ALABAMA HOUSING FINANCE AUTHORITY

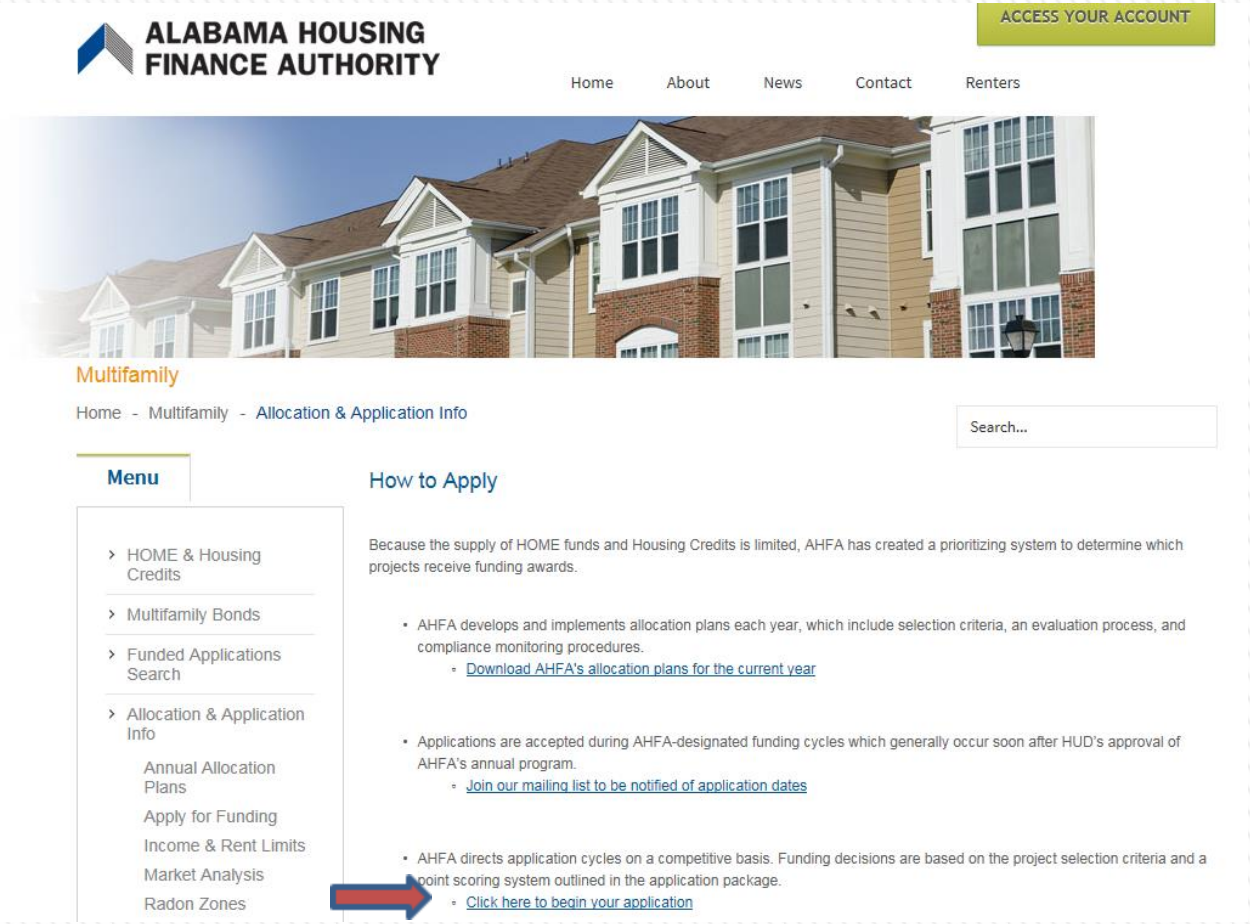
Come on home, Alabama.

Alabama Housing Finance Authority's 2015 Authority Online User Registration Instruction

www.ahfa.com

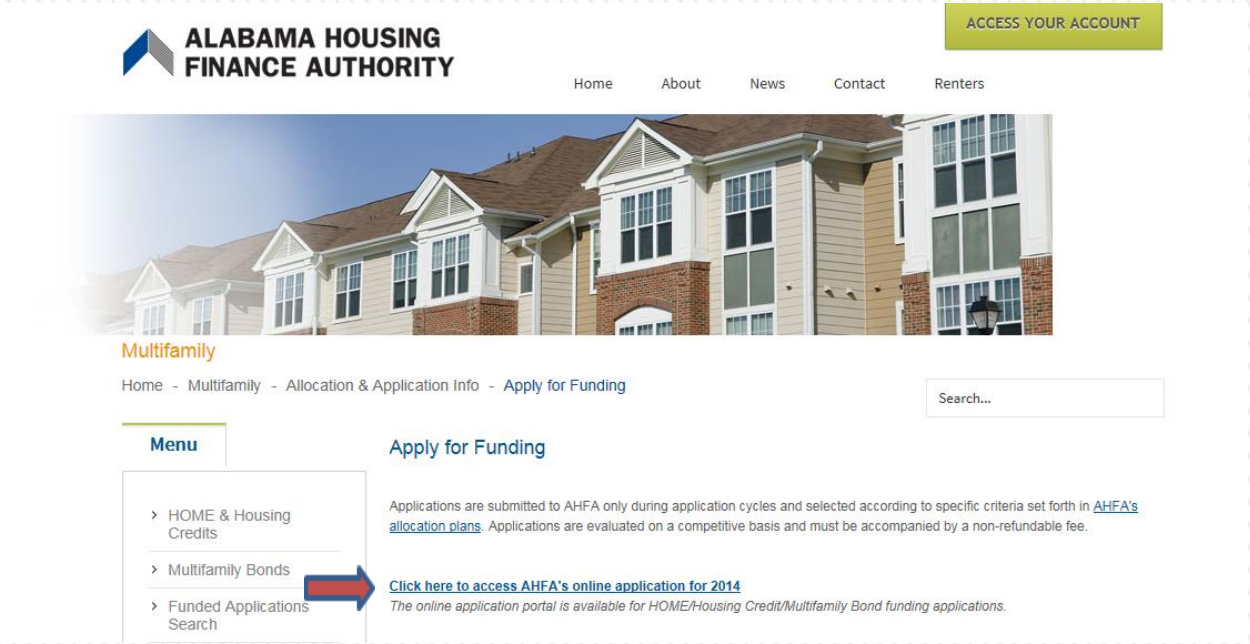
Step 1: Go to AHFA website at:
http://www.ahfa.com/multifamily/allocation_application_info.aspx

