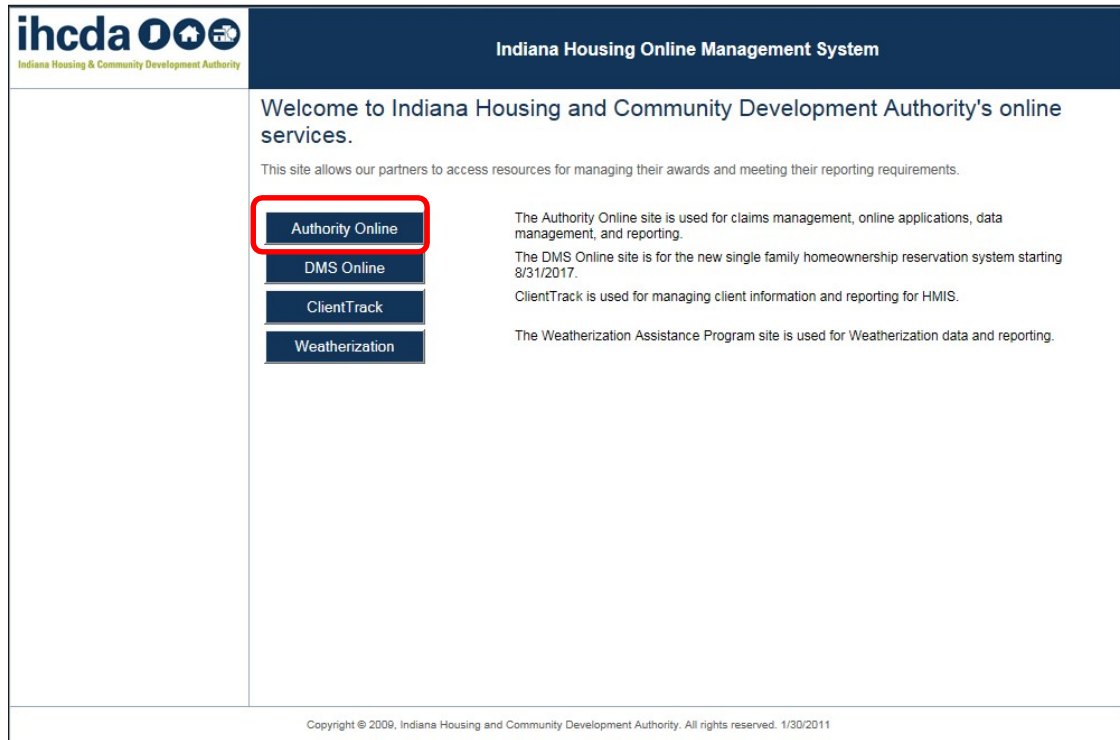


Updating ACH Information

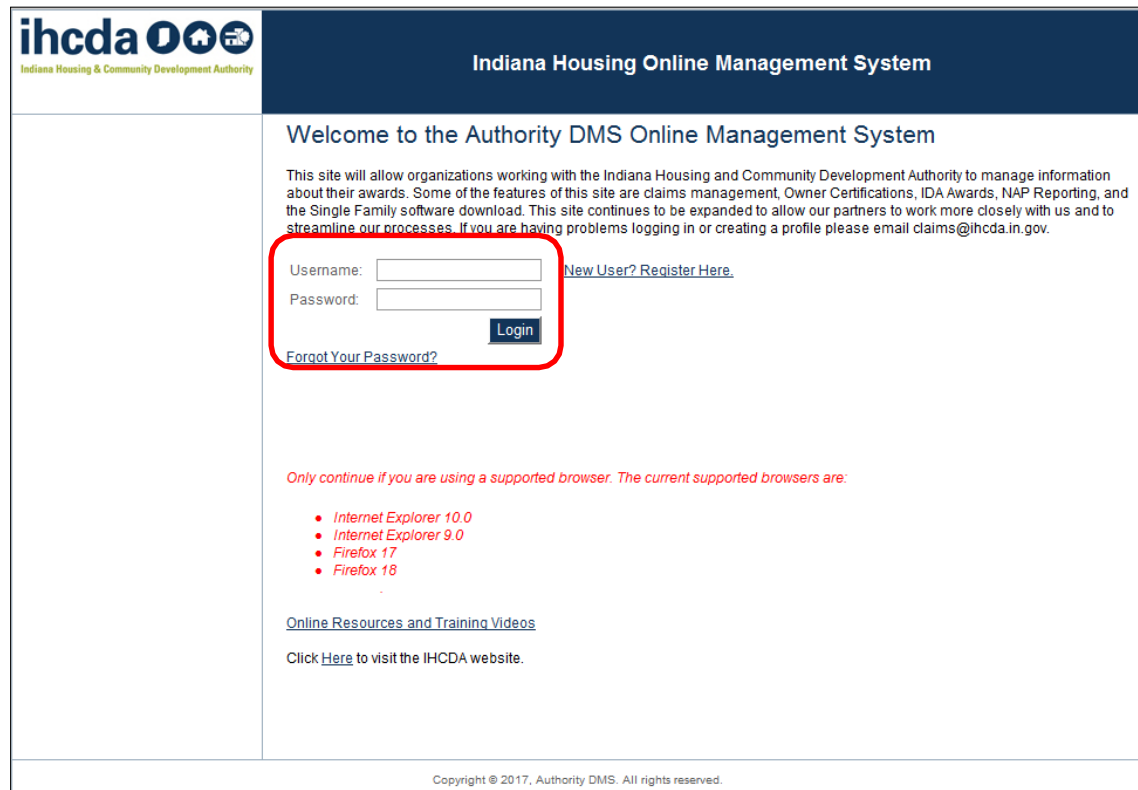
In order to update the ACH information for your organization, you must have Organization Administrator access in IHCDAOnline.

