The Multifamily Portal will give organizations the ability to register as an affiliated organization to a developer who may use them as a team member for a project that is being applied for at MHDC. The Multifamily Portal will give those organizations the ability to accept MHDC terms to use the Multifamily Portal and to update organizational information.

New User? Register Here will direct the user to the initial registration screen.
Affiliated Organizations will only request access to **Manage your organizations information and users.**

Other permissions described at the bottom of the page are for use with future MHDC processes or developers.

First time registrants will click on the **My Organization is not registered** box.
Complete all the fields describing the individual registering and organization they are registering. The administrator will be the person’s name entered into the system. The email account to which correspondence will be sent will be the login.

Request the proper access at the bottom of the registration page. Affiliated Organizations will only request access to Manage your organizations information and users. These Affiliated Organizations will include: Contractor; Property Manager; Consultant; Attorney; Accountant; Architect; Title Company; Surveyor; Physical Needs Firm; Environmental Firm.
After entering the administrator and organization basic information, the user will be asked to choose what role the organization will have. There will normally be one role attached to that specific organization however multiple roles can be assigned.

If Gus and Justin own GJ Property Management, Inc. and also GJ Consulting, Inc. each would only have one specific role and each would be required to register separately. However, if Gus and Justin own GJ Property Management and Consulting, Inc. and that organization will be doing the consulting and property management, then GJ Property Management and Consulting, Inc. would have multiple roles.
Manage your Organization Information

Organization Roles

Accountant

Organization Role

Architect

Add

Remove

Cancel

Next
After the user chooses the role(s) of the organization, the screen that details the registration information previously entered will appear.
After clicking **Submit** the registrant will see a confirmation screen. We suggest the user print off this screen for their records. At this point, the registration request will be sent to MHDC for approval. The user may or may not be contacted for approval. After MHDC approves the registration request, they will receive a registration approval confirmation via email.
An email will be sent to the registrant after MHDC approves the registration. At that time, no reply is necessary. The user can now login to the system using the login and password previously requested.
The new user will need to agree to MHDC terms of use.
### Programs

<table>
<thead>
<tr>
<th>My Organization</th>
<th>Manage the information about your organization such as contact information, users, partnerships, and partners.</th>
</tr>
</thead>
<tbody>
<tr>
<td>My Profile</td>
<td>Manage your profile including your password, contact information, your organization information, and other information about your organization.</td>
</tr>
</tbody>
</table>

Many features of the Authority Online system are based on 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.
Profile information can be changed within the **Profile** screen. There is an **Update** button on the bottom to change certain information.
At the top of the page will be the **Organization Code** that most contacts will need to pass along to the developer that may be using them on their project. Even though the user must choose roles during registration, roles can be added or deleted through accessing the user’s organization.
New contacts can be added by the administrator.
For most organizations that are registering at the request of a developer (Affiliated Organizations) who will be submitting an application to MHDC, this will complete the steps they need to do. They can now pass along the **Organization Code** to the developer.
If a user is approved by MHDC to “Manage Organizations Information and Users”, they will become an administrator for that organization. Their user name will appear under the “Users” page.
Once a user is approved to “Manage Organizations Information and Users” they become the administrator. Additional requests for access to that organization’s permissions will be routed to the “Users” screen for the administrator to approve or not approve. When the administrator is logged in, they can click on the user with a “New Request” and then determine the appropriate permissions to grant that new user.
Click on the appropriate permission and then click save. If they are granted “Manage your organizations information and users”, they will become a co-administrator and be able to process new requests. MHDC suggest that each organization only has one administrator having “Manage your organizations information and users” permissions.