- On the Allocation & Application page below **"How to Apply"** click "**begin your application**" tab (**see caption below**):



Step 1 (cont.)

- On the **"Apply for Funding"** page, click "**AHFA's online application**" tab (**see caption below**):

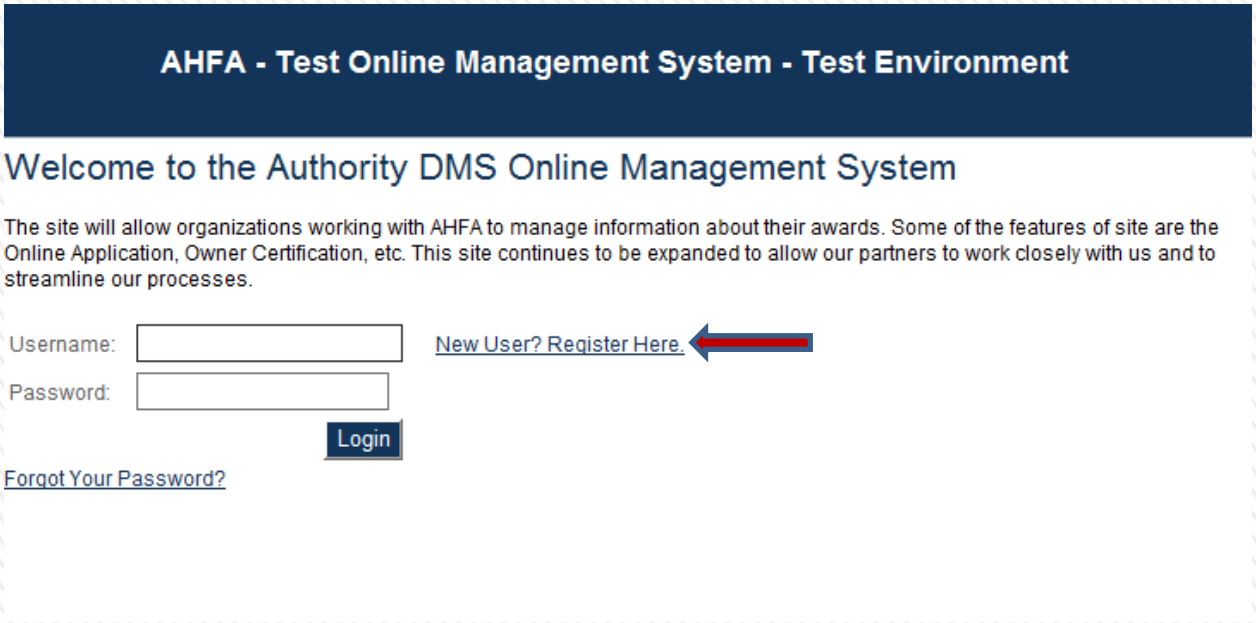


Step 1 (cont.)

- The screen below generates after clicking access to AHFA's online application.

Step 2: How to Create a "New User"

- Click on **"New User? Register Here"** link on the page.



Step 2 (cont.)

- After clicking **"New User? Register Here"** **(The screen below will appear):**

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information: If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: Load

My Organization is not registered

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)

