Owner Information

Entity Type: AHFA
Clayton Housing, Ltd..
to Be formed
Formed be To
(New Organization)

Ownership Entity: (New Organization)

Entity Name: Phone:

Address: Fax:

City: State: Zip:

Authorized Signatory: Title:

Contact: Title:

Authorized Signatory Email: Contact Email:

Date of Formation: MBE: WBE:

Ownership Partner	% Ownership
AHFA	<input type="text"/> %
Clayton Housing, Ltd..	<input type="text"/> %
to Be formed	<input type="text"/> %
Formed be To	<input type="text"/> %

While in an application, to start the process of creating a “To Be Formed” entity, on the Owner Information page, in the Ownership Entity Drop Down select “(New Organization)”



[Return To Programs Listing](#)

[Program Home](#)
[Application List](#)

AL2014xxxxxxxxx5

- [General Information](#)
- [Priorities](#)
- [Subsidies](#)
- [Relocation Information](#)
- [Developer](#)
- [Owner](#)
- [Non-Profit](#)
- [Project Contacts](#)
- [Site Information](#)
- [Utility Allowance](#)
- [Buildings](#)
- [Unit Summary](#)
- [Misc Income](#)
- [Funding Sources](#)
- [Tax Credits](#)
- [Tax-Exempt Bond Financing](#)
- [Annual Operating Expense](#)
- [Budget](#)
- [Schedule](#)
- [Contractor Costs - New](#)
- [Construction](#)
- [Pro Forma](#)
- [Annual Operating Expense -](#)
- [Taxes & Insurance](#)
- [Contractor Costs - Rehabilitation](#)
- [Identity of Interest](#)
- [Certifications](#)
- [Versions](#)
- [Submission](#)
- [Print Receipt](#)
- [Total Development Costs](#)

[My Profile](#)

Owner Information

This page contains informatino about the organization that will own the property and how that organizations ownership is structured.

Owner Information

Entity Type:

Ownership Entity:

Entity Name: Phone:

Address: Fax:

City: State: Zip:

Authorized Signatory: Title:

Contact: Title:

Authorized Signatory Email: Contact Email:

Date of Formation: MBE: WBE:

Ownership Partner	% Ownership
AHFA	<input type="text" value="25.000"/> %
Clayton Housing, Ltd..	<input type="text" value="25.000"/> %
to Be formed	<input type="text" value="25.000"/> %
Formed be To	<input type="text" value="25.000"/> %

Once you've selected "(New Organization)" the appropriate fields will become editable. Provide all applicable information on this page associated with the "To Be Formed" organization entity. At the bottom of the page, a user will have the ability to designate ownership percentages for any Affiliated Organization of their current organization. (As shown above)

Once complete, click Update.



Roeing Corporation

Your Technology Solutions Provider

This user who created the "To Be Formed" organization entity as described will now be linked as a user to that "To Be Formed" organization. To access this to be formed organization, a user will need to be in his profile (Click on My Profile anywhere within the application) In the profile screen, click on Change Organization located in the Profile section of the left navigation pane (as shown below)

<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>Password Reset</p> <p>Current Password: <input type="text"/></p> <p>New Password: <input type="text"/></p> <p>Confirm Password: <input type="text"/></p> <p><input type="button" value="Set Password"/></p> <p>Profile Details</p> <p>First Name: System</p> <p>Last Name: User</p> <p>Organization: AHFA</p> <p>Organization Address: 30 S Meridian</p> <p>City: Indianapolis</p> <p>State: IN</p> <p>Zip Code: 47920</p> <p>Telephone: <input type="text" value="(765) 474-5402"/></p> <p>Fax: (optional) <input type="text" value="() -"/></p> <p>E-mail: <input type="text" value="ekerkhof@roeing.com"/></p> <p>Username: roeing</p> <p><input type="button" value="Update"/></p>	<p>User Access</p> <p>Individual Development Account Access</p> <p><input checked="" type="checkbox"/> RIDA Administrators - Date Granted: 1/29/2014</p> <p><input checked="" type="checkbox"/> IDA Administrators - Date Granted: 1/29/2014</p> <p>Claim Management Access</p> <p><input checked="" type="checkbox"/> Claims Management Editors - Date Granted: 1/29/2014</p> <p><input checked="" type="checkbox"/> Claims Management Viewers - Date Granted: 1/29/2014</p> <p>Third Party Claims Access</p> <p><input checked="" type="checkbox"/> IHCD Online - Third Party Claims - Date Granted: 1/29/2014</p> <p>Manage your organizations information and user</p> <p><input checked="" type="checkbox"/> Organization Administrators - Date Granted: 1/29/2014</p> <p>View organization information and request new p</p> <p><input checked="" type="checkbox"/> Organization Viewers - Date Granted: 1/19/2014</p> <p>Online Application Access for Developers Only</p> <p><input checked="" type="checkbox"/> Online Application Editors - Date Granted: 1/29/2014</p> <p><input checked="" type="checkbox"/> Online Application Viewers - Date Granted: 1/29/2014</p>
--	--	--

Copyright © 2014, Authority DMS. All rights reserved.



Roeing Corporation

Your Technology Solutions Provider

Return To Programs Listing

Return

Profile

User Details
Request New Access
Change Organization

Organization

Information
Users
Affiliated Organizations
Partnerships
Contacts
Bank Information

AHFA
 Formed be To
Owner That Will Be Formed
 to Be formed

Set

In the Change Organization screen, click on the Drop Down menu and select your “To Be Formed” organization that you created. Click Set.

Return To Programs Listing

Return

Profile

User Details
Request New Access
Change Organization

Organization

Information
Users
Contacts
Bank Information

Current Organization: Owner That Will Be Formed

Owner That Will Be Formed ▼

Set

You’ll notice above that the Current Organization is now set to the “To Be Formed” organization entity. From here, the user will now have the ability to update affiliated organizations, partnerships and basic organization information for this To Be Formed organization entity.