

- +
 - **MULTIFAMILY &
SUPPORTIVE HOUSING
LENDING PORTAL**

How to login and create new user accounts

AGENDA

+

o

•



New lending portal



How to login



HOW TO UPDATE YOUR CONTACT INFORMATION



HOW TO CREATE MORE ACCOUNTS

MULTIFAMILY AND SUPPORTIVE HOUSING LENDING PORTAL



New Lending Portal Design Objectives

- Intake Applications Electronically
- Reduce e-mails with Developers and Agency Staff
- Centralize all Project Documents
- Provide Agency staff a completed, reviewable Application
- Provide Application Status Feedback to Developer



How can I login?

- 1 Obtain your Housing Provider Number from NJHMFA
- 2 NJHMFA will also issue you a Username
- 3 Choose “Forgot Password” on the Lending Portal
- 4 A temporary password will be e-mailed to you

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

Home Screen

The screenshot shows the home screen of the Multifamily and Supportive Housing Lending Portal. At the top, there is a dark blue header with the NJ logo on the left, the text "Multifamily and Supportive Housing Lending Portal" in the center, and "MITAS Logout" on the right. Below the header, a navigation menu on the left includes "Update Contact Info", "New Application", "Manage Applications", and "Manage Portal Users". The main content area features a welcome message and a description of the portal's purpose. Two data bubbles are present: "Contact Information" and "Project Templates".

Multifamily and Supportive Housing Lending Portal

Home

MITAS Logout

Update Contact Info
New Application
Manage Applications
Manage Portal Users

NJHMFA TEST DEVELOPER (6)

Welcome to the Multifamily and Supportive Housing Lending Portal!

The Portal is designed to automate and streamline the loan application process for HMFA's Multifamily Rental Housing Financing Programs. The prospective housing developers can start, complete and electronically submit the loan application through this portal. Once the application is successfully submitted, the developers can monitor the application progress on the portal, upload any additional documents required to advance the application through its various stages from submission to completion.

Contact Information [Help](#)

Prospective Developer
999 Broad Street
Trenton, NJ 08976
(0) 0-0 x: 0
email: PD@pd.com
 Send communications via email

Project Templates [Help](#)

Project Type	Template Name	Ver #	
101-MF UNIAP PERM	MF UNIAP PERM	1	Download Template
102-MF UNIAP\Constr\PERM	MF UNIAP CONST PERM	5	Download Template
103-MF Conduit\PERM	MF CONDUIT PERM	1	Download Template
104-MF Conduit\Constr\PERM	MF CONDUIT CONSTR PERM	1	Download Template
105-SN PERM Only	SN PERM ONLY	1	Download Template
106-SN Constr\PERM	SN PERM ONLY	1	Download Template

❖ Contact Information Bubble

❖ Project Templates Bubble

Home Screen

Lending Portal Menu Options

- ❖ Update Contact Information
- ❖ Manage Portal Users

❖ Other options will be covered in another video



Home Screen

Update Contact Info

- ❖ This is your contact information with NJHMFA
- ❖ Please update if necessary
- ❖ Choose the SAVE when done

- ❖ Opting in for e-mails will be required for this portal. Please be sure the correct e-mail is listed in this box.



 Home > Update Contact Info

Contact Information [Help](#)

Name 1: Prospective Developer

Name 2:

Address 1: 999 Broad Street

Address 2:

City: Trenton

State: New Jersey **ZIP:** 08976

Phone Number: (888) 555 - 1234 x: 3322

Email: PD@pd.com

Send communications via email

[Save](#) [Cancel](#)

Home Screen

Multifamily and Supportive Housing Lending Portal

Home

MITAS Logout

Update Contact Info
New Application
Manage Applications
Manage Portal Users

NJHMFA TEST DEVELOPER (6)

Welcome to the Multifamily and Supportive Housing Lending Portal!

The Portal is designed to automate and streamline the loan application process for HMFA's Multifamily Rental Housing Financing Programs. The prospective housing developers can start, complete and electronically submit the loan application through this portal. Once the application is successfully submitted, the developers can monitor the application progress on the portal, upload any additional documents required to advance the application through its various stages from submission to completion.

