



# MITAS TRAINING SERIES

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## OWNER PORTAL

HOW TO LOG-IN AND CREATE NEW USER ACCOUNTS

# AGENDA

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NEW OWNER PORTAL



HOW TO LOG-IN



HOW TO CREATE MORE ACCOUNTS

# OWNER PORTAL



## New Portal Design Objectives

- Allow for Management of Multiple Properties with 1 Username
- Reduce E-Mails With Owners and Agency Staff
- Remove a Property Management Company and Upload New Property Management Documents
- Centralize all Property Documents



# HOW CAN I LOG-IN?

1

NJHMFA will be sending a Secure Document Request with your username.

2

Go to Owner Portal link found in the Document Request and enter your e-mail and select "Forgot Password"

3

A temporary password will be emailed to you with instructions for setting a new password.

4

This portal is not open to the public. You must be registered with NJHMFA before you can login.

If you do not receive the Document Request, e-mail the IT Help Desk at NJHMFA.

# HOME SCREEN

- PROPERTY OWNER DETAILS BUBBLE
- MANAGED PROPERTIES BUBBLE
- PROPERTY INFORMATION BUBBLE

NJHMFA LINKS and HELP

**NJHMFA Owner Portal**

Home Lisa Mitas [Logout](#)

Welcome to the NJHMFA Owner Portal

**Property Owner Details** [Help](#)

**Mailing Address**

Number: 4  
Name: ABC Ownership Group

Lisa Mitas  
123 Main Street  
Dallas, TX 75071  
Main: 800-555-1212

Please select a property. Click on a heading to sort the list. Then click an option from the menu on the left.

**Managed Properties** [Help](#)

Number	Name	Location Address	City	State	Assigned Staff
07970	Highland Gardens	456 Main Street	Hackensack	NJ	Mitas - Lisa Kocsis
07971	Westgate Village	987 Westgate Drive	Hackensack	NJ	Mitas - Lisa Kocsis
07972	Stanton Meadows	8778 Stanton Drive	Hackensack	NJ	Mitas - Lisa Kocsis

**Property Information** [Help](#)

Property Number/Name: 07970 / Highland Gardens

Property Address: 456 Main Street  
Hackensack, NJ 07601

Contact Phone 1: (800)555-1212  
Contact Phone 2: (000)000-0000  
Fax: (000)000-0000



Fiscal Year End: 00/00

[Compliance Forms and Documents](#) [Send an Email to Helpdesk](#)

# HOME SCREEN

## MANAGED PROPERTIES BUBBLE

Please select a property. Click on a heading to sort the list. Then click an option from the menu on the left.

Managed Properties 					
 Number	Name	Location Address	City	State	Assigned Staff
07970	Highland Gardens	456 Main Street	Hackensack	NJ	Mitas - Lisa Kocsis
07971	Westgate Village	987 Westgate Drive	Hackensack	NJ	Mitas - Lisa Kocsis
07972	Stanton Meadows	8778 Stanton Drive	Hackensack	NJ	Mitas - Lisa Kocsis

- This displays all Properties. Select a Property by highlighting the property before you choose a menu option on the left.
- Each Column is searchable

# HOME SCREEN




## PORTAL MENU OPTIONS

### Manage Portal Users


- Add additional Users to the Portal
- Create Usernames and maintain Passwords
- Assign a Security Role for each User
  
- Always include the Email for each User

# MANAGE PORTAL USERS SCREEN





## NJHMFA Owner Portal



Home > Manage Portal Users Lisa Mitas [Logout](#)

User ID	Name	Localization Language	Disabled	Security Role
LMITAS	Lisa Mitas	English	<input type="checkbox"/>	Owner Portal Admin(6015)

**User ID:** LMITAS      **Failed Login Attempts:** 0  
**Name:** Lisa Mitas      **Password Expires:** 4/24/2025  
 Disabled Account      **Last Login:** 1/25/2025  
**Security Role:** Owner Portal Admin (6015)      **Change Password:**  Yes

**Phone:**  
**Alternate Phone:**  
**Fax:**  
**E-Mail Address:** lisa.mitas@mitas.com  
**Address 1:**  
**Address 2:**  
**City, State Zip:** McKinney TX 75071-

**Localization Language:** English (en-us)

[Edit User](#)      [Disable User](#)

[Insert New User](#)

*To change the security rights you must modify the security role rights.*

Security ID	Allowed
Home	<input checked="" type="checkbox"/>
New Certification	<input type="checkbox"/>
Project Details	<input type="checkbox"/>
Change Certification	<input type="checkbox"/>
Delete Certification	<input type="checkbox"/>
Property Forms	<input checked="" type="checkbox"/>
Property Documents	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>
Financials Report	<input type="checkbox"/>
Recertification Report	<input checked="" type="checkbox"/>
Out of Sequence Report	<input checked="" type="checkbox"/>
Onsite Audit Report	<input checked="" type="checkbox"/>
Rent Roll Report	<input checked="" type="checkbox"/>
Scoring Data	<input type="checkbox"/>
New Application	<input type="checkbox"/>
Tenant Data	<input checked="" type="checkbox"/>
Financial Data	<input type="checkbox"/>
Inspections	<input type="checkbox"/>
Upload Tenant Data	<input type="checkbox"/>
Manage Portal Users	<input checked="" type="checkbox"/>

1/3 [NEXT](#) >>>



# MANAGE PORTAL USERS



## [Insert New User](#)

Use this link to insert a new user for the Portal

## [Edit User](#)

Use this link to change information or reset a password.

