



MITAS TRAINING SERIES

PROPERTY MANAGER PORTAL

HOW TO LOG-IN AND CREATE NEW USER ACCOUNTS

AGENDA

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NEW PROPERTY MANAGER PORTAL



HOW TO LOG-IN



HOW TO ASSIGN USERS TO PROPERTIES



HOW TO CREATE MORE ACCOUNTS

PROPERTY MANAGER PORTAL



New Portal Design Objectives

- Allow for Management of Multiple Properties with 1 Username
- Reduce E-Mails With Property Managers and Agency Staff
- Centralize all Property Documents



HOW CAN I LOG-IN?

1

NJHMFA will be sending a Secure Document Request with your username after the Owner submits the Portal Access form on the Owner Portal.

2

Go to Property 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.

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, contact your Owner.

HOME SCREEN

PROPERTY MANAGER DETAILS BUBBLE

MANAGED PROPERTIES BUBBLE

PROPERTY INFORMATION BUBBLE

NJHMFA LINKS and HELP

NJHMFA Property Portal

Home Lisa Kocsis Logout

Tenant Data
Property Forms
Property Documents
Program Requirements
Reports
Manage Portal Users

LIHTC COMPLIANCE MONITORING
NDHMFA Contact e-mail lihtc@njhmfa.gov
Highlight a Property and Select an option in the Menu.

FORECLOSURE INTERVENTION FUND
NDHMFA Contact Number (609) 278-7437
foreclosureinterventionfund@njhmfa.gov
Please only enter properties with available funds in your account.
Please choose the "New Sheriff Sale Property" button on the left hand side of this screen to begin.

Property Manager Details [Help](#)

Number: 6346
Name: ABC Management Company
Assigned Staff: 0

Mailing Address
ABC Management Company
124 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



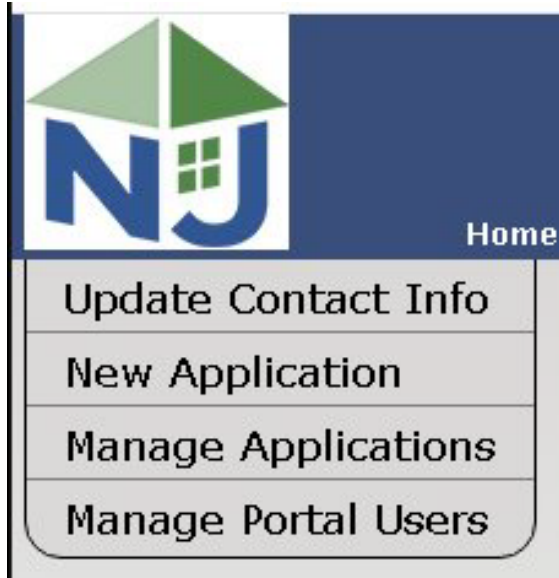
MANAGED PROPERTIES BUBBLE

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

Managed Properties 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

- This displays all Properties. Select a Property by highlighting the property before you choose a menu option on the left.
- Each Column is searchable
- The Properties that appear on this screen for each user is configurable under Manage Portal Users.

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
- Give each User access to your Properties
- Always include the Email for each User

MANAGE PORTAL USERS SCREEN





NJHMFA Property Portal



[Home](#) > [Manage Portal Users](#)

Lisa Kocsis [Logout](#)

User ID	Name	Localization Language	Disabled	Security Role
LKOCSIS	Lisa Kocsis	English	<input type="checkbox"/>	Property Manager Admin(6002)

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

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 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 checked="" type="checkbox"/>
Manage Portal Users	<input checked="" type="checkbox"/>

User ID: LKOCSIS

Name: Lisa Kocsis

Disabled Account

Security Role: Property Manager Admin (6002)

Phone:

Alternate Phone:

Fax:

E-Mail Address: lisa.kocsis@mitas.com

Address 1:

Address 2:

City, State Zip: TX -

Localization Language: English (en-us)

[Edit User](#)

[Disable User](#)

[Insert New User](#)

Failed Login Attempts: 0

Password Expires: 4/25/2025

Last Login: 1/25/2025

Change Password: Yes

Property No

No records to display.

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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

Portal Users

Security Roles determine what screens the user will have access to. The Security Role for most users will be "Property Manager User Tenant Data".

For each User, give access to any and all properties the user is allowed to access.

The Tenant Data Role must have assigned Properties.

NJHMFA Property Portal

Home > Manage Portal Users

Lisa Kocsis Logout

User ID	Name	Localization Language	Disabled	Security Role
LKOCSIS	Lisa Kocsis	English	<input type="checkbox"/>	Property Manager Admin(6002)
LMITAS	Lisa Mitas	English	<input type="checkbox"/>	Property Manager User Tenants(6004)

User ID: LMITAS
Name: Lisa Mitas
Failed Login Attempts: 0
Password Expires: 4/25/2025
Last Login: 1/25/2025
Change Password: Yes
Security Role: Property Manager User Tenants (6004)
Disabled Account:
Phone:
Alternate Phone:
Fax:
E-Mail Address: lisa.mitas@mitas.com
Address 1:
Address 2:
City, State Zip: AL -
Localization Language: English (en-us)
[Edit User](#) [Disable User](#)
[Insert New User](#)

Property No
Highland Gardens(07970)

Security ID Allowed

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 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 checked="" type="checkbox"/>
Manage Portal Users	<input type="checkbox"/>

1/3 NEXT >>>

MANAGE PORTAL USERS



Portal Admins

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

Portal Admins will have access to all properties.

“Portal Admin” Security Role will be only for the user who will be creating other users and controlling access to the Portal for your company.

E-mails have to be unique!!!

NJHMFA Property Portal
Home > Manage Portal Users
Lisa Kocsis Logout

User ID	Name	Localization Language	Disabled	Security Role
LKOCSIS	Lisa Kocsis	English	<input type="checkbox"/>	Property Manager Admin(6002)
LMITAS	Lisa Mitas	English	<input type="checkbox"/>	Property Manager User Tenants(6004)

User ID: LKOCSIS
Name: Lisa Kocsis
 Disabled Account
Security Role: Property Manager Admin (6002)
Phone:
Alternate Phone:
Fax:
E-Mail Address: lisa.kocsis@mitas.com
Address 1:
Address 2:
City, State Zip: TX -
Localization Language: English (en-us)
[Edit User](#) [Disable User](#)
[Insert New User](#)

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

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

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 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 checked="" type="checkbox"/>
Manage Portal Users	<input checked="" type="checkbox"/>

1/3 NEXT >>>

Property No
No records to display.

HOME SCREEN



HOME LINK

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

User ID	Name	Localization
MITASTEST	MITAS	English

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



ENTERING A TENANT CERTIFICATION

Manually Enter a Tenant Certification



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