



Delegated Administrator Agreement - Multifamily

As Delegated Administrator (DA), you are responsible for managing access to WHEDA's nonpublic e-business applications for persons in your organization.

As Delegated Administrator, you understand and acknowledge the following:

- WHEDA is authorized to act upon all information submitted by the DA, any person signing on with the DA's ID and password, and/or any user ID created by the DA.
- You will use sound security procedures and safeguards to ensure that all submissions of information are authorized and to protect IDs and passwords from unauthorized or otherwise improper use.
- You have read the Terms of Use (located at <http://www.wheda.com/utility/termsfuse/default.aspx?id=282>).
- You have read this entire statement and are duly authorized to accept it on behalf of your organization.

Use this form to identify who in your organization will be responsible for maintaining your eWHEDA Users List. We are requesting a signature below from an Officer or Manager of your institution.

_____ (not applicable for LOLA)
 Project # Project Name
 (If you have multiple projects, it is only necessary to list one)

| | | | |
|-----------------------------------|-------|---------------------------------|----------------|
| _____ | | _____ | |
| Management Agency or Organization | | Name of Delegated Administrator | |
| _____ | | _____ | |
| Address | | Phone Number | |
| _____ | | _____ | |
| City | State | Zip | e-mail Address |

Please check each program you are requesting access to.

- Rental Compliance Reporting System (RCRS)
 - Unit Status Reporting for WHEDA Multifamily Tax Credit Agents
- Online Tax Credit Application (LOLA)
 - Allows Housing Developers to Electronically Submit Low-Income Housing Tax Credit Application (LIHTC)
- Form 500
 - Online Reserve Release Request Form for WHEDA Multifamily Agents
- Multifamily Quarterly Occupancy Reporting (MQOR)
 - Quarterly Occupancy Reporting for WHEDA Multifamily and Tax Credit Agents

I authorize the individual named above to be our Delegated Administrator for the indicated programs.

| | | | |
|----------------------|--------------|-----------------|-------|
| _____ | | _____ | |
| Authorized Signature | | Print/Type Name | |
| _____ | | _____ | _____ |
| Title | Phone Number | Date | |

Fax to:
WHEDA-Multifamily
Fax 608-261-5928



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Sound Security Procedures and Safeguards:

- Each user of the system should have a unique user ID
- Users should not set their passwords to be the same as their user ID
- Passwords should not consist of common pieces of information about the user (i.e.: birthday, child's name, anniversary, email address, etc)
- Passwords should consist of both letters and numbers
- Passwords should not be real words that are recognizable in any language
- Users should not share their passwords
- Users should never write their password down
- Users should make a complete change of their password. For example, if your password is **john1**, don't change your password to **john2** or **john11** when your password expires. An example of a complete change would be to change the password to **ca3vhrd1**
- Passwords should be changed every 60 days