

SECTION I

ACCESSING AND REGISTERING IN DEVCO

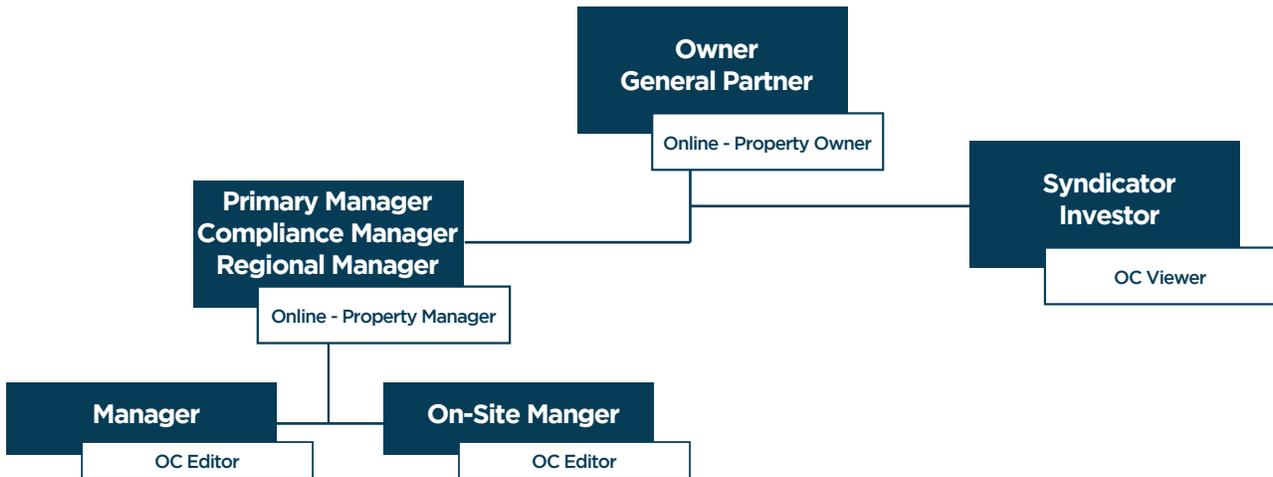
I. ACCESSING AND REGISTERING IN DEVCO

DevCo Online is an online database that allows for the management of compliance properties & applications for allocations. This section focuses on the access and registration for compliance staff of properties with OHFA funding.

- OHFA allows Owner access by granting an organization code
 - *Online – Property Owner* is either defined by
 - General Partner -or-
 - Managing Partner if part Owner
- Owner grants access to other users by approving requested access such as Management Companies or Syndicators.

Registering in DevCo

- All contacts need to register to use the system
- The Owner needs to request *Online-Property Owner* before any additional access can be requested
- All other users, including management, will register and be managed by the *Online-Property Owner*
- Each organization should use their organization information when registering.
- Role User has at property with corresponding DevCo Property Access Type and who approves each Type:



Step 1: Enter DevCo Online Management System

<https://devco.ohiohome.org/AuthorityOnline/Default.aspx>

- Notice: the various Browsers that support the Online System
 - Compatible with Mozilla Firefox, Google Chrome and Internet Explorer.
- Select: New User? Register here

The screenshot shows the login page for the DevCo Online Management System. At the top, there is a dark blue header with the text "DevCo Online Management System". Below the header, there is a white box containing the following text: "This site will allow organizations working with the Ohio Housing Finance Agency to manage information about their awards. A couple of the features of this site are claims management and Owner Certifications. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes." Below this text, there are two input fields: "Username:" and "Password:". To the right of the "Username:" field, there is a link "New User? Register Here." which is circled in green. Below the "Password:" field, there is a "Login" button. At the bottom left of the white box, there is a link "Forgot Your Password?".

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Step 3: Fill in the Profile Information

- Name
- Email - your username defaults to your email address. You can change this to whatever you prefer.
- Password

Step 3: If you know your Organization Code (a code that is generated in DevCo)

- Enter the Code and Select: **Load**
- Organization information will auto populate from DevCo
- Check for errors in the Organization information, if there are errors use the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>
- If you **Do Not** have the Organization Code
 - Check the box: “*My organization is not registered*”
 - Manually add the Organization information below it

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" value="Amelia"/>	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.	
Last Name:	<input type="text" value="Smith"/>		
E-mail:	<input type="text" value="devcohelp@ohiohome.org"/>	Enter Organization Code: <input type="text" value="C33210E3A0"/> Load	
Username:	<input type="text" value="amelia2"/>	My Organization is not registered <input type="checkbox"/>	
Password:	<input type="password" value="*****"/>	Organization	
Confirm Password:	<input type="password" value="*****"/>		
Name:	<input type="text" value="Spirit of St. Louis Management (te"/>		
Address:	<input type="text" value="250 Third Avenue North"/>		
City:	<input type="text" value="Minneapolis"/>	State:	<input type="text" value="MN"/>
Zip Code:	<input type="text" value="55401-1641"/>	Telephone:	<input type="text" value="(323) 481-8103"/>
Fax: (optional)	<input type="text"/>		