Access Types

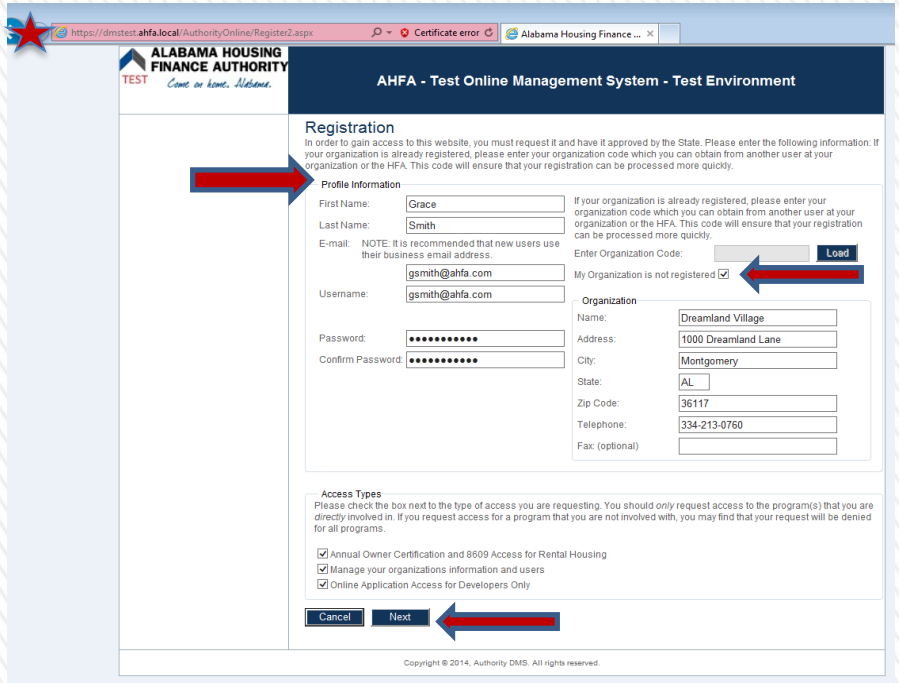
Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

- Annual Owner Certification and 8609 Access for Rental Housing
- Manage your organizations information and users
- Online Application Access for Developers Only

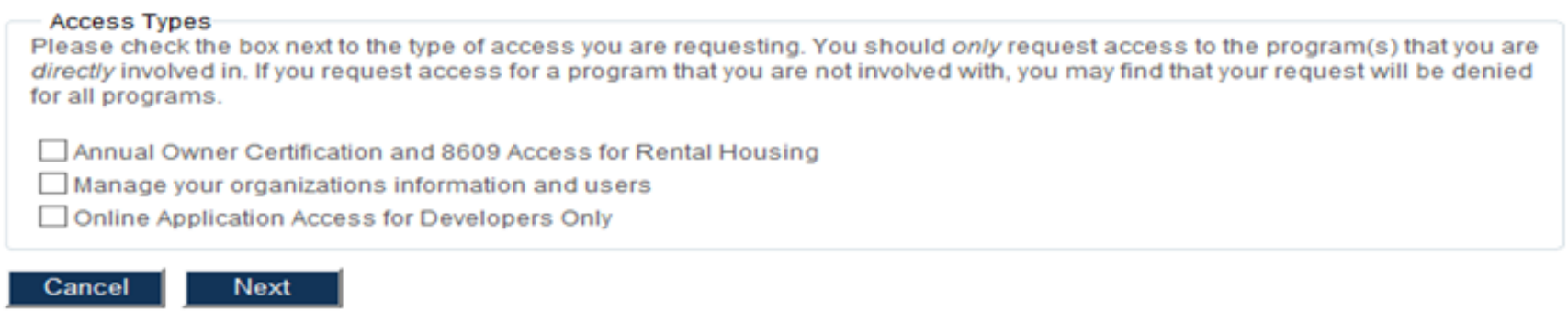
Cancel Next

Step 3: For Organizations "Not Registered"

- Enter your Organization's information on the right side of the screen under **"Profile Information"**. This will also cause the Organization to be registered for future use.
  - **Enter Profile Information**
    - ✓ Include First Name and Las Name.
    - ✓ Enter business email address and create a password.
    - ✓ Passwords must be at least 7 characters and contain at least one number.
- If your Organization is not currently registered, place a check mark in the box – My Organization is **"Not Registered" (See caption below):** ★
- Click **"Next"** to proceed.



Step 4: Select the Access Types for this user at the bottom of the screen.

