SECTION II

MANAGE (PROPERTY) USERS
II. MANAGE (PROPERTY) USERS

Users with online owner or property manager access are responsible for approving access for their properties.

Step 1: Make sure you are on the Correct Organization, if you are managing more than one.

- The organization can either be viewed under My Profile or Properties Listing (Tenant Income Certification/Owner Certifications)
- To change your organization, go to Profile: Change Organization
- Highlight the Organization you want
- Check for errors in the Organization information
  - If there are errors use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- Select: Set
Step 2: From the Programs Screen; Select: Tenant Income Certification/Owner Certification
• Double click on the Project
• If you have more than one project you will have to manage the users for each project separately

Step 3: Select: Manage Users from the Side Panel

Step 4: Review Current Users
• Current Users will be shown in the upper area of the screen
• The access given is highlighted in blue
• You can Update or Remove access with the buttons to the right
All Access Groups that are available in the drop down box include:

8609 Related Access (Note: this group is not used)
• Online- 8609 Progress Report Viewer
• Online- 8609 Progress Report Editor
• Online- 8609 Progress Report Manager

Annual Reporting/ Compliance Related
• Online- OC Editor
  Can edit Tenant Events (TICs) in DevCo
• Online- OC Viewer
  Can view Tenant Events and Annual Certification in DevCo
• Online- Property Manager
  Can approve some access to properties, complete Tenant Events, and edit the Annual Certification
• Online- Project Owner
  Same access as manager & can submit Annual Certifications, Finalize Year, and approve organization access

Step 5: Review Users that requested access
• User Access Requests will be shown in the lower area of the screen
• You can Approve or Deny with the buttons to the right
  • Highlight the Access Groups and Select Approve or Deny
• An email will be sent to the address on the screen approving or denying access
  • Note: There may be a time delay or the email could get stuck in a spam folder. If they need to know immediately that they have access, contact them separately from the automated email.