****Passwords must be at least 7 characters and contain one number**

Manually Complete (If no Org. Code)

Step 4: Select the appropriate Access Types for the Online- Property Owner:

Online-Property Owners should request:

- **Manage your Organizations Information and Users** - this will allow you to manage the information about your **organization** such as contact information, users, partnerships and partners.
- **Annual Owner Certification and 8609 Access for Rental Housing** - this will allow you to manage information about **projects/developments** you are affiliated with; e.g., the completion of Annual Certifications and Tenant Income Certifications.
- All others only need to request Annual Owner and Tenant Income Certifications. See Step 6 for more details on property access types.

(If access to more than one organization is needed, see **Section IV Accessing More than One Organization** to add another organization after registration is complete)

The following access type does not affect compliance, but is part of the choices:

- **Online Application Access for Developers Only** - a Planning and Development type of access, allowing applicants to enter information online.

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Step 5: Select: Next

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 6: Owner Certification (Property) Access

(Appears after clicking on *Annual Owner Certification and 8609 Access for Rental Housing*)

- Add project numbers you are affiliated with one at a time
 - Enter **Award Number/Project Number**
 - Select your role:
 - **Owner** - Used by contacts for the owner of the property
 - Additional Access Types: **Property Manager** and **Other** should be used by the managers or syndicators asking for access **from** the Online Property Owner
 - Select: **Add**
- **Repeat above for each project**
- Select: **Next**

HTC Award Number: OHFA tracking number
Gap Only Award Number: Grant Agreement Number (HOME or Trust)

Owner Certification Access

Property Award Numbers

Add the Award Numbers for the properties you would like access to. Indicate whether or not you are the owner by checking the box before clicking 'Add'.

Award Number Example: 020006	Access Type	
<input type="text" value="079999"/>	<input checked="" type="radio"/> Owner	<input type="button" value="Add"/>
	<input type="radio"/> Property Manager	
	<input type="radio"/> Other	

Cancel Next

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Property Access Groups Defined:

- **Online- OC Editor**
 - Edit and View Tenant Events
 - Edits and View Annual Reports
- **Online- OC Viewer**
 - View Tenant Events
 - View Annual Reports
- **Online- Property Owner** - We recommend one per project
 - Overseer of Organization & Properties
 - Assign rights to managers
 - Edit & Submit Events
 - Manage Users
 - Finalize the Project

- **Online - Property Manager**

- Assign other managers (i.e. onsite) to edit events
- Edit & Submit Events
- Oversees the managers' rights in DevCo

Access Types not Used by OHFA in DevCo:

- **Online- 8609 Progress Report Editor**
- **Online- 8609 Progress Report Manager**
- **Online- 8609 Progress Report Viewer**

Note: If you add a Project without the Owner being registered you will receive an error, please contact the owner

Step 7: Complete the Manage your Organization Information Screen

- (Appears after clicking on *Manage your Organization Information*)
- **For Owners:**
 - Use dropdown to pick Organization Role: **Owner**
 - Other roles in dropdown are if you have a manager or syndicator who wants to view/edit the organization information not just projects or for the online application.
- **For Managers or Other users:**
 - Use dropdown to pick Organization Role: **Management** (or other applicable)
 - Select: **Add**
- Select: Any additional roles and **Add**
- Once finished, Select: **Next**

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Manage your Organization Information

Organization Roles

Owner

Add

Organization Role

Owner

Remove

Cancel

Next

Choose a Role

Choose a Role

Accountant

Applicant

Architect

Attorney

Bond Counsel

Bond Enhancer

Bond Issuer

Bond Underwriter

Capital Needs Assessment

Co-Developer

Developer

Development Consultant

Document Notification

Engineering Firm

Environmental Review Firm

Federal Syndicator

General Contractor

Step 8: Select: Submit

- A message will appear stating you may have to wait up to 3 business days for approval
- An email will be sent to the same email account you registered with; approving or denying your request for access

Registration Summary

Please Review the following information before submitting your registration request

User Information

First Name: Amelia
Last Name: Smith
E-mail: housinglocator@gmail.com
Username: amelia2

Organization Details

Organization Code: C33210E3A0
Name: Spirit of St. Louis Management (test)
Address: 250 Third Avenue North
City: Minneapolis
State: MN
Zip Code: 55401-1641
Telephone: (323) 481-8103
Fax:

Annual Owner Certification and 8609 Access for Rental Housing

Project Number: 079999
Owner: Owner

Manage your organizations information and users

Organization Role:
Owner

Cancel

Submit

NOTE: One account can be registered as the user for multiple projects.

