

THOMAS Registration

The following is the link for THOMAS registration:

<http://resources.thda.org/>

1. Click THOMAS (Tennessee Housing Online Management Application System)



Housing Credit Management System

THOMAS (Tennessee Housing's Online Multifamily Application System)

Weatherization Assistance Program

THELMA (Tennessee Housing's Electronic Loan Management Application)

HBEI Providers

Participant Information Management System

Single Family Special Programs Portal

2. Register as a new user.

A screenshot of the Tennessee Housing Online Multifamily Application System sign-in page. The page has a dark blue header with the Tennessee Housing Development Agency logo on the left and the text "Tennessee Housing Online Multifamily Application System" in the center. Below the header, the text "Please Sign-In" is centered. There are two input fields: one for "Email Address" and one for a password. Below the password field is a "Log In" button. To the right of the "Log In" button, there are links for "Forgot your password?" and "Register as a new user". At the bottom of the page, there is a small link for "THDA Tax Credit Information" and a copyright notice for "© 2017 - TENNESSEE HOUSING DEVELOPMENT AGENCY".

3. Complete registration information.

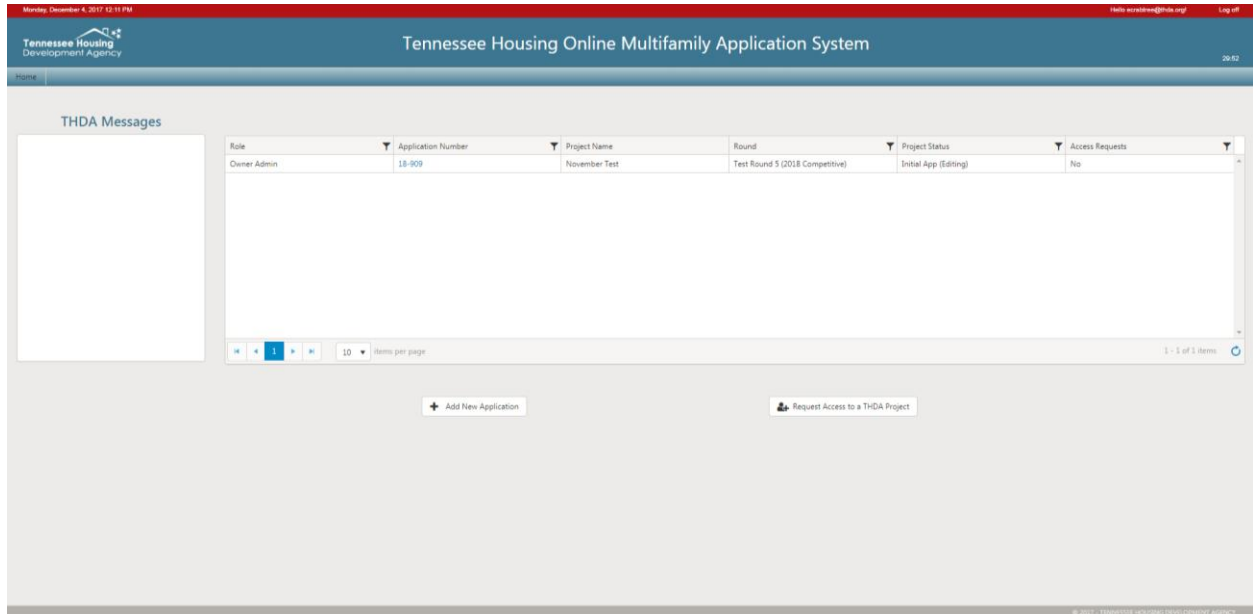
The screenshot shows the 'Register New User' form within the Tennessee Housing Online Multifamily Application System. The page header includes the date 'Monday, December 4, 2017 9:42 AM', the agency logo, and the system title. The form is titled 'Register New User' and includes a note: '*bold fields are required'. The form fields are organized into two columns. The left column contains: First Name (required), Last Name (required), Email (with a copy icon), Password (with a strength indicator), and Confirm Password (with a strength indicator). The right column contains: Address (required), Address 2, City, State (dropdown menu), Zip Code, Phone (with 'ext.' label), and Fax (with 'ext.' label). At the bottom of the form are 'Register' and 'Cancel' buttons. The footer contains the copyright notice: '© 2017 - TENNESSEE HOUSING DEVELOPMENT AGENCY'.

4. Once registration is complete it will need to be confirmed by accessing the link sent by email. Be sure to check your junk/spam folders as some registration confirmations will be sent there.

