

IDA Guide to ONLINE.IHCDA.IN.GOV

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Registering on OnlineIHCDA

First-time users will need to register for an account.

1. Go to online.ihcda.in.gov to access the website
2. Choose “Authority Online”

The screenshot shows the homepage of the Indiana Housing Online Management System. At the top left is the ihcda logo with the text "Indiana Housing & Community Development Authority". To the right, a dark blue header contains the text "Indiana Housing Online Management System". Below the header, the main content area has a white background. It starts with a welcome message: "Welcome to Indiana Housing and Community Development Authority's online services." followed by a sub-header: "This site allows our partners to access resources for managing their awards and meeting their reporting requirements." On the left side of this content area, there is a vertical stack of four dark blue buttons with white text: "Authority Online", "DMS Online", "ClientTrack", and "Weatherization". A large blue arrow points from the left towards the "Authority Online" button. To the right of these buttons, there is explanatory text for each system: "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."

3. First-time Users will have to click on the “New User? Register Here”



Indiana Housing Online Management System

Welcome to the Authority DMS Online Management System

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

Username:

[New User? Register Here](#)



Password:

[Forgot Your Password?](#)

NOTE: An organization code is preferred for new Users establishing profiles because this Organization Code directly links new Users to their organization in the system.

If you do not know your organization code, you can email claims@ihcda.in.gov and request it. Not having it will **not keep you from establishing a profile but may delay your permissions request if the claims specialist does not know which organization to affiliate you with in our system. **

New User Registration:

1. Enter the Profile Information, including First Name and Last Name. Then enter your business email address and create a password. The default user name will be your email, but you can change this if you wish only during the initial setup.

****Once this is established, it cannot be changed or reset. User Passwords must be at least 7 characters and contain at least one number.****

Registration

In order to gain access to this website, you must request it and have it approved by the S

If your organization is already registered, please enter your organization code which you i
organization or the HFA. This code will ensure that your registration can be processed m

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you i
organization or the HFA. This code will ensure that your registration can be processed m

Enter Organization Code:

My Organization is not reg

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)

If you do not know your organization code, you can email claims@ihcda.in.gov and request it. Not having it will **not keep you from establishing a profile but may delay your permissions request if the claims specialist does not know which organization to affiliate you with in our system. **

2. Once you have entered your code, please select the **Load** button. This will populate the information in the organization area based upon the Organization Code entered. Please verify the information is correct.

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code:

My Organization is not registered

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)



3. If your organization has never used IHCDOnline before and is, therefore, not registered, please check the My Organization is not registered box.

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code:

My Organization is not registered

Organization

Name:

Address:

City:

State:

Zip Code:

Telephone:

Fax: (optional)



4. Enter your organization's information in the Organization Box below. This will also cause the Organization to be registered for future use

Registration

In order to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use their business email address.

Username:

Password:

Confirm Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code:

My Organization is not registered

Organization

Name:

Address:

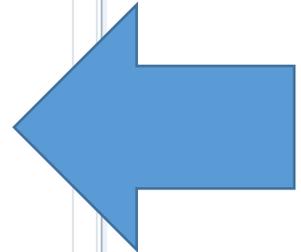
City:

State:

Zip Code:

Telephone:

Fax: (optional)



5. Select the Access Type needed by the user as described in Section 2 of this document. Your Organization Administrator will review the requested access type and determine which specific permissions best fit the user needs. Once you have made the appropriate selections, click the *Next* button.

Fax: (optional)

Access Types

Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

- Annual Owner Certification and 8609 Access for Rental Housing
- Neighborhood Assistance Program Access for Community Development
- Individual Development Account Access
- Claim Management Access
- HCV Access
- Third Party Claims Access
- Manage your organizations information and users



6. Review the Registration Summary screen. Please verify all information on this screen is correct. Please note that if you cancel at this point, all information will be removed from the Registration Screen. If it is all correct, click the Submit button.

7. You will then receive the following message at the bottom of the screen:

“Your registration information has been submitted and is being processed. An email notification will be sent to you upon approval or denial. Please be aware that your request may take up to 3 business days to be processed.”

Click **Return** to exit this page.