Contact Information [Help](#)

Prospective Developer
999 Broad Street
Trenton, NJ 08976
(0) 0-0 x: 0
email: PD@pd.com
 Send communications via email

Project Templates [Help](#)

Project Type	Template Name	Ver #	
101-MF UNIAP PERM	MF UNIAP PERM	1	Download Template
102-MF UNIAP\Constr\PERM	MF UNIAP CONST PERM	5	Download Template
103-MF Conduit\PERM	MF CONDUIT PERM	1	Download Template
104-MF Conduit\Constr\PERM	MF CONDUIT CONST PERM	1	Download Template
105-SN PERM Only	SN PERM ONLY	1	Download Template
106-SN Constr\PERM	SN PERM ONLY	1	Download Template

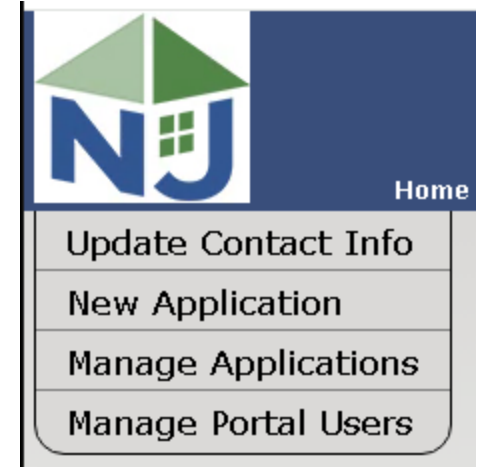
❖ Project Templates Bubble

- ❖ NEW Underwriting FORM10 Spreadsheet Templates
- ❖ NEW Project Types each with its own Form10 Template
- ❖ Existing Spreadsheets will not be accepted on the New Portal
- ❖ See the Form10 Training Video for more information

Home Screen

Lending 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 e-mail for each User



Home Screen

Manage Portal Users

The screenshot shows a web application interface for managing portal users. At the top, there is a logo for 'NJ' and a header 'Multifamily and Supportive Housing L...'. Below the header, a breadcrumb trail reads 'Home > Manage Portal Users'. The main content area is divided into three sections: a table of users, a detailed user profile, and a permissions list.

User ID	Name	Localization Language	Disabled	Security Role
MITASTEST	MITAS	English	<input type="checkbox"/>	Portal User(6011)

User ID: MITASTEST **Failed Login Attempts:** 0
Name: MITAS **Password Expires:** 10/27/2024
 Disabled Account **Last Login:** 8/8/2024
Security Role: Portal User (6011) **Change Password:** Yes
Phone: 800-555-1234
Alternate Phone:
Fax:
E-Mail Address: support@mitas.com
Address 1: 123 Main Street
Address 2: Suite 100
City, State Zip: Trenton NJ 08505-
Localization Language: English (en-us)
[Edit User](#) [Disable User](#)
[Insert New User](#)

Security ID	Allowed
Home	<input checked="" type="checkbox"/>
New Donation	<input type="checkbox"/>
Owner Investors	<input type="checkbox"/>
Unit Makeup	<input type="checkbox"/>
Construction Budget	<input type="checkbox"/>
Construction Draws	<input type="checkbox"/>
Provider Programs	<input type="checkbox"/>
Scoring	<input type="checkbox"/>
Project Forms	<input checked="" type="checkbox"/>
Project Documents	<input checked="" type="checkbox"/>
Project Instructions	<input checked="" type="checkbox"/>
Custom Application	<input type="checkbox"/>
Maintain Donation	<input type="checkbox"/>
Programs Available	<input checked="" type="checkbox"/>
Project Import	<input checked="" type="checkbox"/>
Update Contact Info	<input checked="" type="checkbox"/>
Provider Documents	<input type="checkbox"/>
Provider Forms	<input type="checkbox"/>
Manage Applications	<input checked="" type="checkbox"/>
Project Details	<input checked="" type="checkbox"/>

1/2 [NEXT](#) >>>

Home Screen

Manage Portal Users

[Insert New User](#)

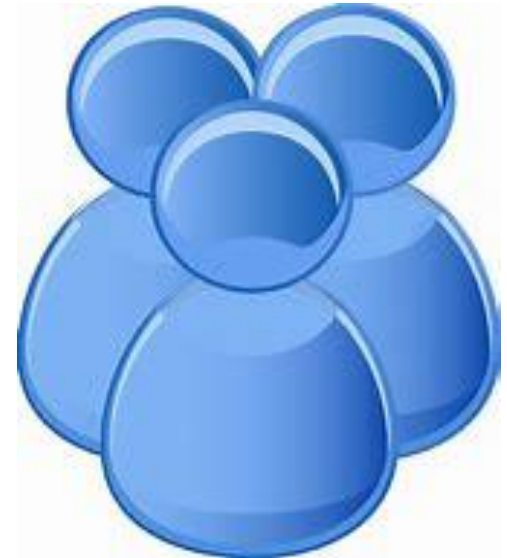
Use this link to insert a new user for the Portal

[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



Home Screen

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.

