



CERTIFICATION PORTAL (CP)



Formally known as: Certification Online (COL)






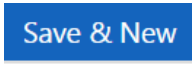

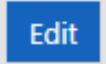
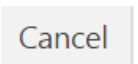


A HOW-TO GUIDE FOR ANNUAL REPORTING

December 2020

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LEGEND

	Return to the Landing Page (Snapshot)
	Search or Sort
	Undo, Clear search
	Review/Select
	Save entry
	Save entry and create additional entries
	Save entry and close screen
	Make changes
	Delete entry and go back to previous screen
	Export to Excel
	Export to Word

SECTION 1

LOGGING IN

emphasys
Certification Portal
Version: 7.0

COMPLIANCE

NIFA
NEBRASKA INVESTMENT FINANCE AUTHORITY

*User Name:

*Password:

Remember me on this computer

[Login](#)

> [Forgot your user name?](#)

> [Forgot your password?](#)

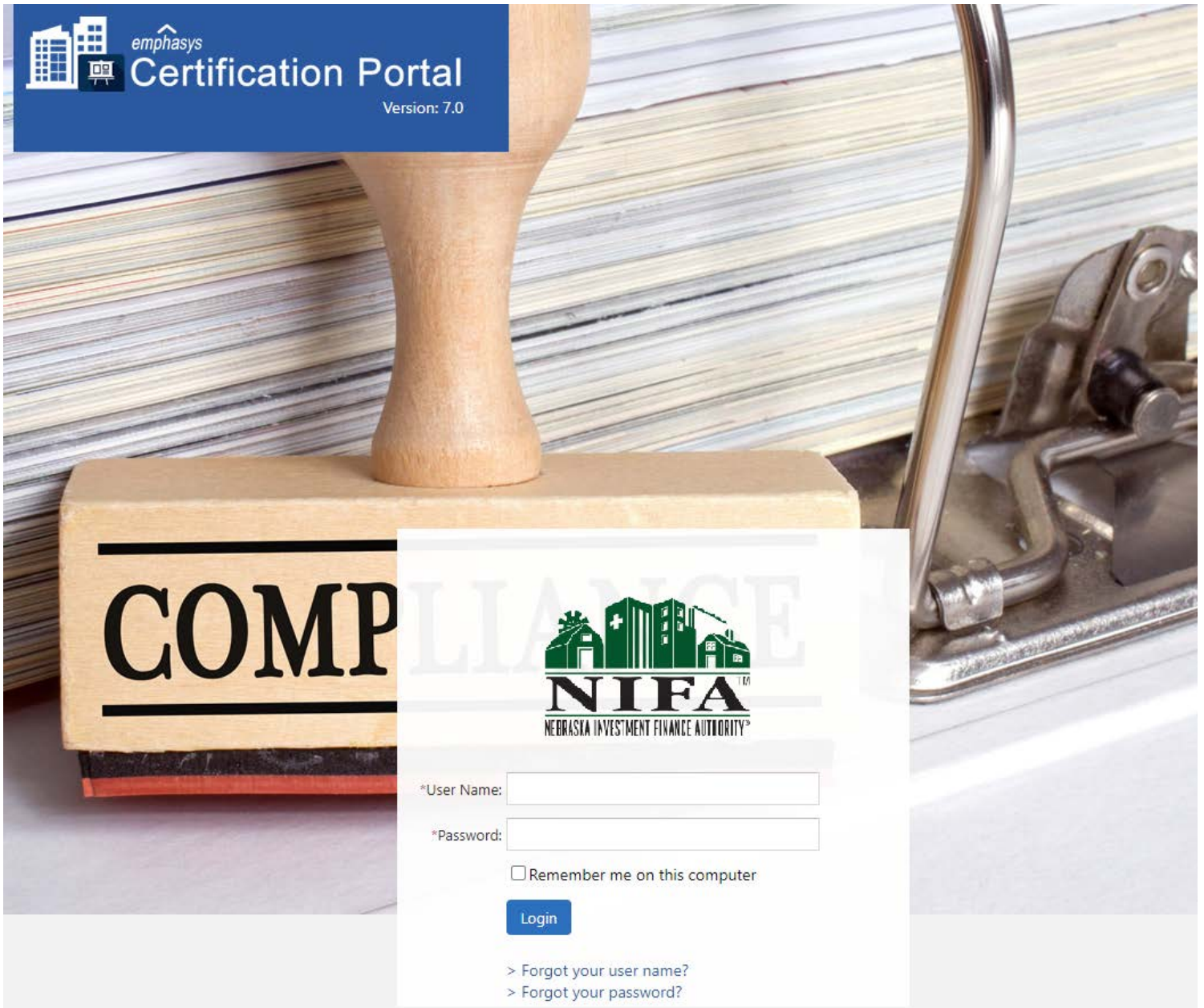
New (Super) User

If you are a new user who will have full control (Super User) of the Certification Portal (CP), contact NIFA for a User ID and Password.

New Non-Super User

If you are a new user assigned by the Super User, the Super User will set up your User ID, Password and assign specific projects to you. Contact your Super User for log in credentials.

New super and non-super users will login using the NIFA temporary User ID and Password at the SYSTEM LOGIN page.



The image shows a screenshot of the NIFA Certification Portal login page overlaid on a background image. The background features a wooden stamp with the word "COMPLIANCE" partially visible, and a stainless steel sink. The login page has a blue header with the "emphasys Certification Portal" logo and "Version: 7.0". The NIFA logo, "NEBRASKA INVESTMENT FINANCE AUTHORITY", is centered above the login fields. The fields include "User Name", "Password", and a "Remember me on this computer" checkbox. A blue "Login" button is below the fields, followed by links for "Forgot your user name?" and "Forgot your password?".

emphasys Certification Portal
Version: 7.0

COMPLIANCE

NIFA
NEBRASKA INVESTMENT FINANCE AUTHORITY

*User Name:

*Password:

Remember me on this computer

[Login](#)

[> Forgot your user name?](#)
[> Forgot your password?](#)

New users will be required to create a new User ID and Password.

NOTE: The username and password fields require at least 6 characters and are case sensitive.

emphasys Certification Portal | **NIFA** | Test Management, LLC

Change Your User Name & Password

Before you continue you are required to change your user name and password.

Please enter your current and new user names below.

*Current Login Name:

*New Login Name:

Please enter your current and new passwords below.