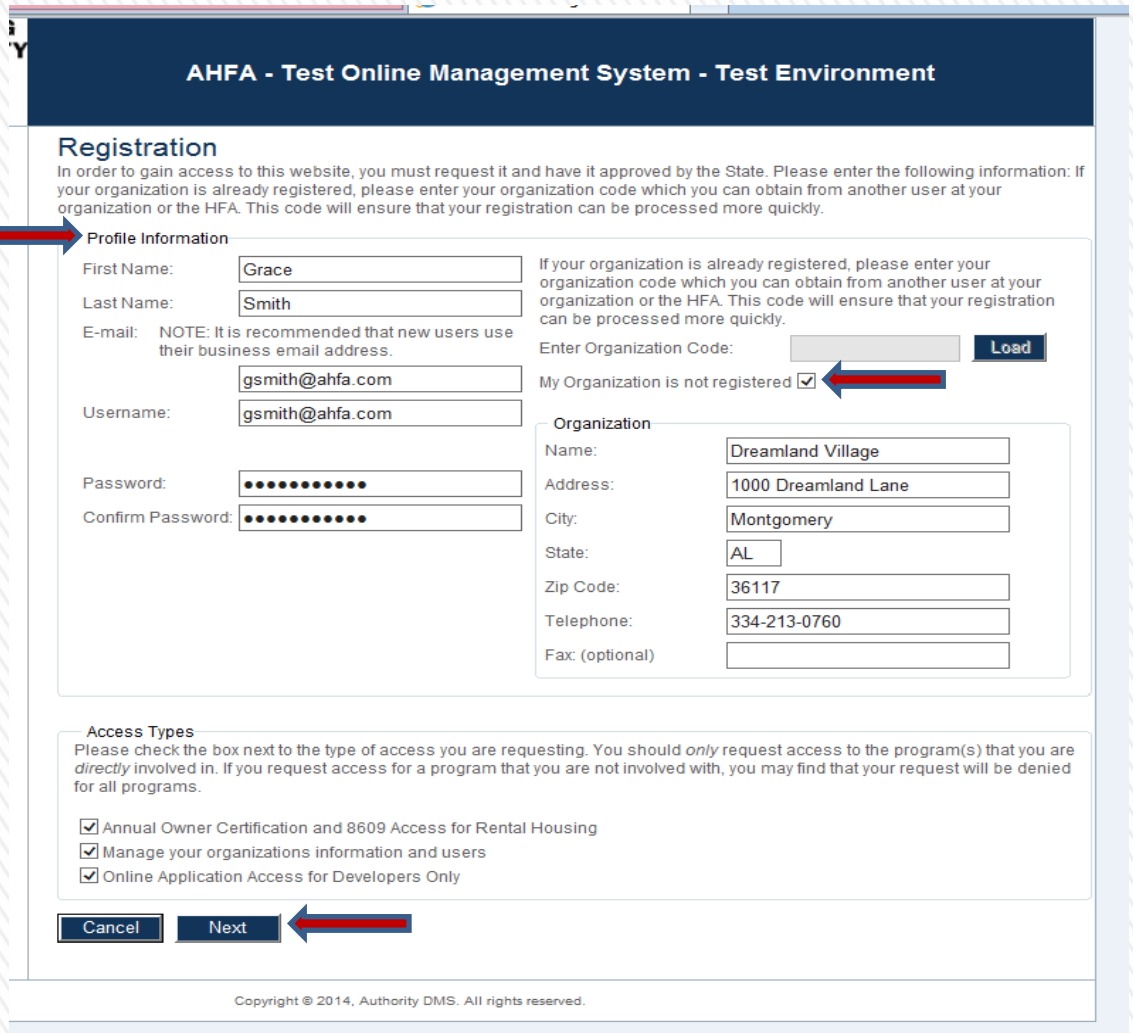


Step 4 (cont.)

Manage your Organization Information

- As a new user registering, this individual/organization is responsible for managing the information about the organization such as contact information, user access, partnerships, partners and affiliations.
- When 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.
- Click **Next.** (If requesting additional access types, i.e, online application skip to **Step 5** before pressing next).

Step 4 (cont.)


AHFA - Test Online Management System - Test Environment
Registration
In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information: If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.
Profile Information
First Name: Grace
Last Name: Smith
E-mail: NOTE: It is recommended that new users use their business email address.
gsmith@ahfa.com
Username: gsmith@ahfa.com
Password: ••••••••••••
Confirm Password: ••••••••••••
If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.
Enter Organization Code:
Load
My Organization is not registered
Organization
Name: Dreamland Village
Address: 1000 Dreamland Lane
City: Montgomery
State: AL
Zip Code: 36117
Telephone: 334-213-0760
Fax: (optional)
Access Types
Please check the box next to the type of access you are requesting. You should only request access to the program(s) that you are directly involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.
Annual Owner Certification and 8609 Access for Rental Housing
Manage your organizations information and users
Online Application Access for Developers Only
Cancel
Next
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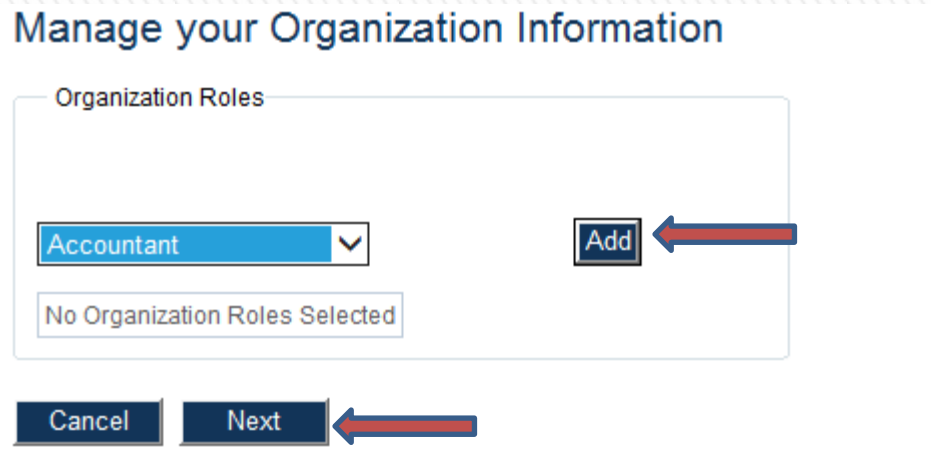
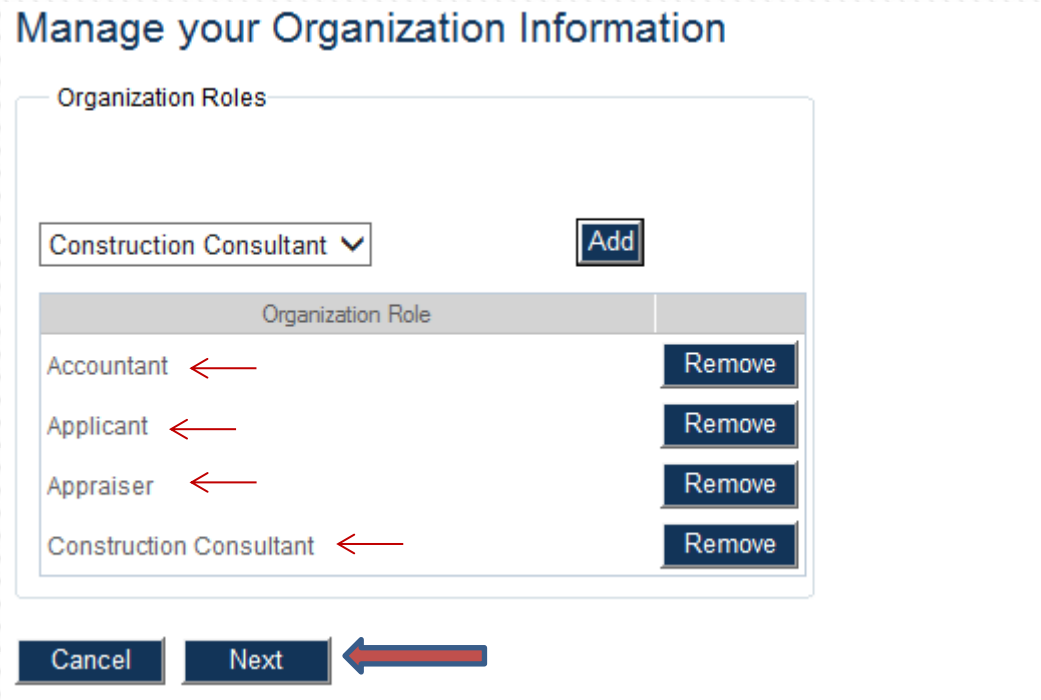
Step 4 (cont.)