## [Disable User](#)

Use this link to disable the user from accessing the Portal.



# MANAGE PORTAL USERS



## Assign a Security Role

Security Roles determine what screens the user will have access to. The Default Security Role is "Portal User." This should be the Role for most of your users.

These Users have access to the Owner Portal.

In the case where Board Members are the primary contact, setting up multiple Board Members with accounts is advisable.

**NJHMFA Owner Portal**

Home > Manage Portal Users

Lisa Mitas Logout

User ID	Name	Localization	Language	Disabled	Security Role
LMITAS	Lisa Mitas	English		<input type="checkbox"/>	Owner Portal User(6014)

User ID: LMITAS  
Name: Lisa Mitas  
 Disabled Account  
**Security Role: Owner Portal User (6014)**  
Phone:  
Alternate Phone:  
Fax:  
E-Mail Address: lisa.mitas@mitas.com  
Address 1:  
Address 2:  
City, State Zip: McKinney TX 75071-  
Localization Language: English (en-us)  
[Edit User](#)  
[Insert New User](#)

Failed Login Attempts: 0  
Password Expires: 4/24/2025  
Last Login: 1/25/2025  
Change Password:  Yes

[Disable User](#)

Security ID	Allowed
Home	<input checked="" type="checkbox"/>
New Certification	<input checked="" type="checkbox"/>
Project Details	<input type="checkbox"/>
Change Certification	<input checked="" type="checkbox"/>
Delete Certification	<input checked="" type="checkbox"/>
Property Forms	<input checked="" type="checkbox"/>
Property Documents	<input checked="" type="checkbox"/>
Reports	<input checked="" type="checkbox"/>
Financials Report	<input checked="" type="checkbox"/>
Recertification Report	<input checked="" type="checkbox"/>
Out of Sequence Report	<input checked="" type="checkbox"/>
Onsite Audit Report	<input checked="" type="checkbox"/>
Rent Roll Report	<input checked="" type="checkbox"/>
Scoring Data	<input type="checkbox"/>
New Application	<input type="checkbox"/>
Tenant Data	<input checked="" type="checkbox"/>
Financial Data	<input checked="" type="checkbox"/>
Inspections	<input type="checkbox"/>
Upload Tenant Data	<input checked="" type="checkbox"/>
Manage Portal Users	<input type="checkbox"/>

1/3 NEXT >>>

# MANAGE PORTAL USERS



## Portal Admin Role

The “Portal Admin” will give access to specific properties to specific Users.

Portal Admins will have access to all properties.

**NJHMFA Owner Portal**

Home > Manage Portal Users

Lisa Mitas Logout

User ID	Name	Localization Language	Disabled	Security Role
LMITAS	Lisa Mitas	English	<input type="checkbox"/>	Owner Portal Admin(6015)

*To change the security rights you must modify the security role rights.*

**Security ID** Allowed

- Home
- New Certification
- Project Details
- Change Certification
- Delete Certification
- Property Forms
- Property Documents
- Reports
- Financials Report
- Recertification Report
- Out of Sequence Report
- Onsite Audit Report
- Rent Roll Report
- Scoring Data
- New Application
- Tenant Data
- Financial Data
- Inspections
- Upload Tenant Data
- Manage Portal Users

User ID: LMITAS  
Name: Lisa Mitas  
Phone:   
Alternate Phone:   
Fax:   
E-Mail Address: lisa.mitas@mitas.com  
Address 1:   
Address 2:   
City, State Zip: McKinney TX 75071-  
Localization Language: English (en-us)

Failed Login Attempts: 0  
Password Expires: 4/24/2025  
Last Login: 1/25/2025  
Change Password:  Yes

**Security Role:** Owner Portal Admin (6015)

[Edit User](#) [Disable User](#)

[Insert New User](#)

1/3 NEXT >>>

# HOME SCREEN



## HOME LINK

The “Home” link in the upper left side of the Portal will always bring you back to your Home Page.

The screenshot shows the NJJ portal interface. At the top left is the NJJ logo. To its right, in a dark blue header, are two links: 'Home' (highlighted with a red box) and 'Manage Portal Users'. Below the header is a table with the following data:

User ID	Name	Localization
	MITAS	
MITASTEST	MITAS	English

At the bottom of the table, there are two small icons: a document and an information icon.

# MITAS TRAINING SERIES

These are the other videos available for this Portal. Please watch all of them before calling NJHMFA staff with your questions.



## **HOW TO LOGIN AND CREATE NEW USERS**

New User Setup and Giving Access to Property Data



## **VIEWING TENANT CERTIFICATIONS**

Viewing all Tenant Certifications



## **REMOVING A PROPERTY MANAGEMENT COMPANY**

Remove the current Property Management Company and submit the required documentation for the New Property Management Company

# MITAS TRAINING SERIES



## **UPLOADING DOCUMENTS – DOWNLOADING FORMS**

Learn to submit required Property documents and how to download the latest forms



## **HOW TO RUN REPORTS**

How to run reports and export data.



# ANNOUNCEMENTS

- WE WILL SEE YOU AT THE WEBINAR COMING SOON!
- CONTACT THE ?????????????????????? WITH QUESTIONS

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# THANK YOU