*Current Password:

*New Password:

*Confirm Password:


[Continue](#)

Once new credentials are created and logged in, user will be at the Landing Page (Snapshot).

emphasys Certification Portal | **NIFA** | Home | Projects | On-Site Managers | Test Management, LLC

Snapshot

Projects Status & Search

 Projects

Status
✓ 1 Project

[View All](#)

Project ID:


Project Name:

Grantee Number:

IDIS Activity Number:

[Search](#)

Annual Owner Certifications Submission Status

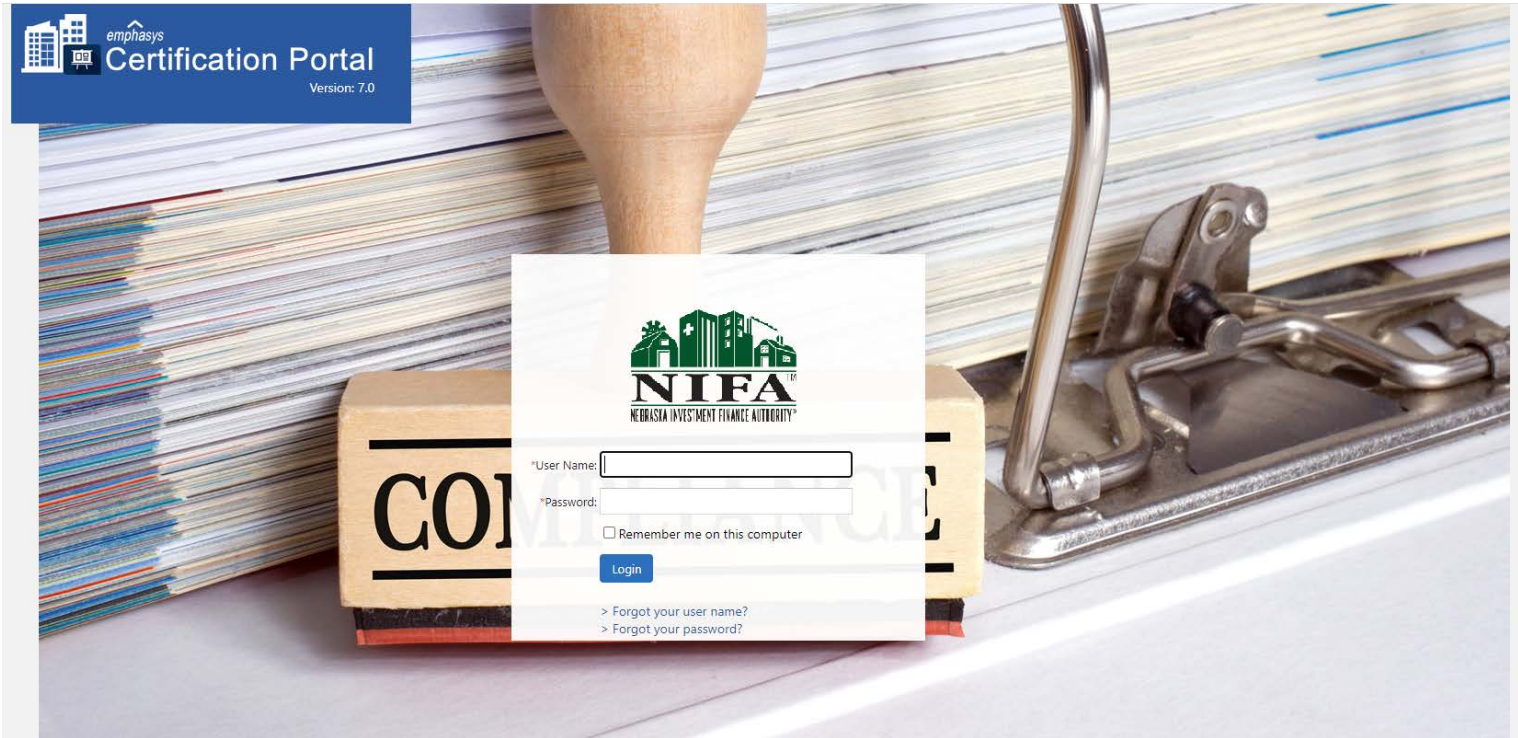


1 Not Submitted

Recently Viewed Projects


There are no items to show in this view.

EXISTING (COL) User Login



Forgot User Name or Password

> [Forgot your user name?](#) Enter e-mail address and click [Submit](#)


 **Recover Login Credentials**
Please enter your email address in the box below.

[Submit](#) [Cancel](#)

> [Forgot your password?](#)

Enter e-mail address and click

[Submit](#)



Recover Login Credentials

Please enter your email address in the box below.

[Submit](#) [Cancel](#)

PLEASE NOTE: This feature is not currently active. At this time, please contact NIFA if you forget your username or password.

End Section 1

SECTION 2

ACCESSING PROJECTS

Once logged into CP, the user will be on the LANDING PAGE (Snapshot) and can access projects using five different options.

Option 1: Click on [View All](#)



Option 2: Click on Projects

Options 1 & 2 will take the user to this screen:

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	


Option 3: Enter Project ID and/or Project Name. Using this method requires the entries to be exact, i.e. spelling, dashes, etc. Please note: Grantee Number and IDIS Activity Number are N/A for NIFA projects.

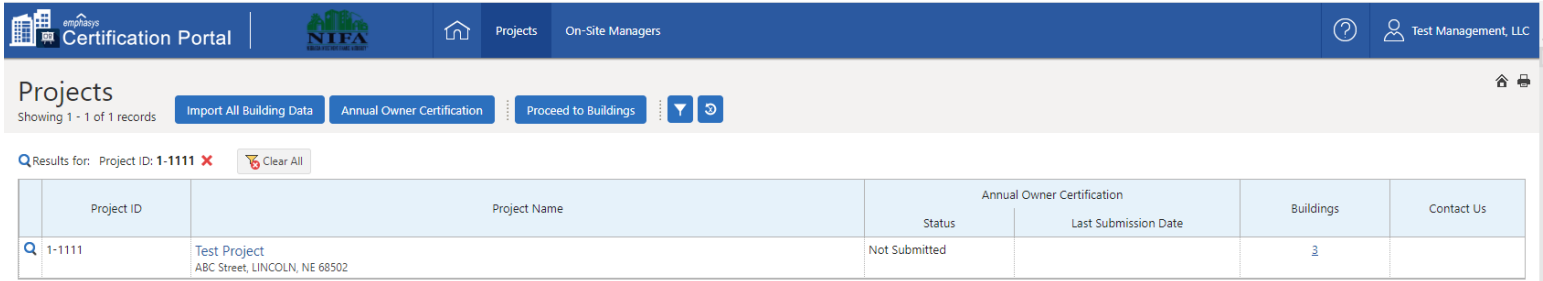
Project ID: ←

Project Name: ←

Grantee Number:


IDIS Activity Number:

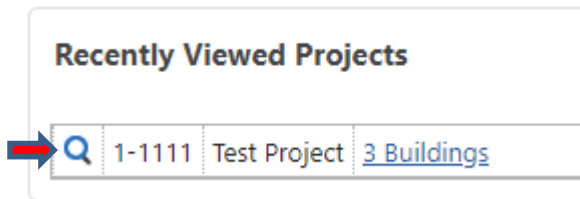
Click on  This option will take the user to this screen:




