



**ALABAMA HOUSING  
FINANCE AUTHORITY**

*Come on home, Alabama.*

Alabama Housing Finance Authority's  
2018 Authority Online User  
Registration Instruction

[www.ahfa.com](http://www.ahfa.com)



## Step 1: Go to AHFA website at:

<http://www.ahfa.com/multifamily/allocation-application-information>

- On the Allocation & Application page below “**Click here to begin your application**” tab (see caption below):

**ALABAMA HOUSING FINANCE AUTHORITY** ACCESS YOUR ACCOUNT

Home About News Contact Renters

Multifamily

Home - Multifamily - Allocation & Application Info

Search...

**Menu**

- > HOME & Housing Credits
- > Multifamily Bonds
- > Funded Applications Search
- > Allocation & Application Info
  - Annual Allocation Plans
  - Apply for Funding
  - Income & Rent Limits
  - Market Analysis
  - Radon Zones

**How to Apply**

Because the supply of HOME funds and Housing Credits is limited, AHFA has created a prioritizing system to determine which projects receive funding awards.

- AHFA develops and implements allocation plans each year, which include selection criteria, an evaluation process, and compliance monitoring procedures.
  - [Download AHFA's allocation plans for the current year](#)
- Applications are accepted during AHFA-designated funding cycles which generally occur soon after HUD's approval of AHFA's annual program.
  - [Join our mailing list to be notified of application dates](#)
- AHFA directs application cycles on a competitive basis. Funding decisions are based on the project selection criteria and a point scoring system outlined in the application package.
  - [Click here to begin your application](#)



## Step 1 (cont.)

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

ALABAMA HOUSING FINANCE AUTHORITY

ACCESS YOUR ACCOUNT

Home About News Contact Renters

Multifamily

Home - Multifamily - Allocation & Application Info - Apply for Funding

Search...

Menu

- > HOME & Housing Credits
- > Multifamily Bonds
- > Funded Applications Search

Apply for Funding

Applications are submitted to AHFA only during application cycles and selected according to specific criteria set forth in [AHFA's allocation plans](#). Applications are evaluated on a competitive basis and must be accompanied by a non-refundable fee.

[Click here to access AHFA's online application for 2014](#)

The online application portal is available for HOME/Housing Credit/Multifamily Bond funding applications.

Please note that current changes and updates to the website show the link as: **“2018 Online DMS Authority Application”**.



## Step 1 (cont.)

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

### AHFA Online Management System

#### Welcome to the Authority DMS Online Management System

The site will allow organizations working with AHFA to manage information about their awards. Some of the features of site are the Online Application, Owner Certification, etc. This site continues to be expanded to allow our partners to work closely with us and to streamline our processes.

Username:  [New User? Register Here.](#)

Password:

[Forgot Your Password?](#)




## Step 2: How to Create a “New User”

- Click on [“New User? Register Here”](#) link on the page.

**AHFA - Test Online Management System - Test Environment**

**Welcome to the Authority DMS Online Management System**

The site will allow organizations working with AHFA to manage information about their awards. Some of the features of site are the Online Application, Owner Certification, etc. This site continues to be expanded to allow our partners to work closely with us and to streamline our processes.

Username:  [New User? Register Here.](#) 

Password:

[Forgot Your Password?](#)





## 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:	<input type="text"/>
Last Name:	<input type="text"/>
E-mail:	NOTE: It is recommended that new users use their business email address. <input type="text"/>
Username:	<input type="text"/>
Password:	<input type="password"/>
Confirm Password:	<input type="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:	<input type="text"/> <input type="button" value="Load"/>
My Organization is not registered <input type="checkbox"/>	
Organization	
Name:	<input type="text"/>
Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text"/>
Zip Code:	<input type="text"/>
Telephone:	<input type="text"/>
Fax: (optional)	<input type="text"/>





