

SECTION IV

ACCESSING MORE THAN ONE ORGANIZATION

IV. ACCESSING MORE THAN ONE ORGANIZATION

- To be used when you are working at or affiliated with multiple organizations

Step 1: Select: My Profile

| | |
|------------|---|
| 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.

Step 2: Select: Request New Access

| | | |
|---|--|--|
| Return To Programs Listing Return Profile User Details Request New Access Change Organization Organization Information Users Affiliated Organizations Partnerships Contacts Bank Information MOU Management | Password Reset Current Password: <input type="text"/> New Password: <input type="text"/> Confirm Password: <input type="text"/> Set Password | User Access Manage your organizations information and users <input checked="" type="checkbox"/> Organization And Contacts Administrators - Date Granted: 4/2/2014 View organization information and request new permissions <input checked="" type="checkbox"/> Organization Viewers - Date Granted: 3/11/2014 Online Application Access for Developers Only <input type="checkbox"/> Online Application Editors <input type="checkbox"/> Online Application Viewers |
| | Profile Details First Name: Amelia Last Name: Earhart (Test) Organization: Earhart Properties (test) Organization Address: 23 Test St City: Cleveland State: OH Zip Code: 43215-6906 Telephone: (614) 466-4385 Fax: (optional) (000) 000-0000 E-mail: housinglocator@ohiohome.or Username: housinglocator Update | |

Step 3: Choose "Unlisted" under Organization drop down

Request New Access

Please select the organization you are requesting access to and then check the box next to the type(s) 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.

Organization: **Earhart Properties (test)** ▼
Organization: Earhart Properties (test)
Organization: OHFA Test Organization, Ltd.
Organization: Unlisted. ←

Organization Code: 303290300

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Step 4: Add in the Organization Code or fill in the Organization Details.

- The organization must be registered to move past this screen
- Use the organization code to request access
 - If you do not have your organization Code, checking the box for **My Organization is not registered** will enable you to request access to this project
 - Enter Organization Details

Request New Access

Please select the organization you are requesting access to and then check the box next to the type(s) 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.

Organization:

Organization Code:

My Organization is not registered

Organization Details

Organization Code:

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax:

Access Types

Programs that you currently have an active request for will not appear in the list.

Annual Owner Certification and 8609 Access for Rental Housing

Manage your organizations information and users

Online Application Access for Developers Only

Request the Manage your Organization access type

When you click this box, you can register the organization by putting in the correct information

- Check for errors in Organization info, If there are errors use the DevCo Helpdesk at <https://devco.ohiohome.org/devcoinquiries>
- Select: Access Types needed
 - If you select *Annual Certification and 8609 Access for Rental Housing* you can also request properties during this process
- Select: **Next**

Step 5: Enter your organizational role

- Choose your role from the drop down box
- Select **Add**
- Select **Next**
- You will see a receipt for your registration

Manage your Organization Information

Organization Roles

| Organization Role |
|---|
| Owner <input type="button" value="Remove"/> |

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 6: Once you have gained access

- You can change which organization you are affiliated with by:
 - Selecting: **Change Organization** from your Profile
 - From the Drop Down pick which organization you want
 - Select: **Set**
- Your current organization will be listed at the top of the page

| | |
|----------------------------|---|
| Return To Programs Listing | Current Organization: Spirit of St. Louis Management (test) |
| Return | |
| Profile | Spirit of St. Louis Management (test) ▼ Set |
| User Details | Spirit of St. Louis (test) LP |
| Request New Access | Spirit of St. Louis Management (test) |
| Change Organization | |
| Organization | |
| Information | |
| Users | |
| Affiliated Organizations | |
| Partnerships | |
| Contacts | |
| Bank Information | |
| MOU Management | |