The screenshot shows the 'Projects' page in the Certification Portal. The search results table is as follows:

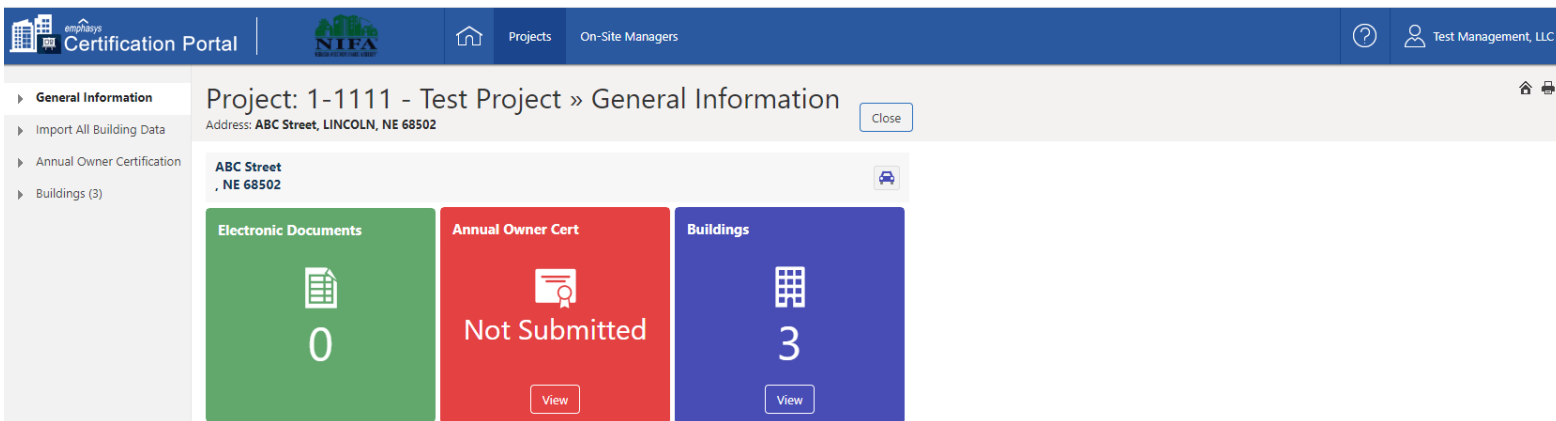
Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	

Option 4: If you have recently viewed projects, a list appears of those projects. Click on  next to desired project. This option will take the user to this screen:



The 'Recently Viewed Projects' section displays a list of projects. A magnifying glass icon is positioned over the first project entry:

 1-1111 Test Project 3 Buildings



The screenshot shows the 'General Information' page for Project 1-1111. The address is ABC Street, LINCOLN, NE 68502. The page features three summary cards:

- Electronic Documents:** 0
- Annual Owner Cert:** Not Submitted
- Buildings:** 3

Option 5: Click on Projects



This will take the user to a list of projects that have been assigned to the user.



Projects 🏠 🖨️
Showing 1 - 1 of 1 records Import All Building Data Annual Owner Certification Proceed to Buildings ▼

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	

End Section 2

SECTION 3

**MANUAL ENTRY
NEW MOVE IN**

Select the project the user will be working in. Click **Proceed to Buildings**

The screenshot shows the 'Certification Portal' header with the NIFA logo and user 'Test Management, LLC'. The main content area is titled 'Projects' and shows 'Showing 1 - 1 of 1 records'. A table lists project details:

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	

The 'Proceed to Buildings' button is highlighted with a red arrow.

Select the building the user is working in. Click on **Change Report Period**

The screenshot shows the 'Project: 1-1111 - Test Project » Buildings' page. The address is 'ABC Street, LINCOLN, NE 68502'. A table lists building details:

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
NE-00-00001	01/11/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4
NE-00-00002	02/15/2020			Not Tested	Not Tested	Not Tested	Not Ready		2
NE-00-00003	01/28/2020			Not Tested	Not Tested	Not Tested	Not Ready		4

The 'Change Report Period' button is highlighted with a red arrow.


Enter the Reporting Calendar Year the user is entering unit data for.

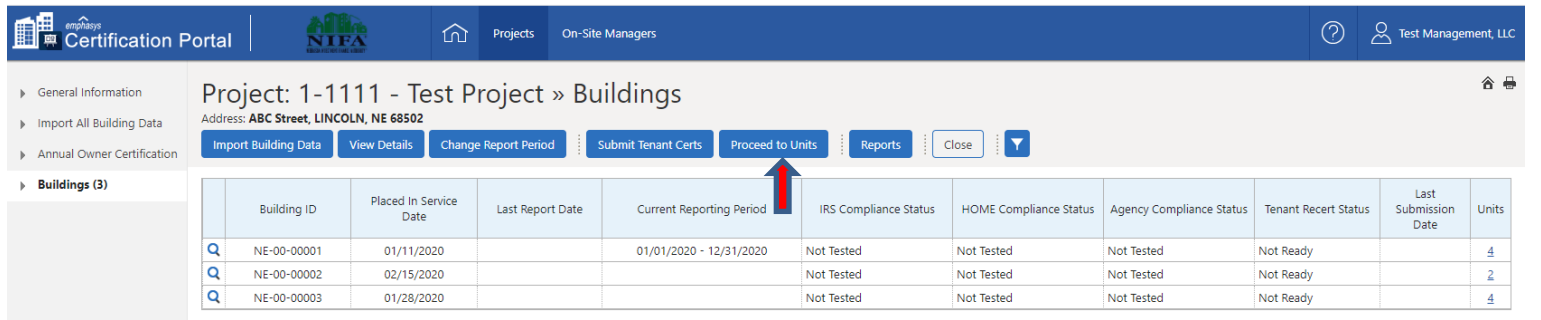
To update the reporting year for all buildings in the project, check the box **Update All Buildings** and click **Save**

The screenshot shows the 'Building ID: NE-00-00002 » Change Report Period' page. The 'New Reporting Period' is set to '01/01/2020 - 12/31/2020'. The 'Update All Buildings' checkbox is checked. The 'Save' button is highlighted with a red arrow.

Click on **Units** in the menu on left side of screen.

The screenshot shows the left-hand navigation menu with the following options: General Information, Import Building Data, Change Report Period, **Units**, and Reports. The 'Units' option is highlighted with a red arrow.

