HCMS ACCESS

- An Owner of the property is personally responsible for having access to every property in which they are designated as the owner.
- It will be their responsibility to manage all requests for access to these properties.
- Working for the ownership entity and being the property owner are two different things. THDA will only approve requests by property owners.
- Management agent request will need to be approved by the owner (manage users section)
- Requests that are submitted to THDA, and do not meet the owner criteria will be denied.
How to obtain access to HCMS

http://resources.thda.org/

Enter the web address and click on Housing Credit Management System

THDA Resources

- 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
HCMS Access

- To create an HCMS account click the "New User? Register Here." tab next to the username data field.
Registration

- From Here the User will need to enter all applicable fields.
- User’s email address will populate as your User name.
- Organization codes are tied to companies, not projects. If yours is unknown contact mcantu@thda.org to provide it.
Registration

- User will then need to select their access type.

- For post application initial owner access request select “Annual Owner Certification and 8069 access for rental housing” and “Manage Organizations Information and Users”. For non Owner requests select “Annual Owner Certification and 8609 Access for Rental Housing”.

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 8069 Access for Rental Housing
- [ ] Multi-Family Application Access for Developers Only
- [ ] Manage your organizations information and users

[Cancel] [Next]
Registration

- From here the user will need to enter the property numbers they are requesting access to in the format XX-XXX without the TN prefix and select their role.

- Multiple properties can be added by clicking the Add button. Once finished click Next.
Registration

- Indicate the organizations roles.
- If the owner is requesting access, indicate “Owner”.
- If the management company is requesting access from the owner, indicate “Management”.

![Tennessee Housing Credit Management System](image)
Registration

- Once you have reviewed the "Registration Summary" for accuracy, click "Submit".
- It’s a good idea to print this page to help remember your username and how you identified your organization.
- If this is the initial Owner request, please contact mcantu@thda.org to approve.
- If not Owner request, you will need to notify the Owner to approve your access as the email feature don’t work in HCMS.
Registration

- If you are a new user, you will receive this message prior to entering. You must click “I agree” to continue.
- This will only be asked once.
New user login

Welcome to the Tennessee Housing Credit Management System

This site will allow organizations working with the Tennessee Housing Development Agency to manage information about their awards. Features of this site will allow users to manage Housing Credit allocations, Tax Exempt Bond allocations and Owner’s Certifications. This site continues to be expanded to allow our partners to work more closely with us and to streamline our processes.

Username: SAHM A007
Password: ********

NewUser? Register Here.

Forgot Your Password?

Login