### Access Types

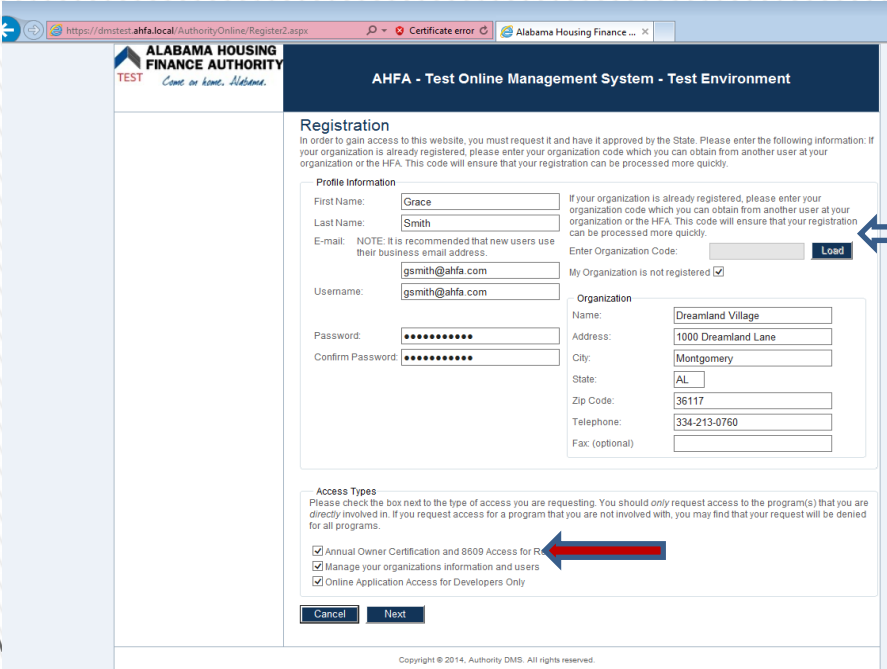
Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

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



## 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 Last 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. 



ALABAMA HOUSING FINANCE AUTHORITY  
TEST *Care or home. Alabama.*

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:

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:

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 9900 Access for R

Manage your organizations information and users

Online Application Access for Developers Only

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

### 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 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:

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:

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

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## Step 4 (cont.)

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

**Manage your Organization Information**

Organization Roles

Accountant  ←

No Organization Roles Selected

Cancel  ←

A screenshot of a web application interface titled "Manage your Organization Information". It features a section for "Organization Roles" with a dropdown menu showing "Accountant" and a blue "Add" button. Below this is a text box that says "No Organization Roles Selected". At the bottom of the interface are two buttons: "Cancel" and "Next". Red arrows point to the "Add" button and the "Next" button.



## Step 4 (cont.)

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

**Manage your Organization Information**

Organization Roles

Construction Consultant

Organization Role	
Accountant ←	<input type="button" value="Remove"/>
Applicant ←	<input type="button" value="Remove"/>
Appraiser ←	<input type="button" value="Remove"/>
Construction Consultant ←	<input type="button" value="Remove"/>

←



## 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.

**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



## Step 5 (cont.)

### For Organizations “Already Registered”

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

The screenshot shows a web interface for managing organization information. On the left is a navigation menu with options like 'Return To Programs Listing', 'Profile', 'Organization Information', 'Users', 'Affiliated Organizations', 'Partnerships', and 'Contacts'. The main area is titled 'Organization Information' and contains several input fields. A red oval highlights the 'Organization Code' field, which contains the value '1EF1AB7FB0'. Other fields include 'Organization Type' (set to 'Non-Profit'), 'Organization Name' ('Test Org'), 'Federal ID#', 'Address 1', 'Address 2', 'City', 'Zip', and 'Date of Formation'.

Organization Information	
Organization Code:	1EF1AB7FB0
Organization Type	Non-Profit
Organization Name:	Test Org
Federal ID#:	99-9992334
Address 1:	Test Org Addy1
Address 2:	Test Org Addy2-jkjj
City:	Indianapolis
Zip:	00000-0000
Date of Formation	__/__/__