For future unit entries if you have updated the reporting period for all buildings, you can get to the units by selecting the building you want to work in and selecting 



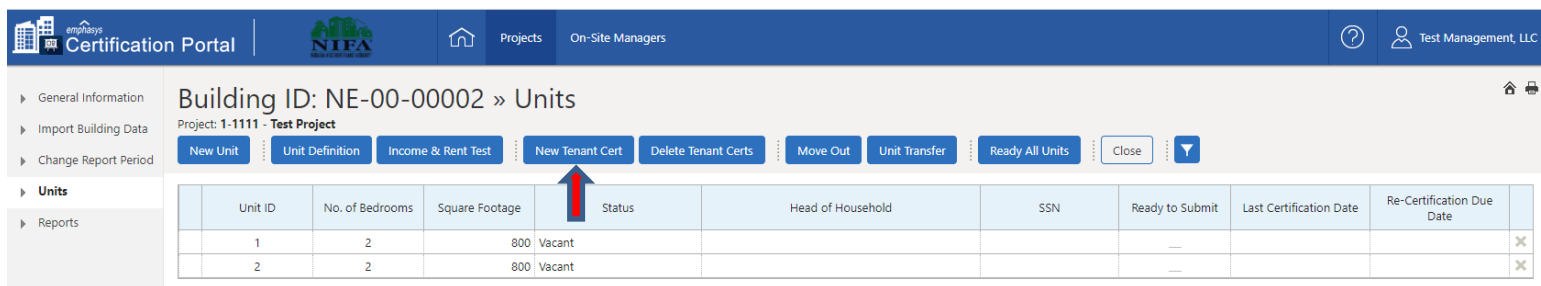
emphasys Certification Portal | NIFA | Projects | On-Site Managers | Test Management, LLC

Project: 1-1111 - Test Project » Buildings
Address: ABC Street, LINCOLN, NE 68502

Buttons: Import Building Data, View Details, Change Report Period, **Submit Tenant Certs**, **Proceed to Units**, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
NE-00-00001	01/11/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4
NE-00-00002	02/15/2020			Not Tested	Not Tested	Not Tested	Not Ready		2
NE-00-00003	01/28/2020			Not Tested	Not Tested	Not Tested	Not Ready		4

Select the unit the user will be working in and click 



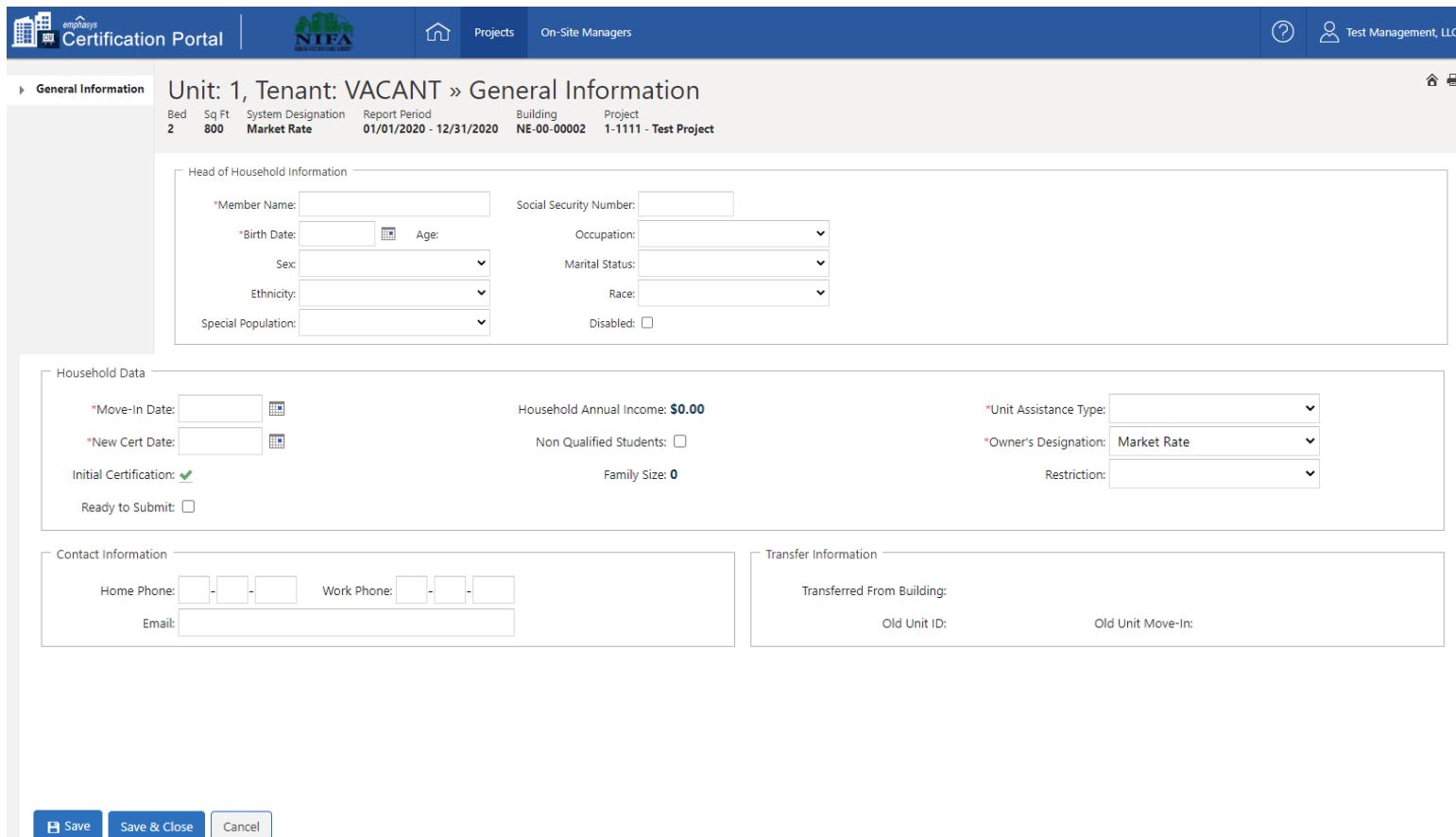
emphasys Certification Portal | NIFA | Projects | On-Site Managers | Test Management, LLC

Building ID: NE-00-00002 » Units
Project: 1-1111 - Test Project

Buttons: New Unit, Unit Definition, Income & Rent Test, **New Tenant Cert**, Delete Tenant Certs, Move Out, Unit Transfer, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
1	2	800	Vacant			—		
2	2	800	Vacant			—		

You must complete all applicable boxes on this page:



emphasys Certification Portal | NIFA | Projects | On-Site Managers | Test Management, LLC

Unit: 1, Tenant: VACANT » General Information

Bed: 2, Sq Ft: 800, System Designation: Market Rate, Report Period: 01/01/2020 - 12/31/2020, Building: NE-00-00002, Project: 1-1111 - Test Project

Head of Household Information

*Member Name: Social Security Number:
 *Birth Date: Age: Occupation:
 Sex: Marital Status:
 Ethnicity: Race:
 Special Population: Disabled:

Household Data

*Move-In Date: Household Annual Income: \$0.00 *Unit Assistance Type:
 *New Cert Date: Non Qualified Students: *Owner's Designation: Market Rate
 Initial Certification: Family Size: 0 Restriction:
 Ready to Submit:

Contact Information

Home Phone: Work Phone:
 Email:

Transfer Information

Transferred From Building:
 Old Unit ID: Old Unit Move-In:

Buttons: Save, Save & Close, Cancel

Enter Member (HOH) name, Birth Date, Sex, Social Security Number, Occupation and Marital Status. Ethnicity, Race, Specialty Population and Disabled are optional/non required questions for the HOH to respond to. (The questions **are** required to be on the application and the household may choose not to answer).

