

## Manage Users

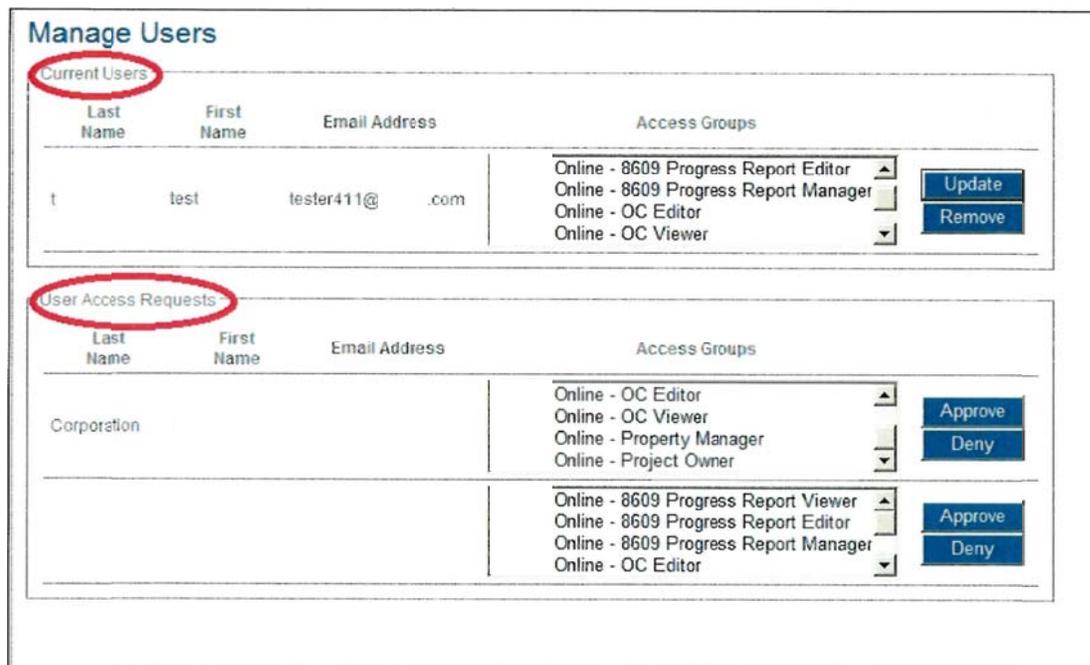
Property Owners will need to approve the Access Requests from Property Managers. You will receive an email from AHFA Online alerting you when an Access Request has been submitted. The email will include the person's name, email address, and the property Award/BIN number/s.

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 sections. The top section, 'Current Users', has a table with columns for Last Name, First Name, Email Address, and Access Groups. A user with last name 't' and first name 'test' is listed with email 'tester411@.com'. The access groups are 'Online - 8609 Progress Report Editor', 'Online - 8609 Progress Report Manager', 'Online - OC Editor', and 'Online - OC Viewer'. There are 'Update' and 'Remove' buttons. The bottom section, 'User Access Requests', has a table with columns for Last Name, First Name, Email Address, and Access Groups. Two requests are listed: one for 'Corporation' with access groups 'Online - OC Editor', 'Online - OC Viewer', 'Online - Property Manager', and 'Online - Project Owner'; and another with access groups 'Online - 8609 Progress Report Viewer', 'Online - 8609 Progress Report Editor', 'Online - 8609 Progress Report Manager', and 'Online - OC Editor'. Both have 'Approve' and 'Deny' buttons.

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.



# ALABAMA HOUSING FINANCE AUTHORITY

*Come on home, Alabama.*

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