- Click **Add** to set your organization role(s).



Step 4 (cont.)

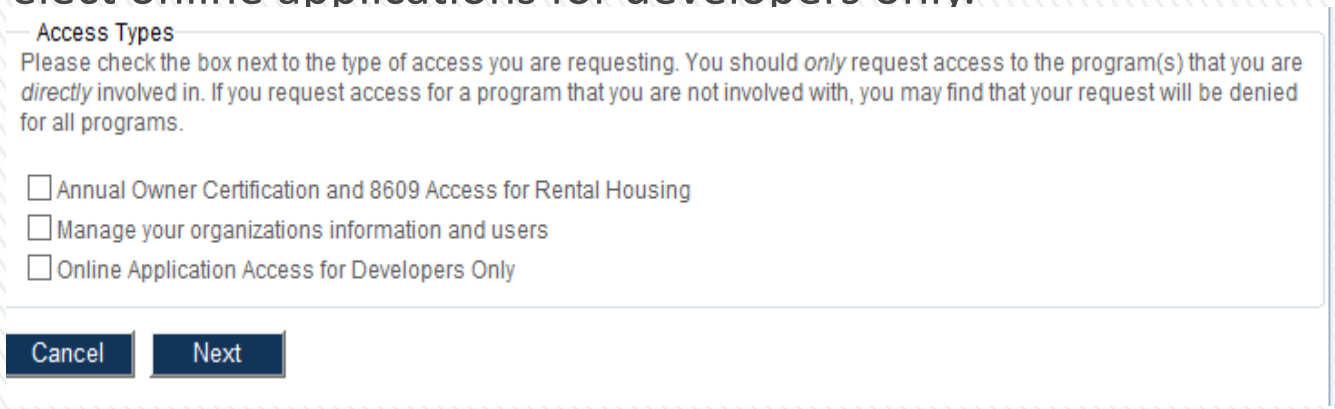
- Once the Organization roles have been added, the screen below will appear:



Step 5 (cont.)

Online Application Access for Developers Only

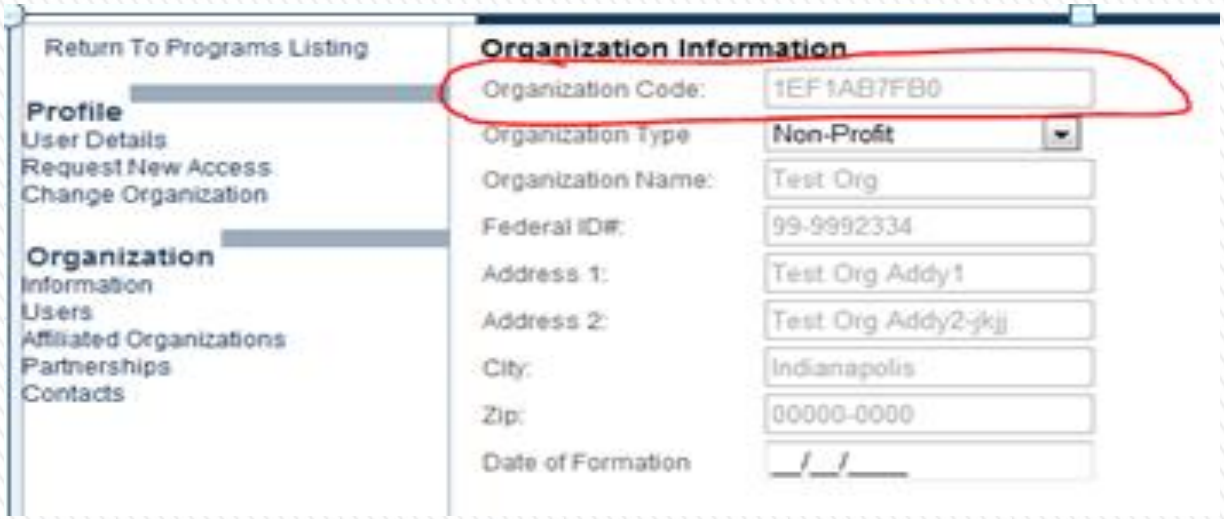
- To request access to the online application it will require the organization to elect online applications for developers only.



