This will be the initial screen to register or login to the multifamily portal. For new users, click on the **New User? Register Here** button. The web address is: [https://onlineapp.mhdc.com/Online/Default.aspx](https://onlineapp.mhdc.com/Online/Default.aspx)
For users of organizations that have never registered, click the **My Organization is not register** box and complete the page. Only developers can request access to the **Multi-Family Application**. The user will more than likely also request to **Manage your organizations information and users**.
The user must then select the **Role** it will assume in the proposed development, multiple roles may be selected.
After selecting all roles, click **Next**.
After making sure all information is correct on the recap screen the user will select Submit. We suggest printing off the screen before clicking Submit. The user may or may not be contacted for approval.
Registration Summary

Please review the following information before submitting your registration request.

User Information:
- First Name: Gus
- Last Name:
- E-mail: gmte2013dev@hotmail.com
- Username: gmte2013dev@hotmail.com

Organization Details:
- Organization Code:
- Name: GM Development, LLC
- Address: 3435 Broadway
- City: Kansas City
- State: MO
- Zip Code: 64111
- Telephone: (816) 756-5678

Multi-Family Application Access for Developers Only:
- Yes

Manage your organization's information and users:
- Organization Role:
- Developer

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.
If a different person is going to register the ownership organization than the developer, they should complete a new registration for that ownership organization in a similar manner as the development organization. If the developer is also going to manage the ownership organization (this is usually the case), they will register the ownership entity while logged in as the developer after their development organization is approved by MHDC. The user will then go through the same screens as noted above for new registrants.
After MHDC approves a request for registration, the user will receive a confirmation email. This does not occur immediately after the registration request. Each request will be processed within 3 business days of registration. After receiving approval, the organization can login using their previously selected login and password.
After logging in, the user will see the above screen the first time. Users must agree to MHDC terms to use the Multifamily Portal.
The options that will appear to the user after logging in are dependent upon which accesses were requested and granted to the organization.
### Organization Information Screen

![Organization Information Screen](image-url)

#### Organization Information
- **Organization Code**: 
- **Organization Type**: For-Profit
- **Organization Name**: GM Development, LLC
- **Federal ID#**: 
- **Address 1**: 3436 Broadway
- **City**: Kansas City
- **Zip**: 64111
- **Date of Formation**: 

#### Contacts
<table>
<thead>
<tr>
<th>Role</th>
<th>Title</th>
<th>Phone #</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>NA</td>
<td>Gus Metz</td>
<td>(816) 759-6878</td>
<td><a href="mailto:gmetz2013dev@hotmail.com">gmetz2013dev@hotmail.com</a></td>
</tr>
</tbody>
</table>

#### Organization Roles
- **Choose a Role**: 
- **Current Roles**
  - Developer

#### Action Buttons
- **Add**
- **Delete**
- **Cancel**
- **Save**
User screen.
Affiliated Organizations screen (developers and owners only).
Partnerships Screen (developers and owners only).
Contacts Screen.
If a consultant wishes to complete an application for a developer, they must request access to that developer’s organization. They will register as a new user and enter the organization code for the previously registered development organization in the **Enter Organization Code** box. The developer must give this code to the consultant.
After entering the organization code, that organization’s information will populate onto the screen.
The consultant will request appropriate permission.
The consultant will **Submit** the request.
The consultant should print off the Registration Summary.
After the consultant registers using the developer’s organization code, the request will appear as a **Has Request** when the developer logs into their organization. The administrator for the development organization will approve the consultant’s request for access.
The developer will click on the user which requested new access and click the appropriate boxes for approval or denial.
If an organization desires to have multiple users with each having different login information, each of those users would need to follow the above procedure.
Each organization must enter all contacts, key principals and authorized signatories as **Contacts** for that organization.
The developer must “Affiliate” organizations to themselves that they will use on a project. These organizations include: Ownership Entity; Non-Profit Entity; Contractor; Property Manager; Consultant; Attorney; Accountant; Architect; Title Company; Surveyor; Physical Needs Firm; Environmental Firm. **Syndicators, Bond contacts and lenders will not need to register.**
The affiliated organization must give their code to the developer so that the developer can affiliate the organization.
After entering the organization code for the affiliated organization, that organization’s information will appear. Click **Add** to affiliate the organization.
**Affiliated Organizations**

Affiliated Organizations are used in the Authority Online system to allow two organizations to work together. This page will list all of your Affiliated Organizations and allow you to add new Affiliated Organizations. To add an Affiliated Organization, you will need to enter their organization code. You can find your organization code on the My Organization page. An organization must register in Authority Online before you can obtain their organization code or they can request their organization code from the State.

**Organization Lookup**

- **Organization Code:** 34ea9b10b
- **Organization Name:** GM Owner, LP
- **Address:** 3433 Broadway
- **City:** Kansas City
- **State:** MO
- **Zip Code:** 64111

**Contacts**

- **Name:** Gus Mata
  - **Email Address:** gmata2013owner@hotmail.com
  - **Phone Number:** (816) 759-6878
  - **Fax Number:**

**Affiliated Organizations**

- **Name:** GM Owner, LP
  - **Address:** 3433 Broadway
  - **City:** Kansas City
  - **State:** MO
  - **Zip Code:** 64111
If an organization forgets to select a role during registration or their role changes at some point, the user can add or delete roles within the Information page.
Developer and Ownership organization structures must be defined within the **Partnership** page. Each member or partner (that is an organization and not a person) that is part of the developer or ownership organization must be entered as a new organization. They will be registered within the **Partnership** page.
Once the **New Organization** information is entered and added, it will appear in the bottom right hand area in the box labeled **New Partnership**.
After you add all the partners/members, they will appear in the drop down box on the right of the partnership page. You can then build your partnership by selecting the proper partner/member and adding it.
By clicking on the sub-organizations on the left, you can further define your organization.
As in the above example, partners/members can have partners/members associated with them also.
Each of the partner/members which are created will automatically become an affiliated organization.
Organizations that have previously been granted permissions can request other permissions by going to the Request New Access page.
If a user that already registered needs another organization registered under their login and user name, they can do that by going to the **Request New Access** page.
Select **Unlisted**… as the **Organization** and complete organization details.
Next enter the **Role**.
The summary page will appear after entering the **Role** of the organization.
The registration request will be sent MHDC for approval.
When you click **Return** you will go back to the previous screen. You must wait for MHDC to approve the new request before being able to access that organizations information.
For each organization you must enter contacts. MHDC suggests setting up all your organizations first and then go through each one and enter the contacts for each organization. A contact may need to be entered multiple organization if applicable.
If a user has access to multiple organizations, they are able to switch between those organizations by going to the Change Organization screen. Click on the drop down box and select the organization you wish to access. Then click Set. At that time you will be viewing all the information and have all the permissions of that selected organization. You can also edit information for that organization and create contacts for that organization. You are able to tell which organization you are signed in as it is displayed in the upper left hand area of the page header.
MHDC suggests using the below workflow:

Register development organization
Register ownership organization (if the developer is registering the ownership organization, do so while logged in as the developer)
Set up ownership partnership structure
Set up developer partnership structure
Create contacts for each organization that was registered
Affiliate organizations to the developer organization