After you have completed the New User registration, your Organization’s administrator will receive an email indicating that you have requested permissions. At this time, please email claims@ihcda.in.gov and request permissions from IHCDA. Once the Claims department receives your email, someone from that department will grant your permissions.

How to Find Your Organization Code (for returning organizations)

Returning organizations can find their organization code by logging on to onlineIHCDA.

1. Click on “My Profile” on the left. This screen may look different depending on the reports an agency submits and what individual staff have access to.

The screenshot displays the user interface of the Indiana Housing Online Management System. The header includes the IHCDA logo, the user name 'Welcome Veda Morris-May', and the system title 'Indiana Housing Online Management System'. There are links for 'Logout', 'Help', and a time display '17:45'. The main content area is titled 'Programs' and lists several options: IDA, NAP, Award Claims Management, Professional Services Claims Management, and My Profile. Each option has a brief description of its functionality. The 'My Profile' option is selected, and its description is expanded. The page also includes a navigation menu on the left with 'My Profile' highlighted by a blue arrow.

Program	Description
IDA	Individual Development Account Administrators can manage their participants and programs through this site.
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.
My Profile	Manage your profile including your password, contact information, your organization information, and other information about your organization.

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.

2. Choose "Information" under Organization on the left-

ihcda Welcome Veda Morris-May

Indiana Housing & Community Development Authority

Indiana Housing Online Management System

Return To Programs Listing

Return

Profile

User Details

Request New Access

Change Organization

Organization

Information

Contacts

Password Reset

Current Password:

New Password:

Confirm Password:

User Access

Neighborhood Assistance Program Access for Community Development

NAP Viewers - Date Granted: 1/24/2018

NAP Editors - Date Granted: 4/4/2018

Individual Development Account Access

RIDA Administrators - Date Granted: 5/14/2018

IDA Administrators - Date Granted: 5/14/2018

Claim Management Access

Claims Management Submitter - Date Granted: 4/4/2018

Claims Management Editors - Date Granted: 4/4/2018

Claims Management Viewers - Date Granted: 4/4/2018

Third Party Claims Access

- Third Party Claims

Manage your organizations information and users

Organization Administrators

View organization information and request new permissions

Organization Viewers - Date Granted: 1/24/2018

Online Application Access for Developers Only

User Access Administration

Online Application Editors

Online Application Viewers

Profile Details

First Name: Veda

Last Name: Morris-May

Organization: IHCDA

Organization Address: 30 South Meridian St Suite 1000

City: Indianapolis

State: IN

Zip Code: 46204

Telephone: (317) 232-7777

Fax: (optional) (317) 232-7778

E-mail: vmorrismay@ihcda.in.gov

Username: vmorrismay

Set Password

Update

3. "Organization Code" will be found in the 'Physical Address' section

ihcda Welcome Veda Morris-May

Indiana Housing & Community Development Authority

Indiana Housing Online Management System

Return To Programs Listing

Return

Profile

User Details

Request New Access

Change Organization

Organization

Information

Contacts

Organization Information

Physical Address

Organization Code: EBE778DEB0

Organization Type: Government - State

Organization Name: IHCDA

Federal ID#:

Address 1: 30 S Meridian St

Address 2: ste 1000

City: Indianapolis

Zip: 46204

Date of Formation: / /

Organization Sub Type:

Parent Organization:

Duns#: 086870479

Primary Phone: (317) 232-7777

Primary Fax:

State: IN

County: MARION

MBE WBE

Logout

Help

18:58

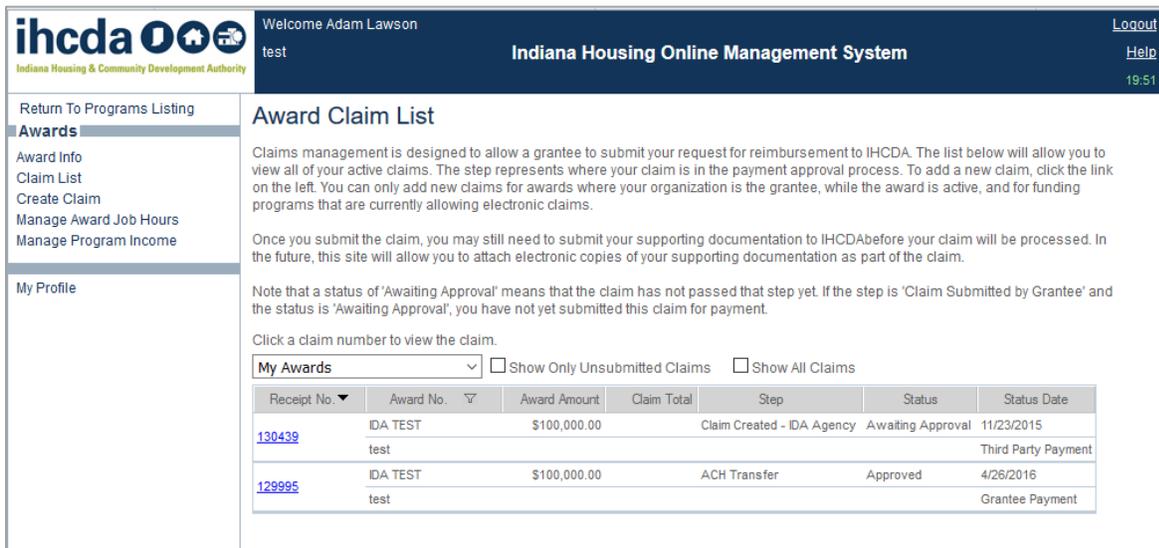
Submitting a Claim

1. Select “Awards Claims Management” on the left side of the screen for access to the IDA program within IHCDOnline.



The screenshot shows the IHCD Online Management System interface. The header includes the IHCD logo, the text "Welcome Veda Morris-May", and the system name "Indiana Housing Online Management System". A "Logout" link is in the top right. The left sidebar has "My Profile" and "Awards" sections. The main content area is titled "Programs" and lists several options: IDA, NAP, Award Claims Management, Professional Services Claims Management, and My Profile. A blue arrow points to the "Award Claims Management" link.

2. To create a new claim click on “create claim” in the left column



The screenshot shows the "Award Claim List" page. The header includes the IHCD logo, the text "Welcome Adam Lawson", and the system name "Indiana Housing Online Management System". A "Logout" link is in the top right. The left sidebar has "Return To Programs Listing" and "Awards" sections. The main content area is titled "Award Claim List" and contains a table of claims. A blue arrow points to the "Create Claim" link in the left sidebar.

Receipt No.	Award No.	Award Amount	Claim Total	Step	Status	Status Date
130439	IDA TEST test	\$100,000.00		Claim Created - IDA Agency	Awaiting Approval	11/23/2015
129995	IDA TEST test	\$100,000.00		ACH Transfer	Approved	4/26/2016
					Third Party Payment	
					Grantee Payment	

3. Use the first drop down to “Select the Award”. This will be the IDA award that you are wanting to claim from.

Return To Programs Listing

Awards

- Award Info
- Claim List
- Create Claim
- Manage Award Job Hours
- Manage Program Income

My Profile

Create Claim

To start a new claim, select the award from the list and click the button. If your award is not in the list, there could be a couple reasons. The most likely cause is that you have an existing claim that has not been submitted for payment. Verify this from the 'Claim List' screen. If you do not see an unsubmitted claim for your award in that list, then IHCDA may not be currently allowing this award to be submitted electronically.

Select an Award

IDA TEST ▼



Create Claim

Select a Transaction Type

4. Use the second dropdown to "Select a Transaction Type". For IDA, agencies should select one of the following:

Return To Programs Listing

Awards

- Award Info
- Claim List
- Create Claim
- Manage Award Job Hours
- Manage Program Income

My Profile

Create Claim

To start a new claim, select the award from the list and click the button. If your award is not in the list, there could be a couple reasons. The most likely cause is that you have an existing claim that has not been submitted for payment. Verify this from the 'Claim List' screen. If you do not see an unsubmitted claim for your award in that list, then IHCDA may not be currently allowing this award to be submitted electronically.

Select an Award

IDA TEST ▼

Create Claim

Select a Transaction Type



Third Party Payment: A third party payment is a draw of funds that *will be paid to an IDA Participant*.