Step 5 (cont.)

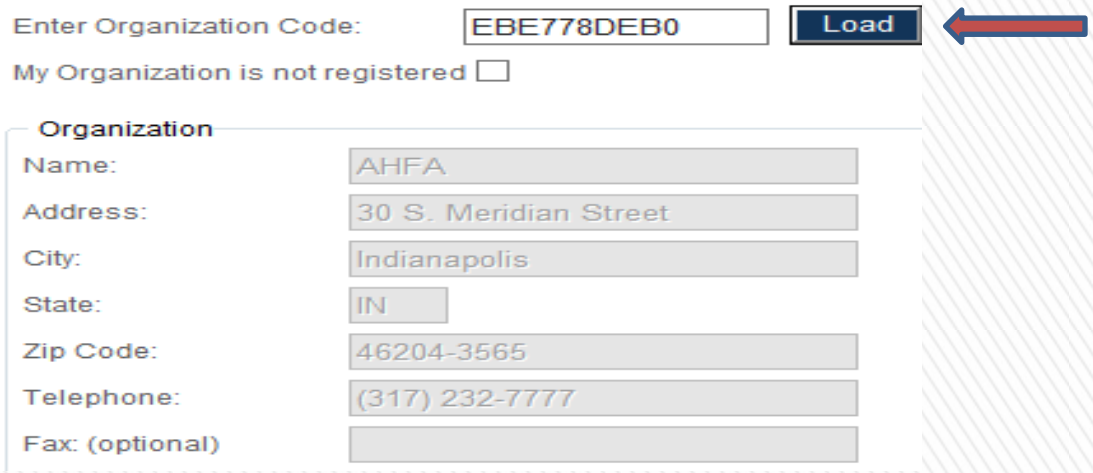
For Organizations "Already Registered"

- Enter your **"Organization code"** which you can obtain from another user at your Organization or AHFA.



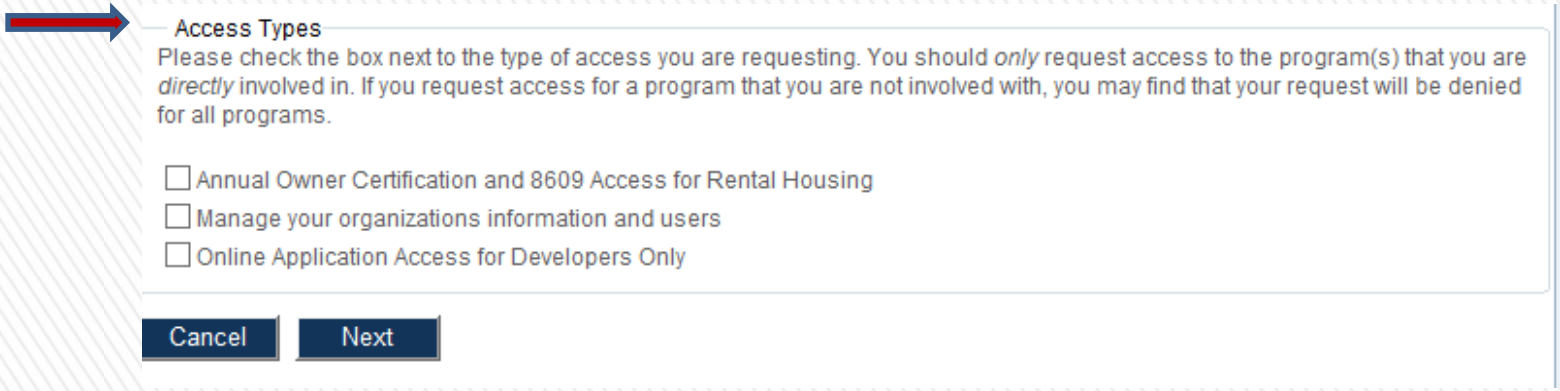
Step 5 (cont.)

- After the code is entered, click the **"Load"** button. This will bring up your Organization's information on the right side of the screen.



Step 5 (cont.)

- Verify the information is correct, and then select the **"Access Types"** for this user at the bottom of the screen.



Step 5 (cont.)

About Access Types:

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.

★ **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.

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).

Step 5 (cont.)

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.

Step 6: Registration Summary – Click "Submit".

Registration Summary

Please Review the following information before submitting your registration request

User Information

First Name:	Grace
Last Name:	Smith
E-mail:	gsmith2@ahfa.com
Username:	gsmith2@ahfa.com

Organization Details

Organization Code:	
Name:	Dreamland Village
Address:	1000 Dreamland Lane
City:	Montgomery
State:	AL
Zip Code:	36117
Telephone:	(334) 213-0760
Fax:	

Manage your organizations information and users

Organization Roles:

Accountant

Applicant

Appraiser

Construction Consultant

Online Application Access for Developers Only

Yes

Cancel Submit

Step 6 (cont.)