1. Go to <https://online.ihcda.in.gov> and select **Authority Online**




The screenshot shows the homepage of the Indiana Housing Online Management System. The header includes the IHCDA logo and the text "Indiana Housing Online Management System". Below the header, there is a welcome message: "Welcome to Indiana Housing and Community Development Authority's online services." followed by a brief description: "This site allows our partners to access resources for managing their awards and meeting their reporting requirements." A vertical menu on the left contains four buttons: "Authority Online", "DMS Online", "ClientTrack", and "Weatherization". The "Authority Online" button is highlighted with a red rectangular box. To the right of the menu, there are four paragraphs of text describing each service: "The Authority Online site is used for claims management, online applications, data management, and reporting.", "The DMS Online site is for the new single family homeownership reservation system starting 8/31/2017.", "ClientTrack is used for managing client information and reporting for HMIS.", and "The Weatherization Assistance Program site is used for Weatherization data and reporting." At the bottom of the page, there is a copyright notice: "Copyright © 2009, Indiana Housing and Community Development Authority. All rights reserved. 1/30/2011".

2. Enter your log in information




The screenshot shows the login page for the Authority DMS Online Management System. The header includes the IHCDA logo and the text "Indiana Housing Online Management System". Below the header, there is a welcome message: "Welcome to the Authority DMS Online Management System" followed by a detailed description of the system's features: "This site will allow organizations working with the Indiana Housing and Community Development Authority to manage information about their awards. Some of the features of this site are claims management, Owner Certifications, IDA Awards, NAP Reporting, and the Single Family software download. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes. If you are having problems logging in or creating a profile please email claims@ihcda.in.gov." A login form is located in the center, consisting of two input fields labeled "Username:" and "Password:", a "Login" button, and a link "Forgot Your Password?". The entire login form area is highlighted with a red rectangular box. To the right of the "New User? Register Here" link, there is a list of supported browsers: "Internet Explorer 10.0", "Internet Explorer 9.0", "Firefox 17", and "Firefox 18". At the bottom of the page, there is a copyright notice: "Copyright © 2017, Authority DMS. All rights reserved." and a link to "Online Resources and Training Videos".