Grantee Payment: A grantee payment is a standard draw of funds *for the administration of the grantee's IDA award*.

Adjustment: An adjustment transaction allows an award grantee to make corrections to line items within an award. An adjustment will have both positive and negative line item amounts and must have a net total of zero. No funds are either drawn or paid as part of an adjustment transaction.

****ADJUSTMENT CLAIMS SHOULD NOT BE USED IN THE IDA AWARDS.** You need to consult a Claims Review Specialist to discuss the filing of an adjustment claim. No adjustment claims will be approved without prior approval being given to grantee per IHCDA staff. **

Return of Funds: Is a transaction to return funds back to IHCDA. The organization will not be able to access those funds again, so *ROF claims should only be used at the end of an award or if there are leftover funds from an IDA participant graduating.*

Repayment Claim: Is a *transaction to return funds back to IHCDA that will go back into the award amount. These funds are able to be reused,* and are most common when an IDA participant either leaves the program or is reassigned to a new award.

- When you have selected the appropriate award and transaction type you can hit “create claim”. The budget lines remain the same for all the claim types.

ihcda Indiana Housing & Community Development Authority

Welcome Test Person
test

Indiana Housing Online Management System

Logout
Help
19:58

Return To Programs Listing

Awards

Award Info
Claim List
Create Claim
Manage Award Job Hours
Manage Program Income

My Profile

Create Claim

To start a new claim, select the award from the list and click the button. If your award is not in the list, there could be a couple reasons. The most likely cause is that you have an existing claim that has not been submitted for payment. Verify this from the 'Claim List' screen. If you do not see an unsubmitted claim for your award in that list, then IHCDA may not be currently allowing this award to be submitted electronically.

Select an Award

Select a Transaction Type

**** It is important to note that you may NOT have a claim that contains both administrative and match amounts. These are two different types of claims, as specified above in #4. ****

GRANTEE (ADMINISTRATIVE) CLAIMS BEFORE IDA018:

****On awards previous to IDA018, the amount that you are requesting for ADMIN will have to be split in half between State and AFI (Federal). These amounts must be exactly split 50% into each line item. For example: If you are claiming 100.00, \$50.00 will be placed in the State Admin line item and \$50.00 will be placed into the Federal AFI Admin line item.****

After you enter the amounts, you will click SAVE in the bottom right hand corner of the screen.

Award Remaining Budget: \$7,356.00

**Award
AFI**

Remaining Budget: \$3,678.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$750.00	\$750.00	497.23
AFI Match	\$4,000.00	\$2,928.00	0.00

State

Remaining Budget: \$3,678.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$750.00	\$750.00	497.23
State Match	\$4,000.00	\$2,928.00	0.00

Comments

Save



GRANTEE (ADMINISTRATIVE) CLAIMS IDA018 & Beyond:

You will enter the Administrative amount being claimed in the ADMIN line item. You may only enter the amount in the STATE line item provided for ADMIN.

**Claim Details
IDA TEST**

The claims detail displays the information about the current claims for this award. You can see the budget breakdown for the award along with the remaining amount for each line item. Use the box for each line item to enter the amount you are claiming. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. Once you have entered your claim amounts, click the 'Save' button at the bottom of the page.

Claim Reference Number:

Award Remaining Budget: \$60,000.00

**Award
State**

Remaining Budget: \$60,000.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$10,000.00	\$10,000.00	0.00
State Match	\$50,000.00	\$50,000.00	0.00

Comments

Save



MATCH CLAIMS BEFORE IDA018:

****On awards previous to IDA018, the amount that you are requesting for THIRD PARTY / MATCH claims will have to be split in half between State and AFI (Federal). These amounts must be exactly split 50% into each line item. For example: If you are claiming 100.00, \$50.00 will be placed in the State Match line item and \$50.00 will be placed into the Federal AFI Match line item.** You will need to click SAVE for the amounts to register in the system.**

Award Remaining Budget: \$8,436.00

Award AFI

Remaining Budget: \$4,218.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$750.00	\$252.77	0.00
AFI Match	\$4,000.00	\$3,468.00	540.00

State

Remaining Budget: \$4,218.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$750.00	\$252.77	0.00
State Match	\$4,000.00	\$3,468.00	540.00

Comments

MATCH CLAIMS BEGINNING WITH IDA018 & BEYOND:

You will enter the MATCH amount being claimed in the STATE MATCH line item. You may only enter the amount in the STATE MATCH line item for a match claim. Then you will click SAVE.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Details IDA TEST

The claims detail displays the information about the current claims for this award. You can see the budget breakdown for the award along with the remaining amount for each line item. Use the box for each line item to enter the amount you are claiming. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. Once you have entered your claim amounts, click the 'Save' button at the bottom of the page.

