

# HCMS ACCESS

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- An Owner of the property is personally responsible for having access to every property in which they are designated as the owner.
- It will be their responsibility to manage all requests for access to these properties.
- Working for the ownership entity and being the property owner are two different things. THDA will only approve requests by property owners.
- Management agent request will need to be approved by the owner (manage users section)
- Requests that are submitted to THDA, and do not meet the owner criteria will be denied.

# How to obtain access to HCMS

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<http://resources.thda.org/>



*THDA*  
*RESOURCES*

**Housing Credit Management System**

**THOMAS (Tennessee Housing's Online Multifamily Application System)**

**Weatherization Assistance Program**

**THELMA (Tennessee Housing's Electronic Loan Management Application)**

**HBEI Providers**

**Participant Information Management System**

**Single Family Special Programs Portal**

Enter the web address and click on Housing Credit Management System

# HCMS Access

- To create an HCMS account click the [“New User? Register Here.”](#) tab next to the username data field.

## Tennessee Housing Credit Management System

### Welcome to the Tennessee Housing Credit Management System

This site will allow organizations working with the Tennessee Housing Development Agency to manage information about their awards. Features of this site will allow users to manage Housing Credit allocations, Tax Exempt Bond allocations and Owner's Certifications. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes.

Username:

[New User? Register Here.](#)

Password:

[Login](#)

[Forgot Your Password?](#)

# Registration

## 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:

Enter Organization Code:

My Organization is not registered

**Organization**

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)

Organization Type:

- From Here the User will need to enter all applicable fields.
- User's email address will populate as your User name.
- Organization codes are tied to companies, not projects. If yours is unknown contact [mcantu@thda.org](mailto:mcantu@thda.org) to provide it.

# Registration

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- User will then need to select their access type.
- For post application initial owner access request select “Annual Owner Certification and 8069 access for rental housing” and “Manage Organizations Information and Users”. For non Owner requests select “Annual Owner Certification and 8609 Access for Rental Housing”.

## 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
- Multi-Family Application Access for Developers Only
- Manage your organizations information and users

Cancel

Next

# Registration

- From here the user will need to enter the property numbers they are requesting access to in the format XX-XXX without the TN prefix and select their role.
- Multiple properties can be added by clicking the Add button. Once finished click Next.

## Owner Certification Access

### Property Award Numbers

Add the Award Number for the properties you would like access to. Indicate the access type you are requesting before clicking "Add"

#### Award Number

Example: 05-059, where 05 is the year you submitted the application and 059 is the place that the app was submitted.

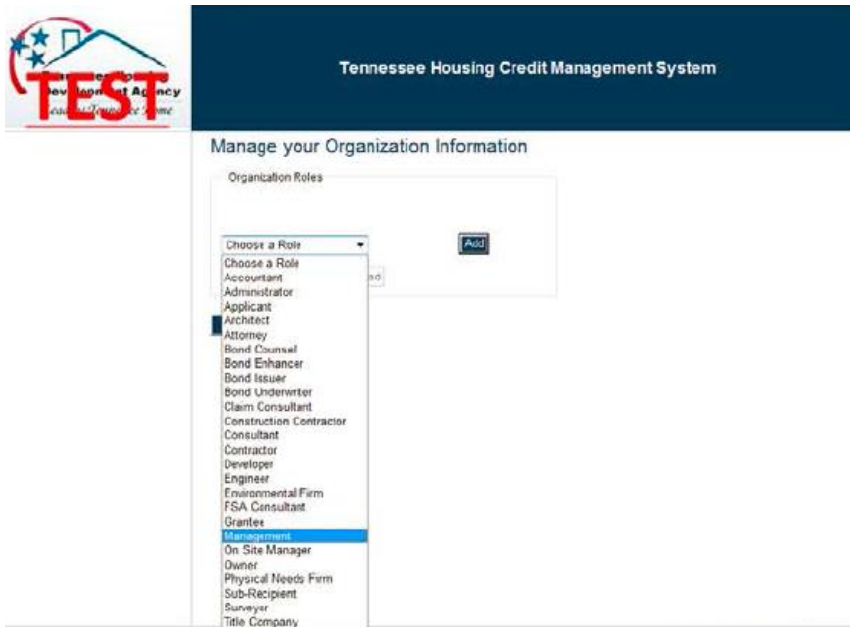
#### Access Type

- Owner  
 Property Manager  
 Other

08-001

Owner

# Registration



The screenshot shows the 'Tennessee Housing Credit Management System' interface. At the top left is a logo with the word 'TEST' in large red letters. The main header is a dark blue bar with the text 'Tennessee Housing Credit Management System'. Below this is a section titled 'Manage your Organization Information'. Underneath, there is a sub-section 'Organization Roles'. A dropdown menu labeled 'Choose a Role' is open, displaying a list of roles. The role 'Management' is highlighted in blue. To the right of the dropdown is an 'Add' button.

Tennessee Housing Credit Management System

Manage your Organization Information

Organization Roles

Choose a Role

Choose a Role

Accountant

Administrator

Applicant

Architect

Attorney

Bond Counsel

Bond Enhancer

Bond Issuer

Bond Underwriter

Claim Consultant

Construction Contractor

Consultant

Contractor

Developer

Engineer

Environmental Firm

FSA Consultant

Grantee

**Management**

On Site Manager

Owner

Physical Needs Firm

Sub-Recipient

Surveyor

Title Company

Add

- Indicate the organizations roles
- If the owner is requesting access, indicate “Owner”.
- If the management company is requesting access from the owner, indicate “Management”.

# Registration

## Registration Summary

Please Review the following information before submitting your registration request

User Information	
First Name:	SAHMA
Last Name:	TEST
E-mail:	SAHMA@hotmail.com
Username:	SAHMA007

Organization Details	
Organization Code:	
Name:	SAHMA Org.
Address:	878 East Highway 66
City:	Gallatin
State:	TN
Zip Code:	34855
Telephone:	(615) 878-3344
Fax:	(615) 878-3345
Organization Type:	Non-Profit
Organization Sub Type:	IRC 501(a)

Annual Owner Certification and 8609 Access for Rental Housing	
Project Number	Owner
08-202	Owner

Manage your organizations information and users
Organization Role:
Owner

- Once you have reviewed the “Registration Summary” for accuracy, click “Submit”
- It’s a good idea to print this page to help remember your username and how you identified your organization.
- If this is the initial Owner request. Please contact [mcantu@thda.org](mailto:mcantu@thda.org). to approve.
- If not Owner request, you will need to notify the Owner to approve your access as the email feature don’t work in HCMS.



# Registration

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 this agency as it directly relates to my job.

I agree to adhere to all privacy and data security policies of this agency 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 this agency.

I hereby certify that any information submitted into the Indiana Housing 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.

- If you are a new user, you will receive this message prior to entering. You must click "I agree" to continue.
- This will only be asked once.

# New user login

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