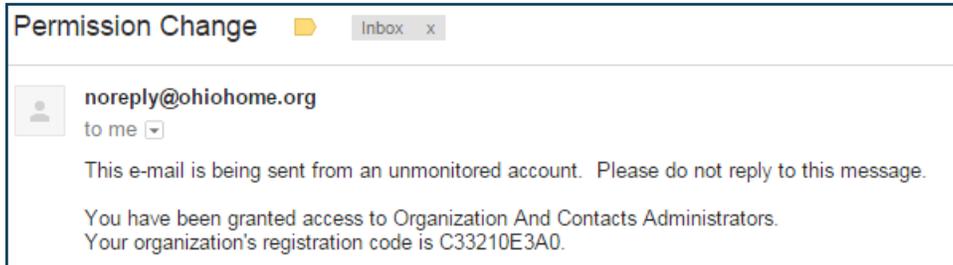
Return Your registration information has been submitted and is being processed. An email notification will be sent to you upon approval or denial. **Please be aware that your request may take up to 3 business days to be processed.**

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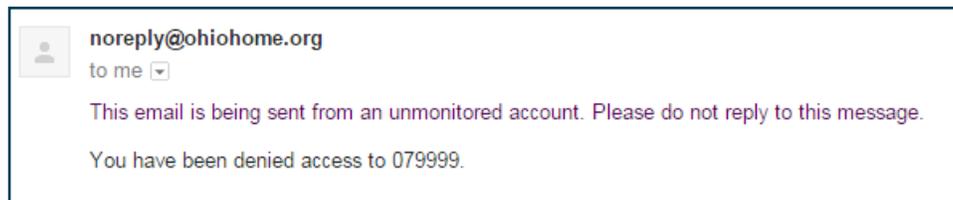
Step 9: Check your email for access information

The online system will send an email similar to the examples below whenever access is approved or denied:

- Granting access to your Organization as an Administrator



- Denying or Approving Access to a specific project
 - Contact the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>



- For **Management**: Access is owner driven, please contact the owner to have your access approved.
- For Users with **view only** access: Access is owner driven, please contact the owner to have your access approved.
- For **Owners**: If you do not receive an email message within 3 business days please check your same folder then use the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>.

Step 10: Log into DevCo Online

- If your initial access has not been approved you will get an error message that your login information is invalid.

DevCo Online Management System

This site will allow organizations working with the Ohio Housing Finance Agency to manage information about their awards. A couple of the features of this site are claims management and Owner 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:

[Forgot Your Password?](#)

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Step 11: Read and select “I agree” or the process will not move past this screen

- A message will appear once you login
- If you click on “I Disagree” it will take you to the log-in screen shown above

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 Ohio 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.

I agree Disagree

- After Selecting: **I agree**; the Programs Screen will appear similar to the screen below

My Profile	Programs
	<p>Tenant Income Certification/Owner Certification This will allow a property manager to complete Tenant Income Certifications and Owner Certifications for Housing Credit, HOME, OHTF, and other OHFA multifamily programs.</p> <hr/>
	<p>Progress Report This will allow the owner or developer to enter the progress report.</p> <hr/>
	<p>My Organization Manage the information about your organization such as contact information, users, partnerships, and partners.</p> <hr/>
	<p>My Profile Manage your profile including your password, contact information, your organization information, and other information about your organization.</p> <hr/>
	<p>Many features of the DevCo 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.</p>

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Step 12: Programs Screen Overview (homepage)

- Once you select “I agree”: The Program Screen should look similar to the example below based on your access rights (**Annual Owner Certification and 8609 Access for Rental Housing & Manage your organizations information and users**)
 - **Tenant Income Certification/Owner Certification** – View and add project information
 - **Progress Report** – 8609 progress reports
 - **My Organization** – View organization information
 - **My Profile** – Where you can add projects that you need to access
- DevCo has 60 minute work sessions
 - There is a countdown timer in the right hand corner
 - When the session expires, a message will appear asking if you would like to refresh your session
 - If you do not refresh; the system will log you out

DevCo Online Management System

Welcome Amelia Earhart (Test) Logout

58:29

My Profile

Programs

Tenant Income Certification/Owner Certification	This will allow a property manager to complete Tenant Income Certifications and Owner Certifications for Housing Credit, HOME, OHTF, and other OHFA multifamily programs.
Progress Report	This will allow the owner or developer to enter the progress report.
My Organization	Manage the information about your organization such as contact information, users, partnerships, and partners.
My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.

Many features of the DevCo 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.

View Projects & Manage Users

Viewing Organization Information

Adding Projects