Claim Reference Number:

Award Remaining Budget: \$60,000.00

Award State

Remaining Budget: \$60,000.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$10,000.00	\$10,000.00	0.00
State Match	\$50,000.00	\$50,000.00	0.00

Comments

Save



ATTACHING SUPPORTING DOCUMENTATION:

- A. To Attach supporting documentation for the claim click **“Supporting Documentation”** at the top.

Summary | Claim | Claim Status | **Supporting Documentation** | Receivables

Claim Details IDA TEST



The claims detail displays the information about the current claims for this award. You can see the budget breakdown for the award along with the remaining amount for each line item. Use the box for each line item to enter the amount you are claiming. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. Once you have entered your claim amounts, click the 'Save' button at the bottom of the page.

Claim Reference Number:

Award Remaining Budget: \$60,000.00

Award State

Remaining Budget: \$60,000.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	\$10,000.00	\$10,000.00	<input type="text" value="0.00"/>
State Match	\$50,000.00	\$50,000.00	<input type="text" value="0.00"/>

- B. You will choose **“Claims documentation”** for the Document type and click BROWSE to upload documentation from your files. Once you have the correct file selected you will click on SUBMIT DOCUMENT.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Supporting Documentation IDA TEST

Accepted File Extensions: tiff, tif, doc, docx, xls, xlsx, xml, jpeg, jpg, pdf, msg

Max File Size: 30720 KB

Document Type



Upload Document

Required for Claim Submission

- C. Once you successfully upload files you will see them appear below the submit button. Please note that you cannot submit without attaching supporting documentation.

[Summary](#) | [Claim](#) | [Claim Status](#) | [Supporting Documentation](#) | [Receivables](#)

Supporting Documentation

IDA TEST

Accepted File Extensions: tiff, tif, doc, docx, xls, xlsx, xml, jpeg, jpg, pdf, msg

Max File Size: 30720 KB

Document Type

Upload Document

Required for Claim Submission

	Document Name	Document Date
View	DO NOT PAY DO NOT PAY BLN PRE DEMO INSPECTION CLAIM	9/18/2019 1:03:28 PM



SUPPORTING DOCUMENTATION REQUIREMENTS:

- a. Grantee Payments must include the following:
 - i. Timesheets for any IDA admin dollars that are being claimed
 - ii. The receipts for any supplies related to the IDA program purchased.
- b. Third Party Payments (MATCH) claims must include the following:
 - i. IHEDA Match Claim Document
- c. Return of Funds Claims must include the following:
 - i. Account Closeout Form
- d. Repayment Claims must include the following:
 - i. Account Closeout Form

- After all documentation has been uploaded and the claim amounts have been entered and saved you will click on the **SUMMARY** tab at the top of the screen.



Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Summary
 IDA TEST
 Claim Receipt: 224902
 test
 Transaction Type: Grantee Payment
 Vendor:

The claims summary displays the information about previous and existing claims for this award. You can see the budget breakdown for the award, previous draws against line items, and the remaining amount for each line item. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. To modify the current claim, click on the 'Claim' link above.

Award Amount: \$60,000.00

State -

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
State Match	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
Group Total	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00
Claimed Percentage					0%		

Totals

	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Total - All Groups	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00
Claimed Percentage					0%		

By pressing the button on this screen, I hereby certify that any information submitted into the Indiana Housing Online Management System by me is true, accurate, and complete. I understand that any information, documentation, etc., submitted by me is related to programs that are funded with federal and state funding sources, and any false claims, statements, documents, falsifications, or concealment of material fact(s), may be prosecuted under applicable federal and state laws and may result in criminal and/or civil penalties.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years. I also understand that Authority Online usernames and passwords should not be shared. Please register for a username if you do not have your own.

