THOMAS Registration

The following is the link for THOMAS registration:

http://resources.thda.org/

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

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

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.
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.

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.

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”.

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

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.

2. From the General Information screen click on the “Roles” button in the upper left hand corner.
3. To change a user’s role click “Change Role”. Select the new role and updates. To remove a user’s access click “Remove”.

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<thead>
<tr>
<th>Name</th>
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<th>Role</th>
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<td>18-999</td>
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