The message in the caption below appears after submitting your registration.

AHFA - Test Online Management System - Test Environment

Registration Summary

Please Review the following information before submitting your registration request

User Information

First Name:	Grace
Last Name:	Smith
E-mail:	gsmith2@ahfa.com
Username:	gsmith2@ahfa.com

Organization Details

Organization Code:	
Name:	Dreamland Village
Address:	1000 Dreamland Lane
City:	Montgomery
State:	AL
Zip Code:	36117
Telephone:	(334) 213-0760
Fax:	

Manage your organizations information and users

Organization Roles:

Accountant

Applicant

Appraiser

Construction Consultant

Online Application Access for Developers Only

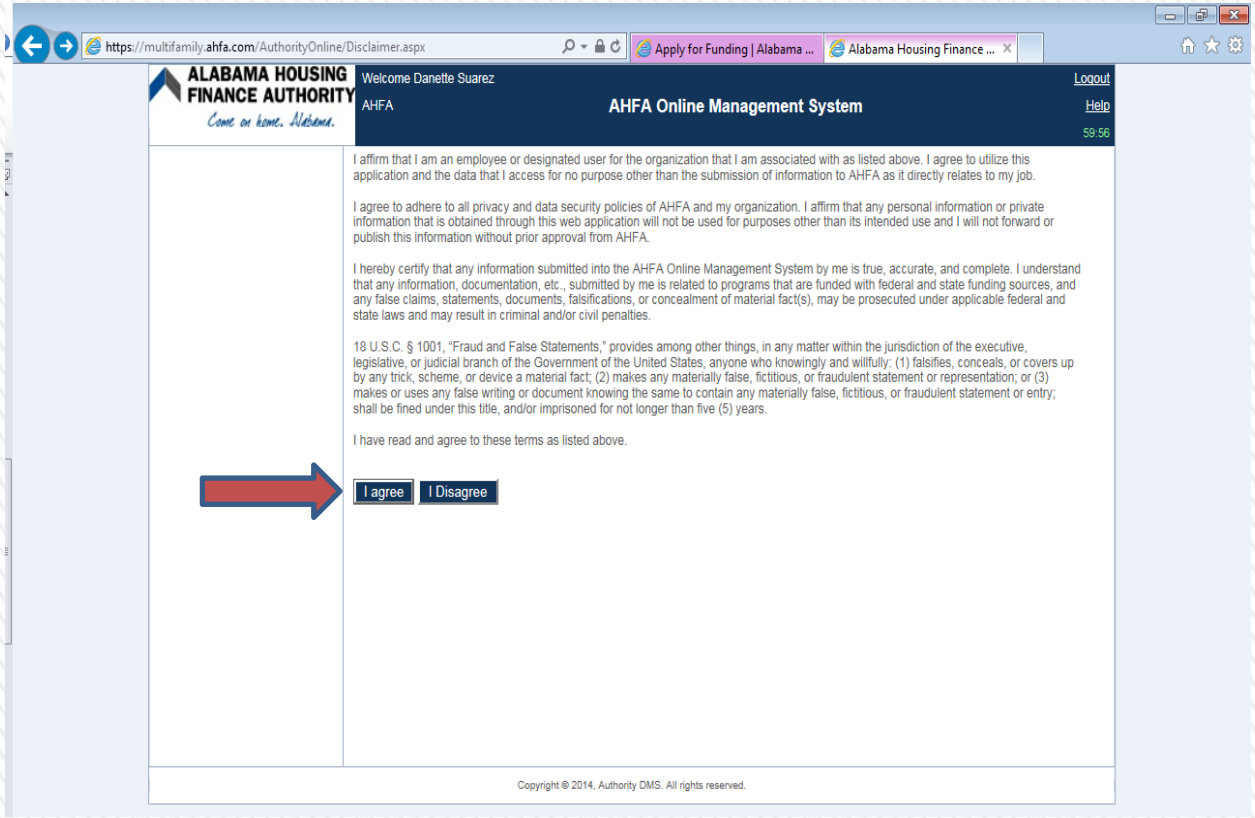
Yes

Return

