SECTION III
VIEWING AND ADDING ADDITIONAL PROJECTS
III. VIEWING AND ADDING ADDITIONAL PROJECTS

A. View Projects for which you have DevCo approved permissions:

Step 1: From the Programs Screen Select: Tenant Income Certification/Owner Certification

- The Properties Listing Screen Appears
  - This will show you the projects for which you have approved access
  - If you do not see any properties listed or a property is missing contact the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- To view a property, click the link to the property for the reporting year (Eff Date) that you want to view or edit
- From this screen you can also view My Profile, Return to Programs Listing (homepage), and Request another Property

B. Adding Additional Projects to your Properties Listing:

- There are two links as options for accessing the Property Request Screen:
  - Using the link on the Property Listing page (option A) or on the My Profile Page (option B)

Step 1 option A: Select: Request another property on the left side panel of Property Listings

- Owner Certification Access appears- begin at Step 5
Option A

Option B

Step 1 option B: Select: My Profile from the Programs screen
- Program screen also provides access to Change your password, View your Profile, and View User Access

Step 2 option B: Select: Request New Access from the left hand panel under Profile

Step 3 option B: Select: Organization
- If you have more than one, select the organization associated with the property (See Section IV. Accessing More Than One Organization)

Step 4 option B: Check access for Annual Owner Certification and 8609 Access for Rental Housing, and then click Next
Step 5: Fill out 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 Project Number, aka OHFA tracking number
  - Select your role: Owner, Property Manager, Other
  - Select: Add

- Repeat above for each project

Note: When adding projects do approximately 5 at a time or you may receive an error, and if more properties need to be added see Section III. Viewing and Adding Additional Projects. You will have to wait until access is approved for the initial properties requested are approved before requesting access to others.

- Select: Next
Step 6: The Registration Summary Screen will appear; Select: Submit

- A confirmation message appears at the bottom of the screen if you have successfully completed the new request

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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 7: Check your email for access information

- 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 spam folder then use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries

Step 8: From the Programs Screen; Select: Tenant Income Certification/Owner Certification

- The Properties Listing Screen Appears
  - This will show you the projects for which you have approved access