
To: All Rental Housing Tax Credit Recipients

Notice: MFD 10-24

From: IHCDA Multi-Family Department

Date: October 26, 2010

Re: **Online Reporting Webinar and Owner Certification Reporting Changes**

As many are aware, in July 2008, Congress passed the Housing and Economic Recovery Act (HERA), which directed the state housing finance agencies (HFAs) to collect and submit to the U.S. Department of Housing and Urban Development (HUD), certain demographic and economic information on tenants residing in Low-Income Tax Credit (LIHTC) financed properties. In an effort to capture this tenant data, IHCDA is requiring all LIHTC developments to enter the 2010 tenant events in the Indiana Housing Online Management System. Furthermore, all developments will now be required to enter tenant data in the Online Reporting System every thirty (30) hereafter. IHCDA will no longer accept tenant data on the Annual Beneficiary Excel spreadsheet.

Two (2) webinar trainings have been scheduled to teach/update property managers and/or owners the process of submitting their Consolidated Annual Beneficiary report through the Indiana Housing Online Management System. The webinar trainings allow trainees to participate from their office or home using their computer with internet access. During the webinar we will also go over the Annual Owner Certification form to be submitted with the 2010 tenant data. The Annual Owner Certification form, fees and online tenant data are due to IHCDA by January 31, 2011.

Click on the link below to register:

- 1) November 30, 2010 - <https://www2.gotomeeting.com/register/522722803>
- 2) December 1, 2010 - <https://www2.gotomeeting.com/register/769362666>

Each person who will participate in the webinar must have access to the system prior to the date of the webinar. The following pages are instructions for **the owner or property manager** to request access to the Online Management System.



Questions regarding access can be directed to Danielle Anderson at danderson@ihcda.in.gov or George McMannis at gmcmanis@ihcda.in.gov.



30 S MERIDIAN ST., SUITE 1000 - INDIANAPOLIS, IN 46204 - [HTTP://IHCDA.IN.GOV](http://ihcda.in.gov)
P: 317.232.7777 - F: 317.232.7778 - TF: 800.872.0371

EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Rebecca S. Skillman



Do you want to request access to a property using IHCDOnline.com??

1. Starting...

Are you the **property owner***?

***PROPERTY OWNER: the owner contact, listed on the final application, of the Owner LP**

If **YES**, you are **PERSONALLY** responsible for having access to **EVERY** property in which you are designated as the owner. It will then be YOUR responsibility to manage all requests for access to these properties. Working for the ownership organization and being the **property owner*** are two DIFFERENT things. IHCD will only approve requests by **property owners***!!

If **NO**, you DO NOT fall into the above category. Your request for access will be sent to the property owner. It will be the OWNERS responsibility to grant your access. Requests that are submitted to IHCD, and do not meet the above "owner criteria" **WILL BE DENIED**. For more information on NON OWNER requests please see below.

2. New Owners...

Step 1: Go to IHCDOnline.com and click the "NEW USER, REGISTER HERE" link and fill out all the registration info. Be sure to check the "Annual Owner Certification" box.

Profile Information	
First Name:	<input type="text" value="Peyton"/>
Last Name:	<input type="text" value="Manning"/>
Organization:	<input type="text" value="Colts Inc."/>
Organization Address:	<input type="text" value="16 Undefeated Drive"/>
City:	<input type="text" value="Indianapolis"/>
State:	<input type="text" value="IN"/>
Zip Code:	<input type="text" value="46204"/>
Telephone:	<input type="text" value="(317) 555-2010"/>
Fax: (optional)	<input type="text"/>
E-mail:	<input type="text" value="pmanning@coltsinc.com"/>
NOTE: It is Recommended that new users use their business email address.	
Username:	<input type="text" value="pmanning@coltsinc.com"/>
Password:	<input type="password"/>
Confirm Password:	<input type="password"/>

Access Types
Please check the box next to the type of access you are requesting. You should <i>only</i> request access to the program(s) that you are <i>directly</i> 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.
<input checked="" type="checkbox"/> Annual Owner Certification and 8609 Access for Rental Housing

Step 2: Request access to your properties...

Type in the BIN# of the property you are requesting access to. Be sure to enter the CORRECT BIN#, leaving out numbers or dashes will produce an error.

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"

BIN Number Example: IN-99-9999	Owner	
<input type="text" value="IN-06-99999"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
		<input type="button" value="Submit"/>

As the **property owner*** you will want to select the "owner" check box. Then hit add. This will display the added BIN# above the "Submit" button. You can add several BIN#'s submitting.

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"

BIN Number Example: IN-99-9999	Owner	
<input type="text"/>	<input type="checkbox"/>	<input type="button" value="Add"/>
IN-06-99999	Owner	<input type="button" value="Remove"/>
		<input type="button" value="Submit"/>

After you have submitted your request, you will need to wait for IHCD verification. Again, if you are not the **property owner*** you **WILL BE DENIED**. IHCD's response is usually made in 1 business day.

3. Managing Your User...

As the property owner you are responsible for who has access to your property. You are responsible for deciding what user rights are appropriate.

STEP 1: Pending User Requests...

When a new user requests access to a property you will receive an email from the system notifying you of the request. After you log into IHCDOnline.com select the property that has been requested.

STEP 2: Select the Manage Users link...

This link is located in the upper left hand corner of the page...



This page will show all the users that either have access to this property or are requesting access. For existing users you can highlight the new “access group” and hit update to change their user status.

New User Requests

These requests are at the bottom of the page under the title “User Access Requests”. Here is where your email request for access can be granted.

1. Select the access group type.
 - a. 8609 progress report view: can only view the progress reports
 - b. 8609 progress report editor: can edit and submit data to IHCDA
 - c. 8609 progress report manager: can edit and submit, also has the ability to give manage user access.
 - d. OC Editor: editing ability
 - e. OC Viewer: view only
 - f. OC Manager: edit and user management abilities
 - g. Owner access: this access will only be given to the **property owner***
2. You can give multiple types of accesses, for instance, both OC & 8609 Management access. To do this select the access type, hold the CTRL button (located on your keyboard) and select the second type of access.
3. Approval/Denial: hit the approve button to give access, and the Deny button to deny access to the property.

User Access Requests

Last Name	First Name	Email Address	Access Groups	
Manning	Peyton	pmoney@coltsrock.com /	IHCDA Online – 8609 Progress Report Viewer IHCDA Online – 8609 Progress Report Editor IHCDA Online – 8609 Progress Report Manager IHCDA Online - OC Editor	<input type="button" value="Approve"/> <input type="button" value="Deny"/>

Reminder: make sure to have access to all of your properties. If you don't have access and a user makes a request, they will receive an error.