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- You will verify the amounts are correct within this screen and then you will hit **SUBMIT CLAIM** in the bottom right-hand corner of the screen

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Summary
 IDA TEST
 Claim Receipt: 224902
 test
 Transaction Type: Grantee Payment
 Vendor:

The claims summary displays the information about previous and existing claims for this award. You can see the budget breakdown for the award, previous draws against line items, and the remaining amount for each line item. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. To modify the current claim, click on the 'Claim' link above.

Award Amount: \$60,000.00

State -

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	\$0.00	\$0.00
State Match	\$50,000.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$0.00	\$0.00
Group Total	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00
Claimed Percentage					0%		

Totals

	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Total - All Groups	\$60,000.00	\$0.00	\$0.00	\$0.00	\$60,000.00	\$0.00	\$0.00
Claimed Percentage					0%		

By pressing the button on this screen, I hereby certify that any information submitted into the Indiana Housing Online Management System by me is true, accurate, and complete. I understand that any information, documentation, etc., submitted by me is related to programs that are funded with federal and state funding sources, and any false claims, statements, documents, falsifications, or concealment of material fact(s), may be prosecuted under applicable federal and state laws and may result in criminal and/or civil penalties.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years. I also understand that Authority Online usernames and passwords should not be shared. Please register for a username if you do not have your own.

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NOTE: If you do not see the amounts displaying in this screen, this means that you did not click the SAVE button in the CLAIM screen and you will need to go back into that screen,

re-enter the amounts and click save. You will then return to the SUMMARY screen and submit the claim .

NOTE: If you would at any time like to check on the status of your claim as it is moving throughout the system, you can click on the CLAIM STATUS tab. There are four steps a claim can be in.

1. Claim Created – which means you have created the claim but the claim has NOT been submitted
2. IHCD Program Administrator Review – means the claim is being reviewed.
3. Accounting Review – the claim has moved to Program accounting for review
4. ACH Transfer – the claim is being paid

The screenshot shows the IHCD Online Management System interface. The header includes the IHCD logo, the user name 'Welcome Adam Lawson', and the system name 'Indiana Housing Online Management System'. The navigation menu on the left includes 'Return To Programs Listing', 'Awards', 'Award Info', 'Claim List', 'Create Claim', 'Manage Award Job Hours', 'Manage Program Income', and 'My Profile'. The main content area shows the 'Claim Status' page for 'IDA TEST'. A blue arrow points to the 'Claim Status' tab in the breadcrumb navigation. Below the breadcrumb, there is a table with the following data:

Step	Status	Step Date	User	Comment
Claim Created - IDA Agency	Awaiting Approval	5/31/2019 7:41:00 AM	Adam Lawson	

AMENDING A CLAIM THAT YOU HAVE ALREADY SUBMITTED:

1. Contact IHCD at claims@ihcda.in.gov and request that the claim be denied.
2. Once the claim has been denied you will go back into the system, click on the claim, make the adjustments needed, click save and resubmit the claim.

How To Update Third Party Banking Information for the IDA Program

Third Party Claims should be going into a HOLDING ACCOUNT that you have established at a bank. They are for Participant match claims.

Third Party Claims (Match Claims):

****Your Organization MUST HAVE A SEPARATE BANK ACCOUNT for your match claims.****

IT IS A FEDERAL REQUIREMENT FOR THE IDA PROGRAM

This Account is a **HOLDING** account and should be established with the bank before you begin to process any type of claim within the IDA program.

To update Third Party/Match banking Information please do the following:

1. Go to <https://online.ihcda.in.gov> to access the website and log in.
2. Select the IDA TAB



Programs	
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.
IDA	Individual Development Account Administrators can manage their participants and programs through this site.
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.
Third Party Claims Management	Third Party Claims Management will allow a third party organization to view their online claims for payment. Claims are submitted by the Awardee for direct payment to the third party organization.
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.

