

AHFC ONLINE APPLICATION INSTRUCTIONS

FY 2010 GOAL Pre-Applicants that provided registration information for the on-line application software have been loaded into AHFC's database. Using the contact, email and username information provided, AHFC distributed invitations to apply to the FY 2010 GOAL Pre-application via email on Thursday, July 16th 2009.

The below information is being provided as a "help" resource for those entities using the online application software. We hope this information will assist in answering any questions pre-applicants using the on-line application software have encountered so far. However, if additional questions remain after reviewing this document, please contact Daniel Delfino at (907) 330-8273 for further assistance.

On-line Application Process for FY 2010 GOAL Pre-Application

The below information will only be applicable for Pre-Applicants who have submitted registration information to AHFC for the FY 2010 GOAL Pre-Application.

- I. You will receive an email with the SUBJECT: **You are invited to apply for the FY2010 GOAL Pre-Application** – The email will resemble the text below:

From: Daniel Delfino [mailto:no-reply@ansmtp.ariba.com]

Sent: [time email is sent]

To: [Invited Applicant]

Subject: You are invited to participate in event: FY 2010 GOAL Pre-Application.

Welcome [Invited Applicant]

Alaska Housing Finance Corporation has registered you at the Ariba site and invited you to participate in Event [document number] FY 2010 GOAL Pre-Application.

You have been assigned the following user id: '[user ID from registration].'

The event is set to begin on Thursday, July 16, 2009 at 5:30 PM, Pacific Daylight Time and end on Tuesday, July 28, 2009 at 5:30 PM, Pacific Daylight Time.

For more information about this event:

1. Complete your registration.

- Click this link: [hyperlink contained in email]

AHFC INSTRUCTIONAL NOTE: the hyperlink displayed in this email will be unique to the FY 2010 GOAL Pre-Application process. If an applicant has already registered for another application process at AHFC, this hyperlink will be different from the hyperlink previously distributed to the applicant as part of the other application process. Applicants will need to keep track of the respective hyperlinks used to access the appropriate application site.

- Create a password.

- Create a secret question.

Note the following:

* The above URL is only valid for 30 days.

* If clicking the above link does not take you to a registration screen, copy and paste the URL into your browser's address bar. If the URL spans multiple lines, copy all lines and ensure there are no spaces between the parts that you paste together.

* The secret question and the answer are used to verify your identity in case you forget your password.

2. Accept Terms & Conditions.

3. Access the event.

- Review and Accept the agreement if you choose to participate in the event.

If you don't want to respond to this event, please click on the below mentioned link:
[[hyperlink contained in email](#)]

If you have questions about the event, please contact Daniel Delfino via telephone at or via e-mail at ddelfino@ahfc.state.ak.us.

We look forward to working with you!

Thank You,

Alaska Housing Finance Corporation

II. Once you have logged in to the system, you will need to select “Review Event Details.”

The event details will appear as illustrated in the below screen capture. The information displayed will contain questions that are part of the FY 2010 GOAL Pre-Application process and provide access to reference documents related to the application. To access the reference documents, simply move the cursor over the appropriate “references” icon and select the reference file that you wish to download.

Event Details

Doc8821721 - FY 2010 GOAL Pre-Application

Download Content Review Prerequisites Decline to Respond Select Lots Print Event Information

All Content

Name ↑

1 Please provide a scanned copy of the signed and completed application form. A copy of the application form is attached for your r
[References](#)

2 Please provide a copy of the completed Pre-Application Rental Development workbook. This workbook will need to be submitted a
Excel file. [References](#)

Event Overview and Timing Rules

Owner: [Daniel Delfino](#) Currency: US Dollar

Event Type: RFP Commodity: Not Assigned

III. Select “Review and Accept Prerequisites”

Once the applicant has selected “Review and Accept Prerequisites,” the applicant will need to review the displayed text and acknowledge their review by clicking “done.”