Head of Household Information

*Member Name: Social Security Number:

*Birth Date: Age: Occupation:

Sex: Marital Status:

Ethnicity: Race:

Special Population: Disabled:

Enter Move-in Date, New Cert Date, Unit Assistance Type, Owner's Designation and Restriction. Check Non-Qualified Student if household has students that do not meet any exceptions (HOME and/or LIHTC). Initial Certification will automatically check for Initial Certification. Family size and Household Annual Income will auto fill when family data is entered. Check box Ready to Submit when entry is complete. Note that with a new move in, Move in Date and New Cert Date should be the same.

Household Data

*Move-In Date: Household Annual Income: *Unit Assistance Type:

*New Cert Date: Non Qualified Students: Owner's Designation: LIHTC

Initial Certification: Family Size: Restriction: 30/50 (HOME - VLI)

Ready to Submit:

This information is optional in the system and not required by NIFA:

Contact Information

Home Phone: -- Work Phone: --

Email:

This information will auto fill when a transfer occurs:

Transfer Information

Transferred From Building:

Old Unit ID: Old Unit Move-In:

Click **Save** when done with the page or **Save & Close** when ready to move to next unit.

When clicking **Save** a menu will open on left side of screen for entering additional household data.

- ▶ General Information
- ▶ **Household Members**
- ▶ Income
- ▶ Assets
- ▶ Unit Rent

If more than one household member, click **Household Members** to add all (adults, minors, unborn child, etc.) additional members.

Unit: 1, Tenant: Jane Doe » Household Members

Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

[New Member](#) [Close](#)

Member Name	SSN	Birth Date	Age	Occupation
There are no household members to show in this view.				

Family Size: 1 Full-Time Students: 0
Minors: 0

Click [New Member](#)

New Household Member

Adding a new household member to the system.

Household Member (Basic Data)

*Member Name: Social Security Number:
*Birth Date: Age:
*Relation: Occupation:

Household Member (Demographics)

Sex: Marital Status:
Ethnicity: Race:
Special Population: Disabled:

[Save](#) [Save & New](#) [Save & Close](#) [Cancel](#)

Enter Member Name, Birth Date, Relation, Social Security Number, Occupation.

New Household Member

Adding a new household member to the system.

Household Member (Basic Data)

*Member Name: Social Security Number:
*Birth Date: Age:
*Relation: Occupation:

Enter Sex and Marital Status. Ethnicity, Race, Specialty Population and Disabled are optional questions for all members. (The questions are required to be on the application and the household may choose not to answer).

Household Member (Demographics)

Sex: Marital Status:
Ethnicity: Race:
Special Population: Disabled:

Click [Save](#) when done with the page or [Save & New](#) to add additional members or [Save & Close](#) when ready to move to next unit.

To add all household income, click  on the menu on the left side of the screen.

Unit: 1, Tenant: Jane Doe » Income

Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

[New Income](#) [Close](#)

Member Name	Source of Income	Verification	Annual Income
There are no incomes to show in this view.			

Annual Income: **\$0.00**
Annual Asset Income: **\$0.00** Total Annual Household Income: **\$0.00**

Click [New Income](#) to enter household income by Member Name. All boxes with down arrows have drop down selection. All fields must be completed.

New Income

Adding a new income to the system.

Member Information

*Member Name:

Relation:

Income Source & Amount

Source of Income:

Annual Income: [Calculate](#)

Income Verification

Verification Source:

Verification Date:

[Save](#) [Save & New](#) [Save & Close](#) [Cancel](#)

Member Information, click on down arrow to show a list of Member Names, select member name you are entering information for.



Member Information


*Member Name:  

Relation: **Head of Household**

Income Source & Amount, click on down arrow to show Source of Incomes. Select type of income. Enter Annual Income for the selected member or use the Calculate button as explained below.

Income Source & Amount

Source of Income:  

Annual Income: [Calculate](#) 

User can click on calculate **Calculate** to have system calculate each earned income. Enter Pay Rate, Pay Frequency, Hours per Year and the system will show you the Annual Income. For each income to calculate, user will need to click **Apply**. The calculated incomes will populate the Annual Income box to the Income Source & Amount.

Income Verification, part of income process includes Verification Source and Verification Date.

Once all incomes have been entered and saved, the main tenant screen will show a calculated Annual Income.

Unit: 1, Tenant: Jane Doe » Income

Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

New Income **Close**

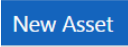
<input type="checkbox"/>	Member Name	Source of Income	Verification	Annual Income
<input type="checkbox"/>	Jane Doe Head of Household	Wages	01/31/2020 - Employer Verification	\$31,200.00



Annual Income: **\$31,200.00**

Annual Asset Income: **\$0.00** Total Annual Household Income: **\$31,200.00**



Click **Save** when done with the page or **Save & New** to add additional incomes or **Save & Close** when ready to move to next unit.

To add all household Assets (if any), click  on the menu on the left side of the screen.

Click on  to enter household asset data by Member Name.

Unit: 1, Tenant: Jane Doe » Assets  

Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

Member Name	Type of Asset	Verification	Cash Value	Annual Income
There are no assets to show in this view.				


Annual Income: **\$31,200.00**
Annual Asset Income: **\$0.00** Total Annual Household Income: **\$31,200.00**

Fields with down arrows have drop down selections. All fields must be completed.

New Asset


Adding a new asset to the system.

Member Information

*Member Name: 

Relation:


Asset Type & Value


Type of Asset: 





*Cash Value:

Annual Asset Income:

Asset Verification


Verification Source: 

Verification Date: 

In Member Information, click on down arrow to show a list of Member Names, select member name you are entering information for.

Member Information

*Member Name:  

Relation: **Head of Household**

In Asset Type & Value, click on down arrow to show Type of Asset and select type. Enter Cash Value and Annual Asset Income for the selected member.

Asset Type & Value

Type of Asset:  

*Cash Value: 

Annual Asset Income: 


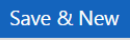

In Asset Verification, part of Asset Verification includes Verification Source and Verification Date.





Asset Verification

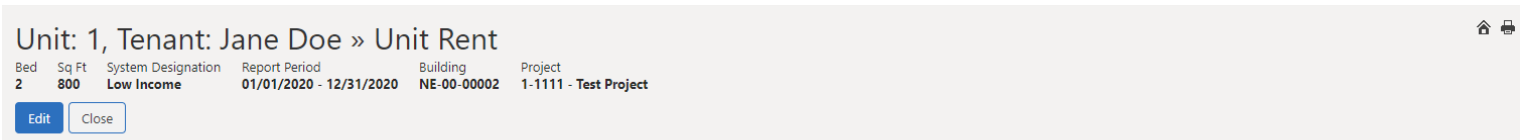
Verification Source:  



Verification Date:  

Click  when done with the page or  to add additional Assets or  when ready to move to next unit.