“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.

The screenshot shows the 'Multifamily and Supportive Housing L' web application interface. The top navigation bar includes the NJ logo and the text 'Multifamily and Supportive Housing L'. Below the navigation bar, the breadcrumb 'Home > Manage Portal Users' is visible. The main content area is divided into three sections:

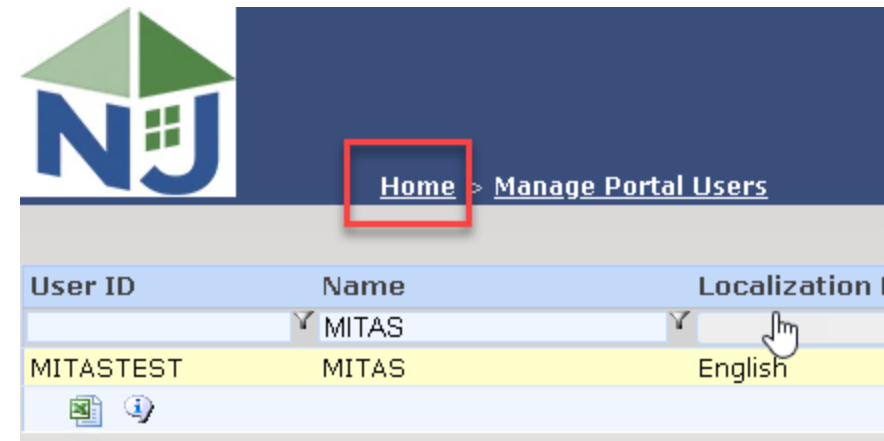
- User List Table:** A table with columns for User ID, Name, Localization Language, Disabled, and Security Role. The first row is highlighted in yellow and shows 'MITASTEST' with 'MITAS' as the name, 'English' as the language, and 'Portal User(6011)' as the security role.
- User Profile:** A detailed view for the selected user 'MITASTEST'. It includes fields for Name (MITAS), Phone (800-555-1234), E-Mail Address (support@mitas.com), and Address (123 Main Street, Suite 100, Trenton NJ 08505-). It also shows 'Failed Login Attempts: 0', 'Password Expires: 10/27/2024', and 'Last Login: 8/8/2024'. A red dashed arrow points from the 'Security Role: Portal User (6011)' field to the right.
- Security Role List:** A table with columns for Security ID and Allowed. It lists various roles such as 'Home', 'New Donation', 'Owner Investors', 'Unit Makeup', 'Construction Budget', 'Construction Draws', 'Provider Programs', 'Scoring', 'Project Forms', 'Project Documents', 'Project Instructions', 'Custom Application', 'Maintain Donation', 'Programs Available', 'Project Import', 'Update Contact Info', 'Provider Documents', 'Provider Forms', 'Manage Applications', and 'Project Details'. Each role has a checkbox in the 'Allowed' column.

Home Screen

Manage Portal Users

❖ Home link

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



NJHMFA TRAINING SERIES

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



STARTING A NEW APPLICATION

Create a *new* application in the Portal.



UPDATING AN EXISTING APPLICATION



UNDERWRITING SPREADSHEET TEMPLATES – THE NEW FORM10

Review the new Form10 and learn about the portal audits that will check each underwriting spreadsheet. Learn to submit a complete spreadsheet that will pass the audits.



UPLOADING DOCUMENTS – DOWNLOADING FORMS

Learn to submit required Project documents and how to download the latest forms.

NJHMFA TRAINING SERIES



HOW TO PAY YOUR APPLICATION FEES

Learn about the Portal form you can download with your wiring instructions and how to let agency staff know that you have paid your fee.



SUBMITTING A COMPLETED APPLICATION

Learn about the Portal audits for submitting a completed application. We will review what to look for and potential submission errors.



CONTACT THE MULTIFAMILY DIVISION AT
NJHMFA_Multifamily@njhmfa.gov WITH QUESTIONS

- +
-
-

THANK YOU