

MITAS TRAINING SERIES

OWNER PORTAL

HOW TO LOG-IN AND CREATE NEW USER ACCOUNTS

AGENDA



NEW OWNER PORTAL



HOW TO LOG-IN



HOW TO CREATE MORE ACCOUNTS

OWNER PORTAL



New Portal Design Objectives

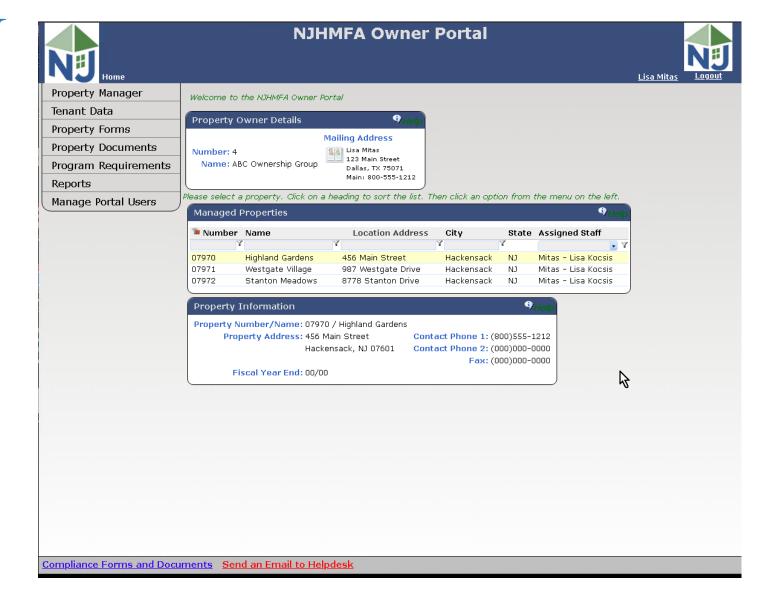
- Allow for Management of Multiple Properties with 1 Username
- Reduce E-Mails With Owners and Agency Staff
- Remove a Property Management Company and Upload New Property Management Documents
- Centralize all Property Documents



HOW CANI LOG-IN?

- NJHMFA will be sending a Secure Document Request with your username.
- Go to Owner Portal link found in the Document Request and enter your email and select "Forgot Password"
- A temporary password will be emailed to you with instructions for setting a new password.
 - 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.

PROPERTY OWNER DETAILS BUBBLE
MANAGED PROPERTIES BUBBLE
PROPERTY INFORMATION BUBBLE



NJHMFA LINKS and HELP



MANAGED PROPERTIES BUBBLE



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



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





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

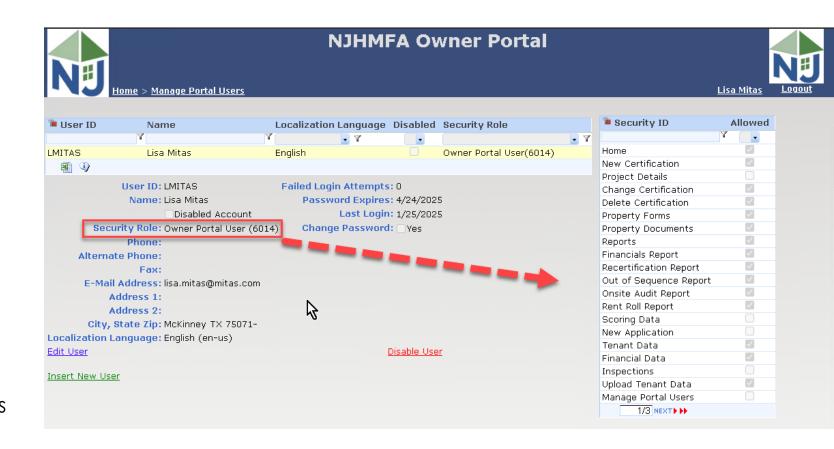


Assign a Security Role

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.

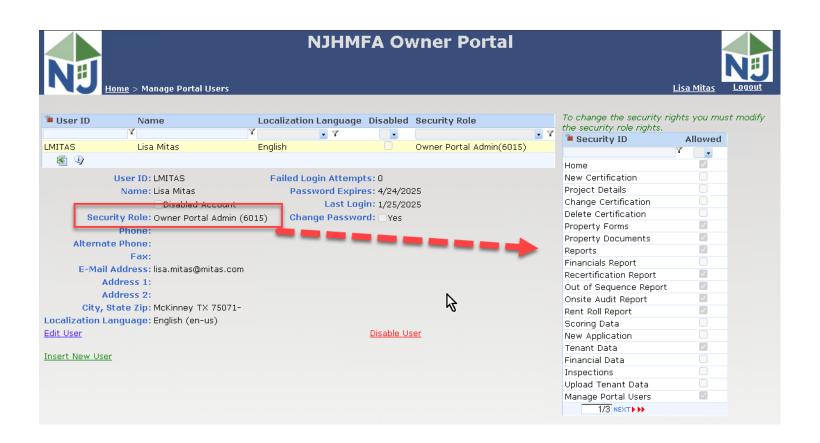


MANAGE PORTAL USERS



The "Portal Admin" will give access to specific properties to specific Users.

Portal Admins will have access to all properties.



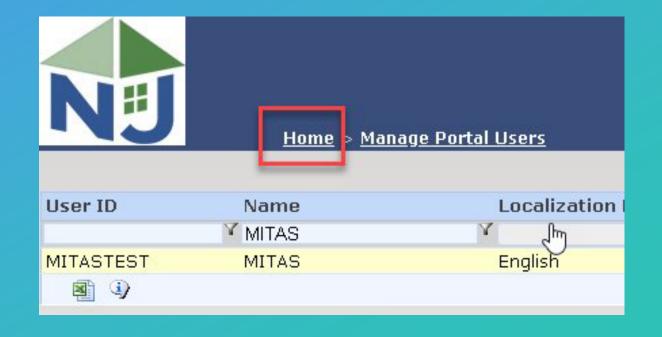
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HOME LINK

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



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

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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!

THANK YOU