To enter rent data, click  on the menu on the left side of the screen.

Click  to access Rent fields.



Unit: 1, Tenant: Jane Doe » Unit Rent  

Bed	Sq Ft	System Designation	Report Period	Building	Project
2	800	Low Income	01/01/2020 - 12/31/2020	NE-00-00002	1-1111 - Test Project

Rent Change Date:

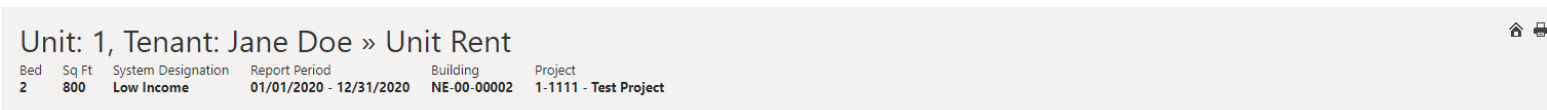
Tenant Paid Rent: **\$0.00**



Mandatory Charges: **\$0.00**

Rental Subsidy: **\$0.00**


Utility Allowance: **\$0** (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)



Unit: 1, Tenant: Jane Doe » Unit Rent  

Bed	Sq Ft	System Designation	Report Period	Building	Project
2	800	Low Income	01/01/2020 - 12/31/2020	NE-00-00002	1-1111 - Test Project

Rent Change Date:  




Tenant Paid Rent: 

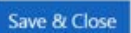
Mandatory Charges: 


Rental Subsidy: 

Utility Allowance: (Note: Please enter this amount only if paid by Tenant) 

Gross Rent: **\$593** (Tenant Rent + Mandatory Charges + Utility Allowance)



When all data has been entered in all screens in the unit, click  to return to Unit screen.

Rent Change Date:

****DO NOT**** enter a Rent Change Date except in cases where an increase or decrease occurred at a time other than move-in or recertification that changes the tenant paid portion (TPP)., i.e. add new subsidy, remove subsidy, utility allowance changes, etc.

Tenant Paid Rent:

This is the out of pocket amount the tenant pays (TPP) for rent.

Mandatory Charges: These are non-optional charges that the tenant must pay as a condition of occupancy (i.e. garage rental, cable, etc....).

Rental Subsidy: This is the amount of subsidy the tenant is receiving in rental assistance (i.e. Section 8 voucher or other government rental assistance).

Utility Allowance: This amount reflects what has been provided by the local PHA or a NIFA approved allowance.

Gross Rent:

Will include Tenant Paid Rent, Mandatory Charges, and Utility Allowance.

Rent Changes at times other than move-in or recertification: From the Unit screen on the unit that the rent needs to be changed for select

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
1	2	800	Occupied by Tenant	Jane Doe	###-##-0000	✓	02/15/2020	
2	2	800	Vacant			✓		

Then select Unit Rent on the left tab

- General Information
- Household Members
- Income
- Assets
- Unit Rent**

Choose **Edit** to access rent fields

Unit: 1, Tenant: Jane Doe » Unit Rent

Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

Rent Change Date:

Tenant Paid Rent: **\$0.00**

Mandatory Charges: **\$0.00**

Rental Subsidy: **\$0.00**

Utility Allowance: **\$0** (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

Unit: 1, Tenant: Jane Doe » Unit Rent



Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

Rent Change Date:	<input type="text"/>		
Tenant Paid Rent:	<input type="text" value="\$500.00"/>		
Mandatory Charges:	<input type="text" value="\$0.00"/>		
Rental Subsidy:	<input type="text" value="\$0.00"/>		
Utility Allowance:	<input type="text" value="\$93"/>	(Note: Please enter this amount only if paid by Tenant)	
Gross Rent:	\$593	(Tenant Rent + Mandatory Charges + Utility Allowance)	

Save Save & Close Cancel

Save & Close

When all changes have been entered in the applicable fields, click to return to Unit screen.

End Section 3

SECTION 4

MANUAL ENTRY RECERTIFICATION

Select the project and **Proceed to Buildings**

emphasys Certification Portal | NIFA | Home | Projects | On-Site Managers | Test Management, LLC

Projects
Showing 1 - 1 of 1 records

Import All Building Data | Annual Owner Certification | **Proceed to Buildings**

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	

Select the building then click **Proceed to Units**

Project: 1-1111 - Test Project » Buildings
Address: ABC Street, LINCOLN, NE 68502

Import Building Data | View Details | Change Report Period | **Submit Tenant Certs** | **Proceed to Units** | Reports | Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
NE-00-00001	01/11/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4
NE-00-00002	02/15/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		2
NE-00-00003	01/28/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4

Select the unit then click **New Tenant Cert**

Building ID: NE-00-00001 » Units
Project: 1-1111 - Test Project

New Unit | Unit Definition | Income & Rent Test | **New Tenant Cert** | Delete Tenant Certs | Move Out | Unit Transfer | Ready All Units | Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
1	2	800	Occupied by Tenant	Mary Jones		—	01/11/2020	
2	1	650	Vacant			—		
3	1	650	Vacant			—		
4	2	800	Vacant			—		

Enter New Cert Date and click **Save**

Unit: 1, Tenant: Mary Jones » General Information

Bed: 2 | Sq Ft: 800 | System Designation: Low Income | Report Period: 01/01/2020 - 12/31/2020 | Building: NE-00-00001 | Project: 1-1111 - Test Project

Head of Household Information

*Member Name: Mary Jones | Social Security Number: | *Birth Date: 03/30/1973 | Age: 46 | Occupation: | Sex: | Marital Status: | Ethnicity: | Race: | Special Population: | Disabled:

Household Data

Move-In Date: 01/11/2020 | Household Annual Income: \$0.00 | *Unit Assistance Type: No Assistance | *Owner's Designation: LIHTC | Restriction: 40% AMI

*New Cert Date: ←

Initial Certification: | Non Qualified Students: | Family Size: 2

Ready to Submit:

Contact Information

Home Phone: | Work Phone: | Email: |

Transfer Information

Transferred From Building: | Old Unit ID: | Old Unit Move-In:

Save | Save & Close | Cancel

Click on member name if the household still has the same income so it can be edited:

Unit: 1, Tenant: Mary Jones » Income

Bed: 2, Sq Ft: 800, System Designation: Low Income, Report Period: 01/01/2020 - 12/31/2020, Building: NE-00-00001, Project: 1-1111 - Test Project

New Income Close

Member Name	Source of Income	Verification	Annual Income
Mary Jones Head of Household	Wages	01/01/2020 - Employer Verification	\$25,000.00

Annual Income: \$25,000.00
Annual Asset Income: \$0.00
Total Annual Household Income: \$25,000.00

Click [Edit](#) and update the applicable fields.