## 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.

Enter Organization Code:   ←

My Organization is not registered

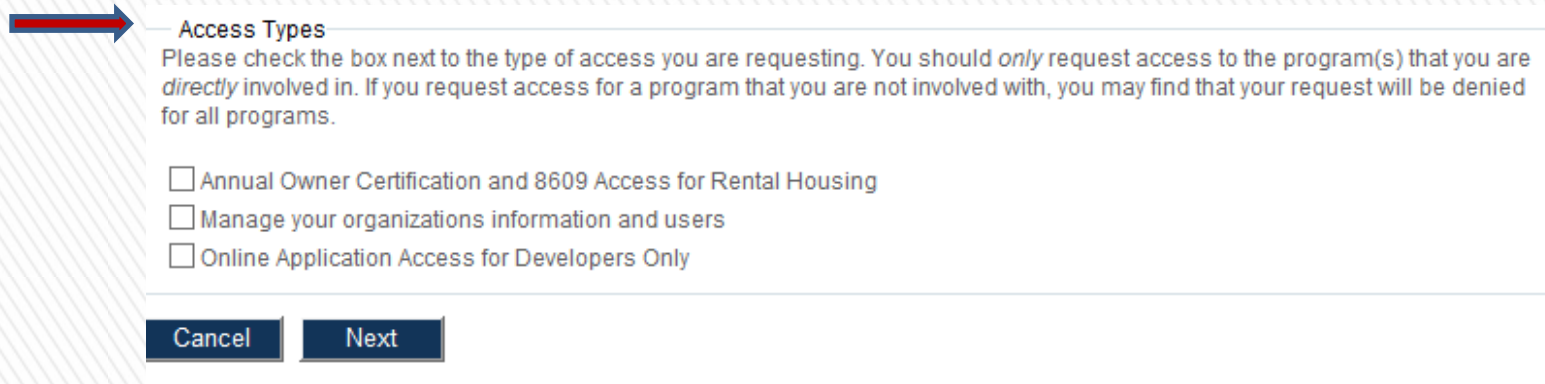
**Organization**

Name:	<input type="text" value="AHFA"/>
Address:	<input type="text" value="30 S. Meridian Street"/>
City:	<input type="text" value="Indianapolis"/>
State:	<input type="text" value="IN"/>
Zip Code:	<input type="text" value="46204-3565"/>
Telephone:	<input type="text" value="(317) 232-7777"/>
Fax: (optional)	<input type="text"/>



## Step 5 (cont.)

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



**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 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





## 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.

A screenshot of a web browser displaying the AHFA Online Management System disclaimer page. The browser address bar shows the URL: https://multifamily.ahfa.com/AuthorityOnline/Disclaimer.aspx. The page header includes the AHFA logo, the text "Welcome Danette Suarez", and the title "AHFA Online Management System". The main content area contains several paragraphs of legal disclaimer text. At the bottom of the text area, there are two buttons: "I agree" and "I Disagree". A large red arrow points to the "I agree" button. The footer of the page reads "Copyright © 2014, Authority DMS. All rights reserved.".

ALABAMA HOUSING FINANCE AUTHORITY  
Come on home, Alabama.

Welcome Danette Suarez  
AHFA

AHFA Online Management System

Logout  
Help  
59:56

I affirm that I am an employee or designated user for the organization that I am associated with as listed above. I agree to utilize this application and the data that I access for no purpose other than the submission of information to AHFA as it directly relates to my job.

I agree to adhere to all privacy and data security policies of AHFA and my organization. I affirm that any personal information or private information that is obtained through this web application will not be used for purposes other than its intended use and I will not forward or publish this information without prior approval from AHFA.

I hereby certify that any information submitted into the AHFA Online Management System by me is true, accurate, and complete. I understand that any information, documentation, etc., submitted by me is related to programs that are funded with federal and state funding sources, and any false claims, statements, documents, falsifications, or concealment of material fact(s), may be prosecuted under applicable federal and state laws and may result in criminal and/or civil penalties.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry, shall be fined under this title, and/or imprisoned for not longer than five (5) years.

I have read and agree to these terms as listed above.

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

### Welcome to the Authority DMS Online Management System

The site will allow organizations working with AHFA to manage information about their awards. Some of the features of site are the Online Application, Owner Certification, etc. This site continues to be expanded to allow our partners to work closely with us and to streamline our processes.

Username:  [New User? Register Here.](#)

Password:  



[Forgot Your Password?](#)



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

**AHFA - Test Online Management System - Test Environment**

[Help](#)  
18:50

### Programs

Click to begin online application



[Online Applications](#)

Applicant organizations can submit an online application for any open rounds for programs.

[My Organization](#)

Manage the information about your organization such as contact information, users, partnerships, and partners.

Click to manage and affiliate organizations organizations



[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.