

# Changing Your Password on IHCDA Online

[online.ihcda.in.gov](http://online.ihcda.in.gov)

# **TWO REASONS TO CHANGE PASSWORD**

**1. FORGOT IT**

**2. YOU HAVE RESET YOUR PASSWORD  
AND ONLY HAVE A TEMPORARY ONE  
NOW OR YOU NEED TO RESET IT FOR  
ANY NUMBER OF REASONS**

# REASON #1: FORGOT IT

Click on Forgot Your Password

Username:

Password:

[Forgot Your Password?](#)

[New User? Register Here.](#)

# REASON #1: FORGOT IT

Enter Username and click Reset

Username:  [New User? Register Here.](#)  
Password:

Forgot Your Password?

If you have forgotten your password, you can request to have it reset. Please enter your username, click on the reset button and a new password will be e-mailed to you.

Username:

# REASON #1: FORGOT IT

Once you have typed in your username and clicked reset, you will receive an email with a temporary password.

If you do not receive this email or your temporary password does not work, please contact our Data and System Specialist, Meagan Simpson, at [msimpson1@ihcda.in.gov](mailto:msimpson1@ihcda.in.gov).

# REASON #2: LOGGED IN AND NEED TO RESET

When you are logged into ihcdaonline.com, click on My Profile

<a href="#">My Profile</a>	<h2>Programs</h2>
<a href="#">Owner Certification</a>	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.
<a href="#">Progress Report</a>	This will allow the owner or developer to enter the Semi-Annual 8609 progress report.
<a href="#">Award Claims Management</a>	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.
<a href="#">Professional Services Claims Management</a>	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.
<a href="#">My Profile</a>	Manage your profile including your password, contact information, your organization information, and other information about your organization.

# REASON #2: LOGGED IN AND NEED TO RESET

Type in your current password and what you want your new password to be, including a second time to confirm. Click Set Password.

## Password Reset

Current Password:

New Password:

Confirm Password:

[Set Password](#)

# REASON #2: LOGGED IN AND NEED TO RESET

Once you have reset your password, if for any reason your new password doesn't work the next time you log in, please contact our Data and System Specialist, Meagan Simpson, at [msimpson1@ihcda.in.gov](mailto:msimpson1@ihcda.in.gov).