

Authority Online Instructions

Welcome to the Online Management Web Site Main Page.



The screenshot shows the AHFA Online Management System login page. On the left is the AHFA logo with the tagline "Come on home, Alabama." The main header is a dark blue bar with "AHFA Online Management System" in white. Below the header, the page says "Welcome to the Authority DMS Online Management System" and provides a brief description of the site's purpose. There are two input fields for "Username:" and "Password:", a "Login" button, a "New User? Register Here" link, and a "Forgot Your Password?" link.

To enter the web site, type your username and password in the appropriate boxes and click 'Login'.

If you have forgotten your password, click on 'Forgot Your Password'. You will be prompted to enter your Username.

If you do not have a username and password, click on 'New User? Register Here' which will link you to the Registration screen (see Site Diagram).



Programs

The 'Programs' screen allows you to choose the area in which you would like to work. The programs that you have been granted access to will be available for you to select.

Programs

[Owner Certification](#)

This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.

[Progress Report](#)

This will allow the owner or developer to enter the Semi-Annual 8609 progress report.

[My Profile](#)

Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.

You can return to the Program Listing throughout the site by clicking the 'Return to Programs Listing' link found on the menu at the left.

[Request another property](#)

[My Profile](#)

[Return To Programs Listing](#)

Manage Users

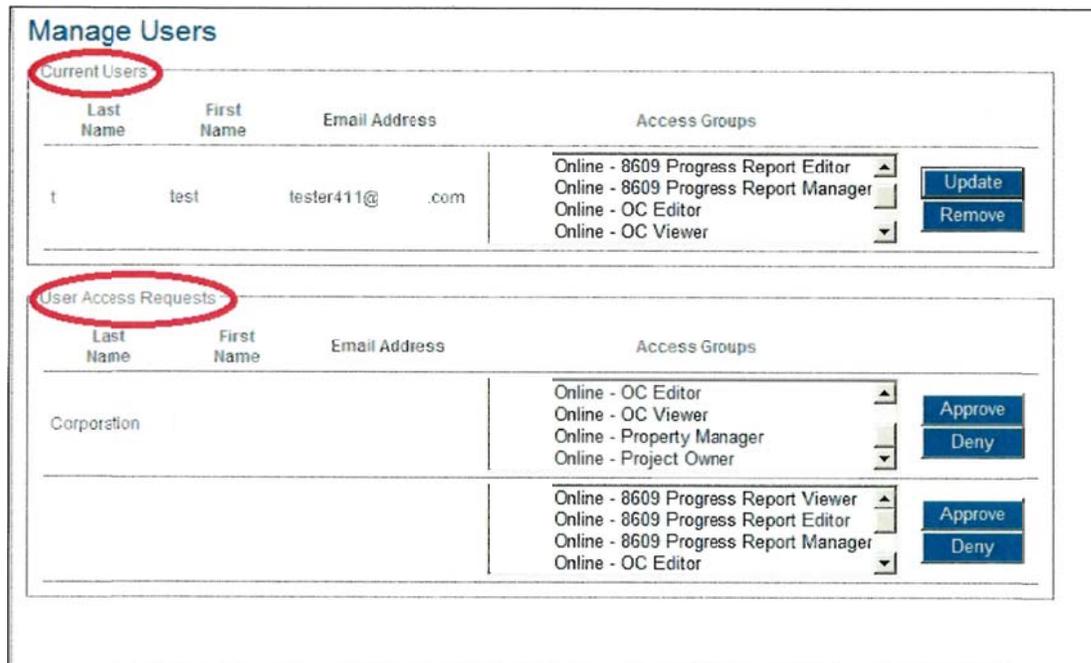
Property Owners will need to approve the Access Requests from Property Managers. You will receive an email from AHFA Online alerting you when an Access Request has been submitted. The email will include the person's name, email address, and the property Award/BIN number/s.

From the Property Listing page, select the property to bring up the Property Details page. From the select 'Manage Users' on the left side.



The Manage Users page will appear.

Current users will be shown in the upper area and requests for access will be listed in the lower area.



The screenshot shows the 'Manage Users' page with two main sections: 'Current Users' and 'User Access Requests', both circled in red.