3. Select *My Profile*

 <p>Indiana Housing & Community Development Authority</p>	Welcome Heather Long IHCDCA Indiana Housing Online Management System Logout Help 19:48																				
My Profile	<h2>Programs</h2> <table border="1"><tr><td data-bbox="397 493 698 525">Owner Certification</td><td data-bbox="722 493 1469 546">This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.</td></tr><tr><td data-bbox="397 567 527 598">Progress Report</td><td data-bbox="722 567 1388 598">This will allow the owner or developer to enter the Semi-Annual 8609 progress report.</td></tr><tr><td data-bbox="397 619 665 651">Single Family Software Download</td><td data-bbox="722 619 1453 672">Single Family Participating Lenders can download the SFDMS software from here to manage their MRB, MCC, DPA, and MSP reservations.</td></tr><tr><td data-bbox="397 693 511 724">HCV Reports</td><td data-bbox="722 693 1429 745">This will allow property owners to enter completion report and closeout information for their awards.</td></tr><tr><td data-bbox="397 766 446 798">NAP</td><td data-bbox="722 766 1469 819">Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.</td></tr><tr><td data-bbox="397 840 617 871">Award Claims Management</td><td data-bbox="722 840 1453 913">Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.</td></tr><tr><td data-bbox="397 934 625 987">Professional Services Claims Management</td><td data-bbox="722 934 1453 1008">Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.</td></tr><tr><td data-bbox="397 1029 552 1060">Online Applications</td><td data-bbox="722 1029 1429 1060">Applicant organizations can submit an online application for any open rounds for programs.</td></tr><tr><td data-bbox="397 1081 527 1113">My Organization</td><td data-bbox="722 1081 1372 1134">Manage the information about your organization such as contact information, users, partnerships, and partners.</td></tr><tr><td data-bbox="397 1155 487 1186">My Profile</td><td data-bbox="722 1155 1469 1228">Manage your profile including your password, contact information, your organization information, and other information about your organization.</td></tr></table> <p>Many features of the Authority Online system are based your organization. In some cases, you may need to share your 'Organization Code' with another organization or with someone in your organization who is registering as a new user. This organization code can be found from your profile screen on the 'My Organization' page.</p>	Owner Certification	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.	Progress Report	This will allow the owner or developer to enter the Semi-Annual 8609 progress report.	Single Family Software Download	Single Family Participating Lenders can download the SFDMS software from here to manage their MRB, MCC, DPA, and MSP reservations.	HCV Reports	This will allow property owners to enter completion report and closeout information for their awards.	NAP	Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.	Award Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.	Professional Services Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.	Online Applications	Applicant organizations can submit an online application for any open rounds for programs.	My Organization	Manage the information about your organization such as contact information, users, partnerships, and partners.	My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.
Owner Certification	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.																				
Progress Report	This will allow the owner or developer to enter the Semi-Annual 8609 progress report.																				
Single Family Software Download	Single Family Participating Lenders can download the SFDMS software from here to manage their MRB, MCC, DPA, and MSP reservations.																				
HCV Reports	This will allow property owners to enter completion report and closeout information for their awards.																				
NAP	Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.																				
Award Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.																				
Professional Services Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.																				
Online Applications	Applicant organizations can submit an online application for any open rounds for programs.																				
My Organization	Manage the information about your organization such as contact information, users, partnerships, and partners.																				
My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.																				
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4. Select *Bank Information*

ihcda  Welcome Heather Long [Logout](#)

Indiana Housing & Community Development Authority IHCDA **Indiana Housing Online Management System** [Help](#)

19:53

[Return To Programs Listing](#)

Profile

- User Details
- Request New Access
- Change Organization

Organization

- Information
- Users
- Contacts
- Bank Information**
- MOA Management

Password Reset

Current Password:

New Password:

Confirm Password:

Profile Details

First Name: Heather

Last Name: Long

Organization: IHCDA

Organization Address: 30 S Meridian Street Suite 1000

City: Indianapolis

State: IN

Zip Code: 46032

Telephone: () - -

Fax: (optional) () - -

E-mail: HLong@ihcda.in.gov

Username: HLong

User Access

Neighborhood Assistance Program Access for Community Development

- NAP Viewers - Date Granted: 11/6/2015
- NAP Editors - Date Granted: 11/6/2015

Individual Development Account Access

- RIDA Administrators
- IDA Administrators

Claim Management Access

- Claims Management Submitter - Date Granted: 11/6/2015
- Claims Management Editors - Date Granted: 11/6/2015
- Claims Management Viewers - Date Granted: 7/11/2014

Third Party Claims Access

- Third Party Claims

Manage your organizations information and users

- Organization Administrators - Date Granted: 8/15/2016

View organization information and request new permissions

- Organization Viewers - Date Granted: 11/6/2015

Online Application Access for Developers Only

- User Access Administration - Date Granted: 8/31/2017
- Online Application Editors - Date Granted: 8/31/2017
- Online Application Viewers - Date Granted: 8/31/2017

Manage Organization MOUs

- MOU Viewers
- MOU Submitters

Financial Reporting

- Financial Reporting Editing
- Financial Reporting Viewing

Loans

- Loan Statement Viewers

Document Center

- Document Center Uploaders

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5. This screen will display all current bank account information for each program that the organization has received.

The screenshot shows the 'Indiana Housing Online Management System' interface. The header includes the ihcda logo, the text 'Welcome Heather Long', 'IHCDA', and the system title. The left navigation menu has sections for 'Profile' and 'Organization'. The main content area is titled 'Bank Information' and features an 'Add New' button above a table of bank accounts. The table has columns for 'Program Name', 'Bank Name', and 'Last Edited Date'. Below the table are 'Save' and 'Cancel' buttons. The footer contains the copyright notice: 'Copyright © 2017, Authority DMS. All rights reserved.'