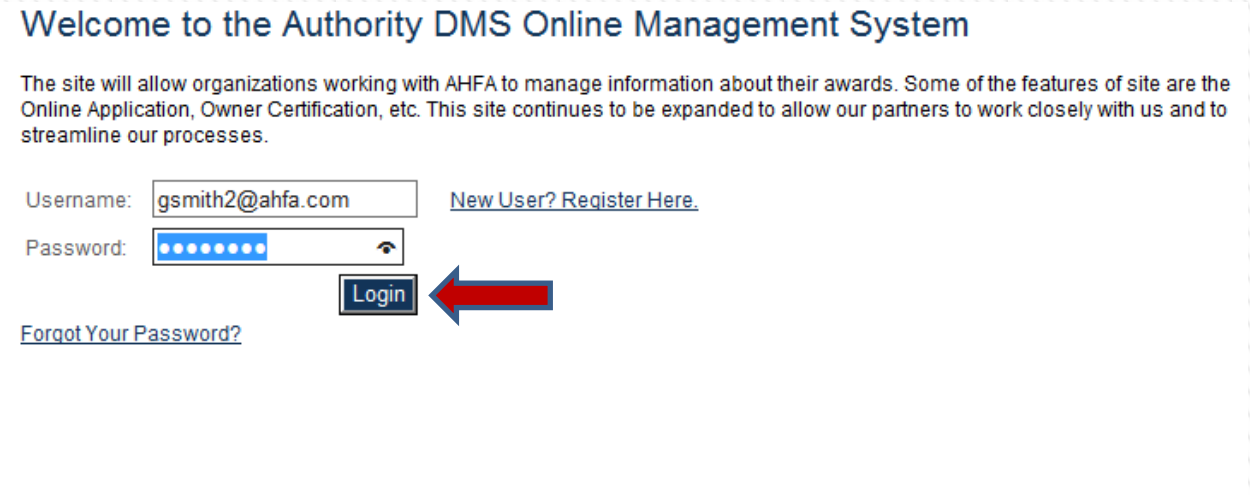
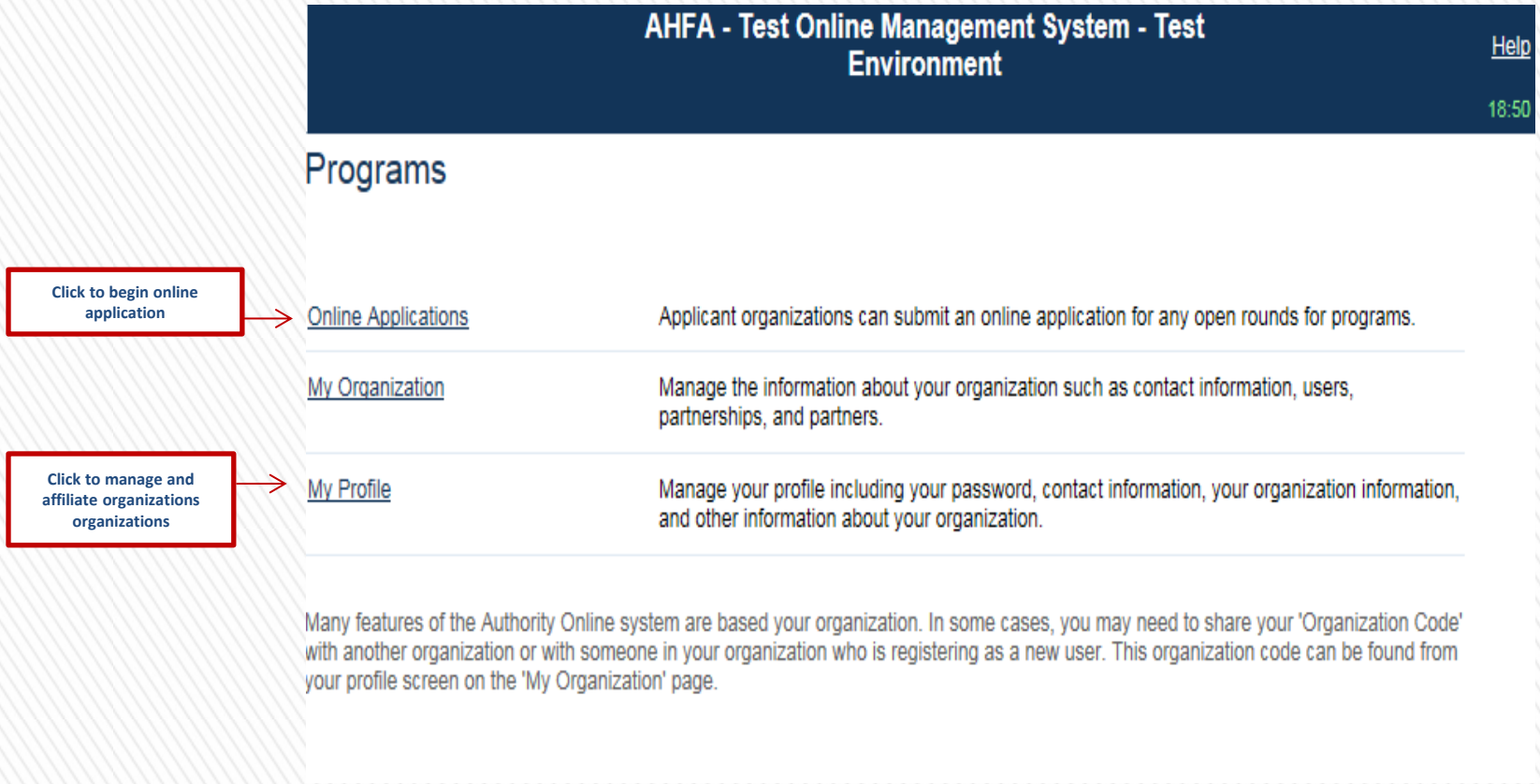
Your registration information has been submitted and is being processed.
An email notification will be sent to you upon approval or denial.
Please be aware that your request may take up to 3 business days to be processed.

Step 7: Logging on after email notification from AHFA that your user request has been processed.

- When logging on for the first time after your email notification, the certification language found below will appear.
- To continue with the process, **read and select "I agree" or the process will not move past this screen**.



Step 8: Log on with your user name and password set previously.



Step 9: You are now able to begin your online application with AHFA.