

# THOMAS Registration

The following is the link for THOMAS registration:

<http://resources.thda.org/>

1. Click THOMAS (Tennessee Housing Online Management Application System)



Housing Credit Management System

**THOMAS (Tennessee Housing's Online Multifamily Application System)**

Weatherization Assistance Program

**THELMA (Tennessee Housing's Electronic Loan Management Application)**

HBEI Providers

Participant Information Management System

Single Family Special Programs Portal

2. Register as a new user by clicking the register as a new user button in the lower right hand of the screen.

The screenshot shows the sign-in page for the Tennessee Housing Online Multifamily Application System. The page has a dark blue header with the text "Tennessee Housing Online Multifamily Application System". Below the header, the text "Please Sign-In" is centered. There are two input fields: one for "Email Address" and one for a password. A "Log In" button is located below the input fields. In the bottom right corner, there are two links: "Forgot your password?" and "Register as a new user". At the bottom center, there is a link for "THDA Tax Credit Information".

Monday, December 4, 2017 8:42 AM Register Log In

Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Register New User \* bold fields are required

First Name	<input type="text"/>	Address	<input type="text"/>
Last Name	<input type="text"/>	Address 2	<input type="text"/>
Email	<input type="text"/>	City	<input type="text"/>
Password	<input type="password"/>	State	<input type="text"/>
Confirm Password	<input type="password"/>	Zip Code	<input type="text"/>
		Phone	<input type="text"/> ext. <input type="text"/>
		Fax	<input type="text"/> ext. <input type="text"/>

3. Complete registration information.
4. Once registration is complete it will need to be confirmed by accessing the link sent by email. Be sure to check your junk/spam folders as some registration confirmations will be sent there.

Monday, December 4, 2017 11:29 AM Register Log In

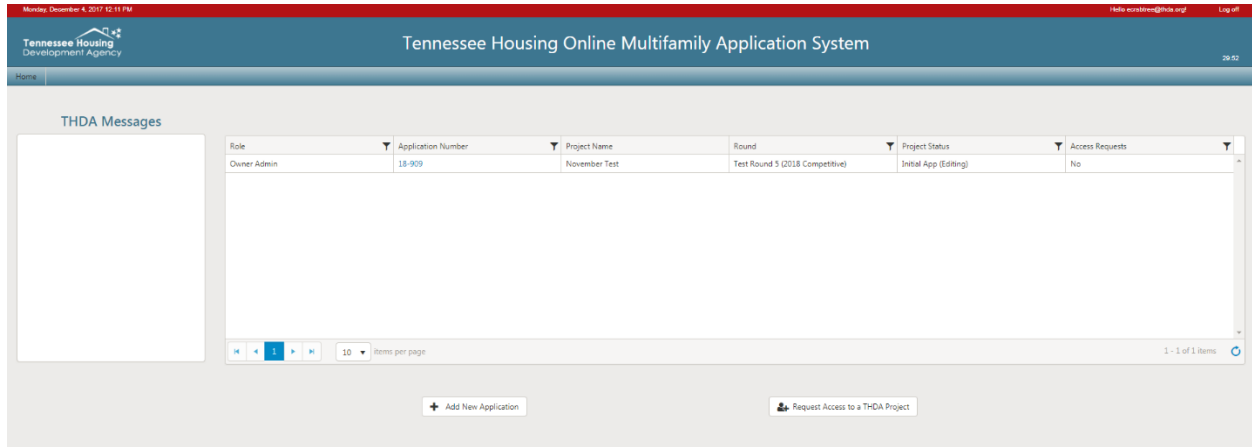
Tennessee Housing Development Agency Tennessee Housing Online Multifamily Application System

Info

Check your email and confirm your account, you must be confirmed before you can log in.

# Creating an Application

Once the Applicant has successfully completed Registration and now has a valid User Name and Password, the applicant can begin the application process.



1. Click “+ Add New Application” in the lower left hand side of the page.

The screenshot shows the 'New Project Application' form. It has a title bar 'New Project Application'. The form contains three input fields: 'Project Name' (a text box), 'Round' (a dropdown menu), and 'Are you a member of the ownership of this property?' (a dropdown menu). Below the form are two buttons: a blue 'Create Application' button with a checkmark icon and a grey 'Cancel' button with a close icon.

2. Add the Project Name, Round, answer the last question and click “Create Application”. An Application can only be created by an owner of an employee of the ownership entity, preferably a person that appears in the Ownership Organizational structure. All other users will receive a “you are not eligible to add this application” error.
3. Once the Application has been created it will show as pending in the Application Number column as pictured above. All Applications must be **approved** by THDA before work can begin on an application, this will be done in a timely manner.

## Tennessee Housing Online Multifamily Application System

Role	Application Number	Project Name	Round	Project :
	Pending	new project	Test Round 5 (2018 Competitive)	Initial A
Owner Admin	<a href="#">18-909</a>	November Test	Test Round 5 (2018 Competitive)	Initial A

10 items per page

+ Add New Application

+ Request Access to a THDA Project

4. Once your application is approved you will be able to begin working the applications starting with the general information.

## Requesting Access to a THDA Development

Any users needing access to an application that has already been approved will need to register for an account by following the steps in the “Registration” section above. Once the account has been created users will need to click on the “+Request Access to a THDA Project” button in the lower right hand corner of their THOMAS homepage.