Program Name	Bank Name	Last Edited Date
Build A Home	asdf	2/17/2015 11:05:48 AM
CDBG	testing	7/22/2015 9:06:09 AM
Energy Assistance Program	xyz123	4/1/2013 3:22:00 PM
DPA	dummy	12/23/2014 7:54:59 AM
HPRP	Bank Name	2/14/2013 9:02:25 PM
Hardest Hit Fund	JP Morgan	2/14/2013 9:02:25 PM

6. To add a new account, select *Add New*

7. Starting with the Program, fill in the new information and select **Add**

Welcome Heather Long
IHCDA

Indiana Housing Online Management System

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Bank Information
MOA Management

Bank Information

Add New

New Banking Information

Program Name: CDBG-D
Bank Name: Test Bank
Routing Number: 01234567890
Account Number: 09876543210
Account Type: Checking

Cancel Add

Program Name	Bank Name	Last Edited Date
Build A Home	asdf	2/17/2015 11:05:48 AM
CDBG	testing	7/22/2015 9:06:09 AM
Energy Assistance Program	xyz123	4/1/2013 3:22:00 PM
DPA	dummy	12/23/2014 7:54:59 AM
HPRP	Bank Name	2/14/2013 9:02:25 PM
Hardest Hit Fund	JP Morgan	2/14/2013 9:02:25 PM

Save Cancel

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8. The new bank info will appear in the list and will be associated with awards under that program.

Welcome Heather Long
IHCDA

Indiana Housing Online Management System

Logout
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Return To Programs Listing

Return

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MOA Management

Bank Information

Add New

Program Name	Bank Name	Last Edited Date
Build A Home	asdf	2/17/2015 11:05:48 AM
CDBG	testing	7/22/2015 9:06:09 AM
Energy Assistance Program	xyz123	4/1/2013 3:22:00 PM
DPA	dummy	12/23/2014 7:54:59 AM
HPRP	Bank Name	2/14/2013 9:02:25 PM
Hardest Hit Fund	JP Morgan	2/14/2013 9:02:25 PM
CDBG-D	Test Bank	10/3/2017 12:53:51 PM

Save Cancel

9. To edit a program, click the blue program name in the list.

Welcome Heather Long
IHCDA
Indiana Housing Online Management System
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Return To Programs Listing
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Profile
User Details
Request New Access
Change Organization
Organization
Information
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Contacts
Bank Information
MOA Management

Bank Information
Add New

New Banking Information

Program Name: CDBG-D
Bank Name: Test Bank
Routing Number: 01234567890
Account Number: 09876543210
Account Type: Checking

Cancel Update

Program Name	Bank Name	Last Edited Date
Build A Home	asdf	2/17/2015 11:05:48 AM
CDBG	testing	7/22/2015 9:06:09 AM
Energy Assistance Program	xyz123	4/1/2013 3:22:00 PM
DPA	dummy	12/23/2014 7:54:59 AM
HPRP	Bank Name	2/14/2013 9:02:25 PM
Hardest Hit Fund	JP Morgan	2/14/2013 9:02:25 PM
CDBG-D	Test Bank	10/3/2017 12:53:51 PM

Save Cancel

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10. This will bring up the edit screen. Make the needed changes and select *Update*

Welcome Heather Long
IHCDA
Indiana Housing Online Management System
Logout
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Return To Programs Listing
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Profile
User Details
Request New Access
Change Organization
Organization
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Users
Contacts
Bank Information
MOA Management

Bank Information
Add New

New Banking Information

Program Name: CDBG-D Loan
Bank Name: Another Test Bank
Routing Number: 5555555555
Account Number: 0003333333
Account Type: Savings


Cancel Update

Program Name	Bank Name	Last Edited Date
Build A Home	asdf	2/17/2015 11:05:48 AM
CDBG	testing	7/22/2015 9:06:09 AM
Energy Assistance Program	xyz123	4/1/2013 3:22:00 PM
DPA	dummy	12/23/2014 7:54:59 AM
HPRP	Bank Name	2/14/2013 9:02:25 PM
Hardest Hit Fund	JP Morgan	2/14/2013 9:02:25 PM
CDBG-D	Test Bank	10/3/2017 12:53:51 PM

Save Cancel

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11. Select Save



Welcome Heather Long
IHCDCA

Indiana Housing Online Management System

[Logout](#)
[Help](#)
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[Return To Programs Listing](#)

Profile

- User Details
- Request New Access
- Change Organization

Organization

- Information
- Users
- Contacts
- Bank Information
- MOA Management

Bank Information

[Add New](#)

Banking Information

Program Name CDBG-D Loan
Bank Name Another Test Bank
Routing Number 01234567890
Account Number 09876543210
Account Type Checking

Program Name	Bank Name	Last Edited Date
Build A Home	asdf	2/17/2015 11:05:48 AM
CDBG	testing	7/22/2015 9:06:09 AM
Energy Assistance Program	xyz123	4/1/2013 3:22:00 PM
DPA	dummy	12/23/2014 7:54:59 AM
HPRP	Bank Name	2/14/2013 9:02:25 PM
CDBG-D Loan	Another Test Bank	10/3/2017 12:57:17 PM
Hardest Hit Fund	JP Morgan	2/14/2013 9:02:25 PM

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

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