Income » Mary Jones - Head of Household

Source of Income: **Wages** [Edit](#) [Close](#)

Member Information

Member Name: **Mary Jones**
Relation: **Head of Household**

Income Source & Amount

Source of Income: **Wages**
Annual Income: **\$25,000.00**

Income Verification

Verification Source: **Employer Verification**
Verification Date: **01/01/2020**

Income » Mary Jones - Head of Household



Source of Income: **Wages**


Member Information

Member Name: **Mary Jones**



Relation: **Head of Household**



Income Source & Amount

Source of Income:  

Annual Income: 

Income Verification

Verification Source:  

Verification Date:  

Click  Save

New Income

If the household has new income click

Unit: 1, Tenant: Mary Jones » Income

Bed	Sq Ft	System Designation	Report Period	Building	Project
2	800	Low Income	01/01/2020 - 12/31/2020	NE-00-00001	1-1111 - Test Project

Income New Income Close

<input type="checkbox"/>	Member Name	Source of Income	Verification	Annual Income
<input type="checkbox"/>	Mary Jones Head of Household	Wages	01/01/2020 - Employer Verification	\$25,000.00

Annual Income: **\$25,000.00**
Annual Asset Income: **\$0.00** Total Annual Household Income: **\$25,000.00**

New Income

Adding a new income to the system.

Member Information

*Member Name:

Relation:

Income Source & Amount

Source of Income:

Annual Income: Calculate

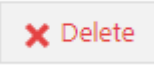
Income Verification

Verification Source:

Verification Date:

Enter all data and Click Save & Close

***Repeat income and asset edits and/or additional sources until complete.

If a previous income is no longer valid check the box next to the member and the income that is no longer being received by the household and select :


Unit: 1, Tenant: Jane Doe » Income


Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00002 Project 1-1111 - Test Project

Income [New Income] [Close]


<input checked="" type="checkbox"/>	Member Name	Source of Income	Verification	Annual Income
<input checked="" type="checkbox"/>	Jane Doe Head of Household	Wages	01/31/2020 - Employer Verification	\$31,200.00

Annual Income: **\$31,200.00**
 Annual Asset Income: **\$30.00** Total Annual Household Income: **\$31,230.00**

 1 income selected



Income & Rent Test

Click  if there have been any changes to the members, i.e. member (other than HOH) moved out during the year.

Unit: 1, Tenant: Mary Jones » Household Members

Bed 2 Sq Ft 800 System Designation Low Income Report Period 01/01/2020 - 12/31/2020 Building NE-00-00001 Project 1-1111 - Test Project

Household Members [New Member] [Close]

<input type="checkbox"/>	Member Name	SSN	Birth Date	Age	Occupation
<input type="checkbox"/>	UNBORN CHILD Unborn Child			2019	

Family Size: **2** Full-Time Students: **0**
 Minors: **0**

It is highly recommended the user view the Income & Rent Test. It will identify if the system determines Over Income and/or Over Rent based on Certification date and Effective Income and Rent dates.

Unit ID: 1 » Household Income & Rent Limit Status

Project: **1-1111 - Test Project** | Building: **NE-00-00001**

Close

Household Information

Unit ID: **1**

Head of Household: **Mary Jones**

Family Size: **2**

No. of Bedrooms: **2**

Household Income: **\$25,000.00**

Gross Rent: **\$0.00**

	Effective as of	Maximum Amount	Status
Income Limits	04/01/2020	\$26,280.00	Below Income Limit
Rent Limits	04/01/2020	\$739.00	Below Rent Limit

Upon reviewing all data entered in the system and the user determines an incorrect entry has been entered, other than the Move In Date, select **Edit** (Move in dates can only be corrected by using Delete Tenant Cert).

Unit: 1, Tenant: Mary Jones » General Information

Bed 2 | Sq Ft 800 | System Designation Low Income | Report Period 01/01/2020 - 12/31/2020 | Building NE-00-00001 | Project 1-1111 - Test Project

Edit Close Tenant Certification Form Income & Rent Test

Head of Household Information

Member Name: **Mary Jones** Social Security Number: _____

Birth Date: **03/30/1973** Age: **47** Occupation: _____

Sex: _____ Marital Status: _____

Ethnicity: _____ Race: _____

Special Population: _____ Disabled:

Edit any correctable field identified below and select **Save** or **Save & Close**

Unit: 1, Tenant: Mary Jones » General Information

Bed 2 | Sq Ft 800 | System Designation Low Income | Report Period 01/01/2020 - 12/31/2020 | Building NE-00-00001 | Project 1-1111 - Test Project

Head of Household Information

*Member Name: Social Security Number:

*Birth Date: Age: Occupation:

Sex: Marital Status:

Ethnicity: Race:

Special Population: Disabled:

Household Data

Move-In Date: **01/11/2020** Household Annual Income: **\$25,000.00** *Unit Assistance Type:

Last Cert Date: **11/05/2020** Non Qualified Students: *Owner's Designation:

Initial Certification: _____ Family Size: **2** Restriction:

Ready to Submit:

To print the Tenant Income Certification click

[Tenant Certification Form](#)

Unit: 1, Tenant: Mary Jones » General Information

Bed: 2 | Sq Ft: 800 | System Designation: Low Income | Report Period: 01/01/2020 - 12/31/2020 | Building: NE-00-00001 | Project: 1-1111 - Test Project

Buttons: Edit | Close | **Tenant Certification Form** | Income & Rent Test

Head of Household Information

Member Name: **Mary Jones** | Social Security Number: _____
 Birth Date: **03/30/1973** | Age: **47** | Occupation: _____
 Sex: _____ | Marital Status: _____
 Ethnicity: _____ | Race: _____
 Special Population: _____ | Disabled: _____

Household Data

Move-In Date: **01/11/2020** | Household Annual Income: **\$25,000.00** | Unit Assistance Type: **No Assistance**
 Last Cert Date: **11/05/2020** | Non Qualified Students: _____ | Owner's Designation: **LIHTC**
 Initial Certification: _____ | Family Size: **2** | Restriction: **40% AMI**
 Ready to Submit: _____



Contact Information

Home Phone: _____ | Work Phone: _____
 Email: _____




Transfer Information

Transferred From Building: _____ | Old Unit ID: _____
 Old Unit Move-In: _____

Delete Tenant Certs

If a date of certification, move in or transfer was entered incorrectly, click Delete Tenant Certs to remove the incorrect entry. Only the entry with  can be deleted. When more than one entry has a  delete must be completed starting from top entry.