The screenshot shows the 'Info' page within the Tennessee Housing Online Multifamily Application System. The page header includes the date 'Monday, December 4, 2017 11:24 AM', the agency logo, and the system title. The page content is minimal, with the heading 'Info' and a single line of text: 'Check your email and confirm your account, you must be confirmed before you can log in.' The footer contains the copyright notice: '© 2017 - TENNESSEE HOUSING DEVELOPMENT AGENCY'.

Creating an Application

Once the Applicant has successfully completed Registration and now has a valid User Name and Password, the applicant can begin the application process.



1. Click "+ Add New Application" in the lower left hand side of the page.

New Project Application

Project Name

Round

Are you a member of the ownership of this property?

2. Add the Project Name, Round, answer the last question and click "Create Application". An Application can only be created by an owner or an employee of the ownership entity, preferably a person that appears in the Ownership Organizational structure. All other users will receive a "you are not eligible to add this application" error.

- Once the Application has been created it will show as pending in the Application Number column as pictured above. All Applications must be **approved** by THDA before work can begin on an application, this will be done in a timely manner.

The screenshot displays the 'Tennessee Housing Online Multifamily Application System' interface. At the top, there is a blue header with the system name. Below the header is a table with the following columns: Role, Application Number, Project Name, Round, and Project. The table contains one row of data. Below the table is a pagination control showing '1' items per page. At the bottom of the interface, there are two buttons: '+ Add New Application' and '+ Request Access to a THDA Project'.

Role	Application Number	Project Name	Round	Project
Owner Admin	Pending 18-909	new project November Test	Test Round 5 (2018 Competitive)	Initial A

- Once your application is approved you will be able to begin working the applications starting with the general information.

Requesting Access to a THDA Development

Any users needing access to an application that has already been approved will need to register for an account by following the steps in the “Registration” section above. Once the account has been created users will need to click on the “+Request Access to a THDA Project” button in the lower right hand corner of their THOMAS homepage.

Note: In order for additional users (other than the “Owner” to request access the application will need to be approved by THDA.) To determine if this step has been completed check the “Application Number” column. If an application number has been assigned in the XX-XXX format the application has been approved.

THDA will only approve the first level or Owner’s access. The Owner will be responsible for approving all other access levels

The screenshot displays the Tennessee Housing Online Multifamily Application System interface. At the top, there is a header with the date and time (Monday, December 4, 2017 1:57 PM), the user's name (Hello curstree@thda.org), and a Log off button. The main content area features a table with the following data:

Role	Application Number	Project Name	Round	Project Status	Access Requests
	Pending	new project	Test Round 5 (2018 Competitive)	Initial App (Pending Approve)	
Owner Admin	18-909	November Test	Test Round 5 (2018 Competitive)	Initial App (Editing)	No

A blue arrow points to the 'Initial App (Editing)' status in the Project Status column. Below the table, there are two buttons: '+ Add New Application' and '+ Request Access to a THDA Project'.

1. Enter the application number, in the XX-XXX format, select your role, and request access.

Levels of Access (Roles)

- a. Owner/Admin access
 - a. This individual should be an employee of the ownership entity preferably or a person that appears in the Ownership Organizational structure.
 - b. This individual will be responsible for approving the other two levels within the organization and outside of the organization.
 - c. This individual will have full editing rights and can make changes in the application.
 - d. THDA must approve this level of access.
 - e. THDA must facilitate the change of the individual in this role.
 - f. Example of the Individual in this role: Application Contact with a linkage to the Ownership Entity not a consultant hired by the Ownership Entity.

- b. Consultant/Editing access
 - a. This individual may be an employee of the ownership entity preferably or a third party individual employed by the ownership or developer entity that has a need to make edits in the application.
 - b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
 - c. This individual will have full editing rights and can make changes in the application.
 - d. This individual can be removed and/or changed to read access by the Owner/Admin access individual.
 - e. Examples of individuals in this role: Third Party Consultants, Management Agents, Other employees in the Organization, Accountants, etc.

- c. Read-Only access
 - a. This individual may be an employee of the ownership entity, developer entity or a third party individual employed by the ownership or developer entity and will not have any need to make edits but only view data in the application.
 - b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
 - c. This individual will only have read only rights and cannot make changes in the application.
 - d. This individual can be removed and/or changed to consultant access by the Owner access individual.
 - e. Examples of individuals in this role: Board Members, Syndicators, Market Study Analysts, Other employees in the Organization, etc.