Current Users:

Last Name	First Name	Email Address	Access Groups	
t	test	tester411@.com	<ul style="list-style-type: none"> Online - 8609 Progress Report Editor Online - 8609 Progress Report Manager Online - OC Editor Online - OC Viewer 	<input type="button" value="Update"/> <input type="button" value="Remove"/>

User Access Requests:

Last Name	First Name	Email Address	Access Groups	
Corporation			<ul style="list-style-type: none"> Online - OC Editor Online - OC Viewer Online - Property Manager Online - Project Owner 	<input type="button" value="Approve"/> <input type="button" value="Deny"/>
			<ul style="list-style-type: none"> Online - 8609 Progress Report Viewer Online - 8609 Progress Report Editor Online - 8609 Progress Report Manager Online - OC Editor 	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

The Name and email address of the person who requested access to this property will be listed. Access Groups will be listed in the box to the right. Highlight the Access Group/s that you want the person to be assigned to. Hold down the CTRL key on your keyboard to highlight multiple Access Groups. Then click the 'Approve' button. If you do not want this person to have access to this property, click the 'Deny' button.



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User Access Requests

Last Name	First Name	Email Address	Access Groups	
Corporation			- 8609 Progress Report Viewer - 8609 Progress Report Editor - 8609 Progress Report Manager - OC Editor	Approve Deny
			- OC Editor - OC Viewer - Property Manager - Project Owner	Approve Deny

Highlight the Access Groups here →

Click Approve or Deny →

After you click the Approve or Deny button, click the Manager Users link again to refresh the Current Users list.

If you want to change the Access Groups for a Current User, select the appropriate group in the Access Groups list and click 'Update'. If you want to remove a User entirely, click the 'Remove' button.

Manage Users

Current Users

Last Name	First Name	Email Address	Access Groups	
t	test	testec411@.com	- OC Editor - OC Viewer - Property Manager - Project Owner	Update Remove



My Profile

If you need to change your password, do so in this screen.

[Request another property](#)

[My Profile](#)

[Return To Programs Listing](#)

Type in your current password and the desired new password, then re-type your new password to confirm. Click 'Set Password' to make the change. Passwords must be at least seven characters. All other information in your profile can be changed by an administrator.

Password Reset

Current Password:

New Password:

Confirm Password:

Profile Details

First Name: arthur

Last Name: Fonz

Organization: Happy Days Development

Organization Address: commerce

City: Montgomeory

State: AL

Zip Code: 36116

Telephone:

Fax: (optional)

E-mail:

Username:



Register

As a first time user for this web site, you must register and have it approved by AHFA. All fields (other than fax) must be filled in.



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)

The phone number must be entered in this format: (999) 999-9999.

Your username will default to your email address and it is recommended that you do not change it. You will need to enter the password you want to utilize.

Your password must be at least 7 characters and must contain at least one number. It can contain letters, number and the characters *, #, or @.



You will also need to check what program areas for which you are requesting access.

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
 Individual Development Account Access
 Claim Management Access
 Third Party Claims Access
 Manage your organizations information and users
 Online Application Access for Developers Only

Cancel **Next**

When the form is filled in, click the Next button.

What happens next depends upon which Access Type you selected:

- For *Annual Owner Certification and 8609 Access for Rental Housing*:

You will need to list the Properties to which you want access.

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AHFA Online Management System

Owner Certification Access

Property BIN Numbers
Add the BIN numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking "Add"

Award or BIN Number	Access Type	
<input type="text"/>	<input type="radio"/> Owner <input checked="" type="radio"/> Property Manager <input type="radio"/> Other	Add

Cancel **Next**

Enter the BIN/Award Number of the Property. Indicate whether you are the Owner/Property Manager of Other. Then click Add. Repeat for each property.

If the BIN/Award Number is invalid or the Owner has not registered, you will not be able to get access at this time. Contact the Property Owner of AHFA to confirm that the owner is registered.

Access will be approved/denied by AHFA. If approved, you will have access to awards for which your organization is the Grantee and the funding program allows electronic claim submission.



You will then be taken to a screen that displays your registration information. Review the information and click 'Submit' to proceed with the registration.

<p>ALABAMA HOUSING FINANCE AUTHORITY <i>Come on home, Alabama.</i></p>	<p>AHFA Online Management System</p>
<h3 style="text-align: center;">Registration Summary</h3> <p style="text-align: center;">Please Review the following information before submitting your registration request</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>User Information</p> <p>First Name: John Last Name: Smith E-mail: jsmith@email.com Username: jsmith@email.com</p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Organization Details</p> <p>Organization Code: Name: Example Organization Address: 123 Street City: Montgomery State: AL Zip Code: 36117 Telephone: (999) 999-9999 Fax:</p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Claim Management Access</p> <p>Yes</p> </div> <p style="text-align: center;"> <input type="button" value="Cancel"/> <input type="button" value="Submit"/> </p>	

You will receive an indication that the registration was submitted.



At this point, either AHFA or the Property Owner will approve your registration. You will receive an email notifying you if your Access Request has been approved or denied.

Once approved, log into AHFA Online using your Username and password. The first time you log on, you will be prompted to agree to the site's proper usage statement.

I promise I will not use this site for any purposes other than what it was designed for.

