Affiliated Organization Registration

“USER GUIDE”

**Step 1: Users Login:**

<https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>

* **New User? Register Here** will direct the user to the initial registration screen.
* New users must begin the registration process using the link below:
* Go to **New User**.
* Instructions for New User Registration are on the link below:

<http://www.ahfa.com/multifamily/allocation_application_info/apply_for_funding.aspx>.

* Under AHFA DMS Guides, click- Authority Online User Registration Guide.
* Returning users will log on to DMS using the following link:
* <https://multifamily.ahfa.com/AuthorityOnline/Default.aspx>
* Log on with your existing **User Id** and **Password**.

**Step 2: Accessing Affiliate Organization**

* Once you are logged on, the screen below will appear.
* You may click **My Profile** or **My Organization** to access **Affiliate Organizations**.

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* **Select Affiliate Organizations**



**Step 3: The Organization Code from the “Entity” you are are trying to Affiliate, must be provided.**

* **Enter the Organization in the box below.**
* **Select Find.**

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**If the Organization is currently registered, the organization’s information will appear in addition to the option to (add) the Organization.**

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**Step 4: Adding Organizations**

* All of the contacts affiliated with that Organization will show as well.
* The Organization will appear in the list once you select **Add.**  See the box below.



* **Repeat** for each Organization Code as needed.
* Make sure all of the organizations necessary; appear under the Affiliated Organization Header.
* Please note, the option to **Remove**  the Organization materializes once you add it (see box below).