3. Click on Banking Account Information

The screenshot shows the IHCDA online management system interface. The top navigation bar includes the IHCDA logo, the user name 'Welcome Test Person', and the system title 'Indiana Housing Online Management System'. The left sidebar contains a menu with the following items: 'Return To Programs Listing', 'Main', 'Claims Management', 'Award Information', 'Participant Information', 'Reports', 'Bank Account Information' (highlighted with a blue arrow), 'Personal Savings Deposits', 'Training Entry Form', 'Manage Projects' (with sub-items: 'Manage Traditional IDA', 'EDA Setup', 'Manage Incentives'), and 'My Profile'. The main content area is titled 'Individual Development Account Management' and contains introductory text and a list of system features.

4. You will click the EDIT button on the right hand side of the screen.

The screenshot shows the 'Bank Account Information' page. The top navigation bar includes the IHCDA logo, the user name 'Welcome Test Person', and the system title 'Indiana Housing Online Management System'. The left sidebar contains a menu with the following items: 'Return To Programs Listing', 'Main', 'Claims Management', 'Award Information', 'Participant Information', 'Reports', 'Bank Account Information' (highlighted with a blue arrow), 'Personal Savings Deposits', 'Training Entry Form', 'Manage Projects' (with sub-items: 'Manage Traditional IDA', 'EDA Setup', 'Manage Incentives'), and 'My Profile'. The main content area is titled 'Bank Account Information' and contains a form with the following elements: 'Bank Information' section with 'Show:' options (Active, Inactive, Active and Inactive), an 'Add New Bank' button, and a table with columns: Name, Routing Number, City, Contact Name, Contact Email, Phone. A red circle highlights the 'Edit' button in the top right corner of the form, with a blue arrow pointing to it.

5. You will click on ADD NEW BANK if you do not already see your bank account information listed.

The screenshot shows the 'Bank Account Information' page. The top navigation bar includes the IHCDA logo, the user name 'Welcome Test Person', and the system title 'Indiana Housing Online Management System'. The left sidebar contains a menu with the following items: 'Return To Programs Listing', 'Main', 'Claims Management', 'Award Information', 'Participant Information', 'Reports', 'Bank Account Information' (highlighted with a blue arrow), 'Personal Savings Deposits', 'Training Entry Form', 'Manage Projects' (with sub-items: 'Manage Traditional IDA', 'EDA Setup', 'Manage Incentives'), and 'My Profile'. The main content area is titled 'Bank Account Information' and contains a form with the following elements: 'Bank Information' section with 'Show:' options (Active, Inactive, Active and Inactive), an 'Add New Bank' button (highlighted in yellow with a blue arrow), and a table with columns: Name, Routing Number, City, Contact Name, Contact Email, Phone. A red circle highlights the 'Edit' button in the top right corner of the form.

6. You will enter your banking information and routing number and click Save.

****YOU SHOULD BE ENTERING YOUR HOLDING ACCOUNT BANK INFORMATION****

Bank Account Information Edit

Bank Information Edit

Show: Active Inactive Active and Inactive

Add New Bank

Name	Routing Number	City	Contact Name	Contact Email	Phone

Note: Some "Deactivate" buttons will remain disabled because the bank is being used by active accounts.

Add Bank

Name

Routing Number

Contact Name

Contact Email

Address

City

State

Zip

Phone Number

Cancel Save

7. Then you will click on **Add Account** in the bottom section of the screen and fill out your account number. You will select **Holding** as the account type, select IDA as the Program, select your bank and enter the account number. Then you will click save.

Account Information

Show: Active Inactive Active and Inactive

Add New Account

Account Type	Program	Bank	Account #

Note: Some "Deactivate" buttons will remain disabled because the account has a balance greater than zero.

Add Account

Account Type

Program

Bank

Account Number

Cancel Save

****If this is a bank that you are using for the first time or if you are changing your holding account information, it is imperative that you email claims@ihcda.in.gov and report your organization, your award number and state that you have made a change or added new IDA THIRD PARTY BANKING information to IHCDONLINE.****

***If you do not report this to the email address, we will not be able to update our payment system with the new information and payments could continue to go to the old account on file.**

8. Once we receive the email explaining that your banking information has changed, IHEDA will update the payment system and future payments will go to the updated banking information.