Note: The application must be approved by THDA In order for additional users (other than the “Owner”) to request access. To determine if the application has been approved, check the “Application Number” column. If an application number has been assigned in the XX-XXX format the application has been approved.

Role	Application Number	Project Name	Round	Project Status	Access Requests
Owner Admin	18-909	new project	Test Round 5 (2018 Competitive)	Initial App (Pending Approval)	No
		November Test	Test Round 5 (2018 Competitive)	Initial App (Editing)	

THDA will only approve the first level or Owner’s access. The Owner will be responsible for approving all other access levels

1. Enter the application number, in the XX-XXX format, select your role, and request access.

Request User Access

Enter Application Number: 18-001

Select Role: Owner Admin, Consultant, Read-Only

Request Access | Cancel

2. Once the request has been submitted the Owners will receive notification and will be responsible to approving or denying the request.

## Levels of Access (Roles)

- a. Owner/Admin access
  - a. This individual should be an employee of the ownership entity preferably or a person that appears in the Ownership Organizational structure.
  - b. This individual will be responsible for approving the other two levels within the organization and outside of the organization.
  - c. This individual will have full editing rights and can make changes in the application.
  - d. THDA must approve this level of access.
  - e. THDA must facilitate the change of the individual in this role.
  - f. Example of the Individual in this role: Application Contact with a linkage to the Ownership Entity not a consultant hired by the Ownership Entity.
- b. Consultant/Editing access
  - a. This individual may be an employee of the ownership entity preferably or a third party individual employed by the ownership or developer entity that has a need to make edits in the application.
  - b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
  - c. This individual will have full editing rights and can make changes in the application.
  - d. This individual can be removed and/or changed to read access by the Owner/Admin access individual.
  - e. Examples of individuals in this role: Third Party Consultants, Management Agents, Other employees in the Organization, Accountants, etc.
- c. Read-Only access
  - a. This individual may be an employee of the ownership entity, developer entity or a third party individual employed by the ownership or developer entity and will not have any need to make edits but only view data in the application.
  - b. This individual must register in THOMAS and will be approved by the individual with the Owner access.
  - c. This individual will only have read only rights and cannot make changes in the application.
  - d. This individual can be removed and/or changed to consultant access by the Owner access individual.
  - e. Examples of individuals in this role: Board Members, Syndicators, Market Study Analysts, Other employees in the Organization, etc.

## Approving Access (For Users with Owner Access)

1. If a request for access to an Owner’s application has been made, the “Access Requests” column will be marked “Yes”. Click on “Yes”.

Role	Application Number	Project Name	Round	Project Status	Access Requests
	Pending	Nicole Test	9% Round	Initial App (Pending Approval)	
	Pending	test	9% Round	Initial App (Pending Approval)	
Owner Admin	18-001	Test App #1 (4%)	Test Round 4 (2018 Non-Competitive)	Initial App (Editing)	No
Owner Admin	18-005	9 West Drive	9% Round	Initial App (Editing)	Yes
Owner Admin	18-006	TRJ TEST	9% Round	Initial App (Editing)	No
Owner Admin	18-200	4 Buildings East	4% Round	Initial App (Editing)	No
Consultant	18-901	Test App #2 (9%)	Test Round 5 (2018 Competitive)	Initial App (Editing)	

1 - 7 of 7 items

+ Add New Application    + Request Access to a THDA Project

2. From this screen, the Owner can approve, deny, or change a user’s access level.

Project Application User Access			
Name	Email	Role	
Test User1	testuser1@thda.org	Consultant	<input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Deny <input type="checkbox"/> Change Role
Test Owner1	testowner1@thda.org	Owner Admin	

## Managing User’s Roles

1. A list of all users for the current development can be found from the Owners homepage. Click on the application number.

Role	Application Number	Project Name	Round	Project Status	Access Requests
	Pending	Nicole Test	9% Round	Initial App (Pending Approval)	
	Pending	test	9% Round	Initial App (Pending Approval)	
Owner Admin	18-001	Test App #1 (4%)	Test Round 4 (2018 Non-Competitive)	Initial App (Editing)	No
Owner Admin	18-005	9 West Drive	9% Round	Initial App (Editing)	Yes
Owner Admin	18-006	TRJ TEST	9% Round	Initial App (Editing)	No
Owner Admin	18-200	4 Buildings East	4% Round	Initial App (Editing)	No
Consultant	18-901	Test App #2 (9%)	Test Round 5 (2018 Competitive)	Initial App (Editing)	

1 - 7 of 7 items

2. From the General Information screen click on the “Roles” button in the upper left hand

Project Application User Access			
Name	Email	Role	
Test Owner1	testowner1@thda.org	Owner Admin	
Test User1	testuser1@thda.org	Consultant	<input type="checkbox"/> Change Role <input type="checkbox"/> Remove

corner.

- To change a user's role click "Change Role". Select the new role and updates. To remove a user's access click "Remove".

Project Application User Access

Name	Email	Role	
Test Owner1	testowner1@thda.org	Owner Admin	
Test User1	testuser1@thda.org	Consultant	<input type="checkbox"/> Update <input type="checkbox"/> Cancel

Consultant  
Read-Only



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	Pending	new project	Test Round 5 (2018 Competitive)	Initial A
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10 items per page

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