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
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

**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.
Step 5: Select: 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
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

**Owner Certification Access**

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.”

Unable to add requested Award Numbers: Either the Award Numbers was not found, or the owner has not registered. Contact the property owner or DHFA to verify the owner is registered.

**Add**

**OHFA Recommends:** Property Managers use Online-Property Manager or OC Editor. Investors, Syndicators use OC Viewer access.

**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**
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
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

![Permission Change](image)

- Denying or Approving Access to a specific project
  - Contact the DevCo Helpdesk at [https://devco.ohiohome.org/devcoinquiries](https://devco.ohiohome.org/devcoinquiries)

![Email](image)

- 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](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.
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

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