<ul style="list-style-type: none">✓ 1. Review Event Details✓ 2. Review and Accept Prerequisites✓ 3. Submit Response	<p>In consideration of the opportunity to participate in on-line events ("On-Line Events") held and conducted by the company sponsoring this On-Line Event ("Sponsor") on the web site (this "Site") hosted by Ariba, Inc. ("Site Owner"), your company ("Participant" or "You") agrees to the following terms and conditions ("Bidder Agreement"):</p> <p>1. Bids. If You are invited to participate in the On-Line Event, Sponsor reserves the right to amend, modify or withdraw this On-Line Event. Sponsor reserves the right to accept or reject all or part of your proposal. Submission of a bid does not create a contract or any expectation by Participant of a future business relationship. Rather, by submitting a bid, you are making a firm offer which Sponsor may accept to form a contract, subject to section 2 below. Sponsor is not liable for any costs incurred by Participant in the preparation, presentation, or any other aspect of Participant's bid.</p> <p>2. Price Quotes. Except to the extent Sponsor allows a non-binding bid, all Bids which Participant submits through the On-Line Events are legally valid quotations without qualification, except for data entry errors.</p> <p>3. Procedures and Rules. Participant further agrees to be bound by the procedures and rules established by the Site and Sponsor.</p> <p>4. Confidentiality. Participant shall keep all user names and passwords, the On-Line Event content, other confidential materials provided by the Site and/or Sponsor, and all bids provided by You or another participating organization in confidence and shall not disclose the foregoing to any third party.</p> <p>5. Bids through Site only. Participant agrees to submit bids only through the on-line bidding mechanism supplied by the Site and not to submit bids via any other mechanism including, but not limited to, post, courier, fax, E-mail, or orally unless specifically requested by Sponsor.</p> <p>6. Ethical Conduct. All parties will prohibit unethical behavior and are expected to notify the Site Owner by contacting the appropriate project team if they witness practices that are counter-productive to the fair operation of the On-Line Event. If Participant experiences any difficulties during a live On-Line Event, Participant must notify Site Owner immediately.</p> <p>7. Survival. The terms and conditions of this Bidder Agreement shall survive completion of the On-Line Event.</p> <p>* * * *</p> <p>BA v1.1 19Aug05</p> <p style="text-align: right;">I accept the terms of this agreement.</p> <p style="text-align: right;"><input type="button" value="Done"/></p>
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IV. Select “Submit Responses”

In this section, the applicant will be prompted to submit the information required as part of the FY 2010 GOAL Pre-Application process. The FY 2010 GOAL Pre-Application only requires two (2) attachments. If applicants begin the submission process but want to log-off before submitting their application, applicants can save their progress (by clicking on the save button), log off, and then return at a later time and resume their application with the information on file at the last time the application was saved.

In the right hand column of the screen excerpt on the following page, there is an icon with an asterisks “*” titled “Attach a file.” This notation indicates that applicants must attach a file in this section. Until files are attached in the required sections, applicants will not have the option to submit their application. Once all required files have been attached, the system will allow applicants to submit their FY 2010 GOAL Pre-Application. This particular application has been set-up to allow FY 2010 GOAL Pre-Applicants to attach multiple files in response to the two (2) prompts in the “content” section. Consequently, in addition to the required files, applicants will have the opportunity to provide supplemental information along with their FY 2010 GOAL Pre-Application if desired.

Please note: the system will simply check to see if a file has been attached in response to the enumerated prompt. The system will be unable to verify whether or not the appropriate file has been provided in response to the corresponding prompt. The applicant will be responsible for ensuring that all appropriate files have been attached.

Console Doc8821721 - FY 2010 GOAL Pre-Application Draft

Event Messages
Response History

Checklist

- ✓ 1. [Review Event Details](#)
- ✓ 2. [Review and Accept Prerequisites](#)
- ✓ 3. [Submit Response](#)

Event Contents

- All Content

All Content

Name ↑	
1 Please provide a scanned copy of the signed and completed application form. A copy of the application form is attached for your reference. References	* Attach a file
2 Please provide a copy of the completed Pre-Application Rental Development workbook. This workbook will need to be submitted as an Excel file. References	* Attach a file

* indicates required field

When submitting responses, reference documents are available:

Console Doc8821721 - FY 2010 GOAL Pre-Application Draft

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Reference Documents

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