Request User Access

Enter Application Number

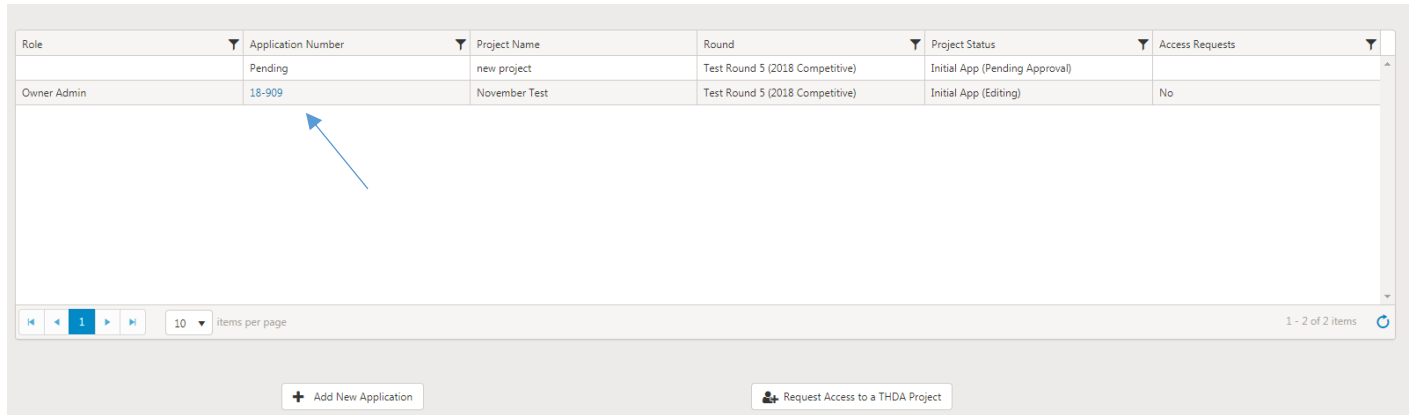
Select Role

- Owner Admin
- Consultant
- Read-Only

2. Once the request has been submitted the Owners will receive notification and will be responsible to approving or denying the request.

Approving Access (For Users with Owner Access)

1. To approve access requests Owners will need to access the application for which requests are present by clicking on the Application Award on their homepage in THOMAS.

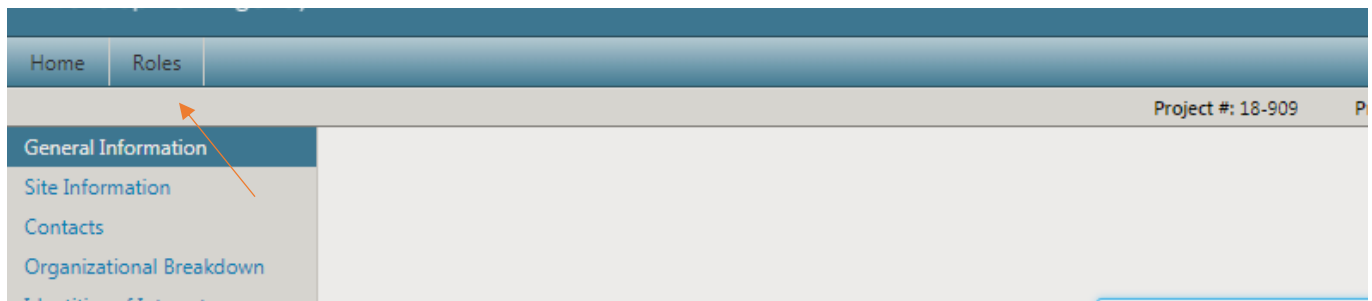


Role	Application Number	Project Name	Round	Project Status	Access Requests
	Pending	new project	Test Round 5 (2018 Competitive)	Initial App (Pending Approval)	
Owner Admin	18-909	November Test	Test Round 5 (2018 Competitive)	Initial App (Editing)	No

10 items per page 1 - 2 of 2 items

+ Add New Application Request Access to a THDA Project

2. Then click on “Roles” in the upper left hand corner.



3. A list of all request for the current development will be listed. From here the owner can approve, deny, or change the level of access for all users.

Project Application User Access some items must be completed in order to submit an application

Name	Email	Role	
Eric Crabtree	ecrabtree@thda.org	Consultant	<input checked="" type="radio"/> Approve <input checked="" type="radio"/> Deny <input type="radio"/> Change Role
Eric Crabtree	ecrabtree@thda.org	Owner Admin	

- Once the users request has been approved the owner will have the options to change or remove access.

Project Application User Access

Name	Email	Role	
Eric Crabtree	ecrabtree@thda.org	Owner Admin	
Eric Crabtree	ecrabtree@thda.org	Consultant	<input type="button" value="Change Role"/> <input type="button" value="Remove"/>