Unit ID: 1 » Tenant Certifications | Project: 1-1111 - Test Project | Building: NE-00-00001 | Close

Move/Transfer In Date	Head of Household	Last Certification Date	Rent Change Date	Move/Transfer Out Date	
01/11/2020	Mary Jones	11/05/2020			
01/11/2020	Mary Jones	01/11/2020			
	Vacant				

col.nifa.org says

Are you sure you want to delete the selected Item?

Buttons: **OK** | Cancel

End Section 4

SECTION 5

MANUAL ENTRY UNIT TRANSFER

- 1. Within Same Building (If project only has one building or when the project has multiple buildings and the owner elected to treat the buildings as single buildings on the 8609)**
- 2. Between Buildings (Multiple Building Project 8609 Election Only)**

NOTE: Unit Transfers cannot occur on the same day. If the unit being transferred into moved out the same day as the new transfer in, you will need to enter the day before as the move out date.

TRANSFER WITHIN SAME BUILDING

Select the project and click **Proceed to Buildings**

emphasys Certification Portal | NIFA | Projects | On-Site Managers | Test Management, LLC

Projects
Showing 1 - 1 of 1 records

Buttons: Import All Building Data, Annual Owner Certification, **Proceed to Buildings**

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		2	

Select the building and click **Proceed to Units**

Project: 1-1111 - Test Project » Buildings
Address: ABC Street, LINCOLN, NE 68502

Buttons: Import Building Data, View Details, Change Report Period, Submit Tenant Certs, **Proceed to Units**, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
NE-00-00001	01/11/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4
NE-00-00002	02/15/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		2
NE-00-00003	01/28/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4

Select the unit that is transferring OUT and click **Unit Transfer**

Building ID: NE-00-00002 » Units
Project: 1-1111 - Test Project

Buttons: New Unit, Unit Definition, Income & Rent Test, New Tenant Cert, Delete Tenant Certs, Move Out, **Unit Transfer**, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
1	2	800	Occupied by Tenant	Jane Doe	###-##-0000	—	02/15/2020	
2	2	800	Vacant			—		

Unit ID: 1 » Unit Transfer



Project: 1-1111 - Test Project | Building: NE-00-00002


Unit Transfer Data

Current Unit: **1**

Current Building: **NE-00-00002**

New Building ID: - -

*New Unit:  

*Transfer Effective Date: 

Tenant Paid Rent:

Mandatory Charges:

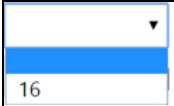
Rental Subsidy:

Utility Allowance:

Gross Rent: \$603.00

Maximum Section 42 Rent: \$1,086.00

Maximum HOME Rent: \$644.00

Click the down arrow in to show available units  and select the unit to transfer to. Once selected, complete all fields:

*Transfer Effective Date:  

Tenant Paid Rent: 

Mandatory Charges: 

Rental Subsidy: 

Utility Allowance: 

Then click at the bottom of the page.

TRANSFER BETWEEN BUILDINGS– Based on 8609 election when allowable.

Select the project and click on **Proceed to Buildings**

The screenshot shows the 'Projects' page in the Certification Portal. The top navigation bar includes 'Projects' and 'On-Site Managers'. Below the navigation bar, there are buttons for 'Import All Building Data', 'Annual Owner Certification', and 'Proceed to Buildings'. A red arrow points to the 'Proceed to Buildings' button. Below the buttons is a table with the following data:

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	

Select the building and click **Proceed to Units**

The screenshot shows the 'Buildings' page for Project 1-1111. The address is 'ABC Street, LINCOLN, NE 68502'. There are buttons for 'Import Building Data', 'View Details', 'Change Report Period', 'Submit Tenant Certs', 'Proceed to Units', 'Reports', and 'Close'. A red arrow points to the 'Proceed to Units' button. Below the buttons is a table with the following data:

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
NE-00-00001	01/11/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4
NE-00-00002	02/15/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		2
NE-00-00003	01/28/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4

Select the unit that is transferring OUT and click **Unit Transfer**

The screenshot shows the 'Units' page for Building ID NE-00-00002. There are buttons for 'New Unit', 'Unit Definition', 'Income & Rent Test', 'New Tenant Cert', 'Delete Tenant Certs', 'Move Out', 'Unit Transfer', 'Ready All Units', and 'Close'. A red arrow points to the 'Unit Transfer' button. Below the buttons is a table with the following data:

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
1	2	800	Occupied by Tenant	Jane Doe	###-##-0000	—	02/15/2020	
2	2	800	Vacant			—		

Unit ID: 1 » Unit Transfer

Project: 1-1111 - Test Project | Building: NE-00-00002

Unit Transfer Data

Current Unit: 1

Current Building: **NE-00-00002**

New Building ID: - - ...

*New Unit:

*Transfer Effective Date:

Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance:

Gross Rent:

Maximum Section 42 Rent:

Maximum HOME Rent:

Click the next to New Building ID: - - ... to select the building they are transferring to.

Click the down arrow in to show available units and select the unit to transfer to. Once selected, complete all fields

*Transfer Effective Date: ←

Tenant Paid Rent: ←

Mandatory Charges: ←

Rental Subsidy: ←

Utility Allowance: ←

then click at the bottom of the page.

END SECTION 5

SECTION 6

**MANUAL ENTRY
MOVE OUT**

Select the project and click **Proceed to Buildings**

employs Certification Portal | NIFA | Projects | On-Site Managers | Test Management, LLC

Projects
Showing 1 - 1 of 1 records

Import All Building Data | Annual Owner Certification | **Proceed to Buildings**

Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		2	

00-18 | WINTER SOLSTICE
754 Icicle Way, SPIRIT LAKE, IA 513600000 | Not Submitted | 01/19/2018 | 2

Select the building and click **Proceed to Units**

Project: 1-1111 - Test Project » Buildings
Address: ABC Street, LINCOLN, NE 68502

Import Building Data | View Details | Change Report Period | Submit Tenant Certs | **Proceed to Units** | Reports | Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
NE-00-00001	01/11/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4
NE-00-00002	02/15/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		2
NE-00-00003	01/28/2020		01/01/2020 - 12/31/2020	Not Tested	Not Tested	Not Tested	Not Ready		4

Select the unit and click **Move Out**

Building ID: NE-00-00002 » Units
Project: 1-1111 - Test Project

New Unit | Unit Definition | Income & Rent Test | New Tenant Cert | Delete Tenant Certs | **Move Out** | Unit Transfer | Ready All Units | Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
1	2	800	Occupied by Tenant	Jane Doe	###-##-0000	—	02/15/2020	
2	2	800	Vacant			—		

Enter *Move Out Date: then click **Move Out** at the bottom of the page.

Unit ID: 1 » Unit Move Out

Project: 1-1111 - Test Project | Building: NE-00-00002

Building ID: **NE-00-00002**

Unit ID: **1**

Head of Household: **Jane Doe**

*Move Out Date: ←

Eviction

Reason for Eviction:

Move Out | Cancel

End Section 6

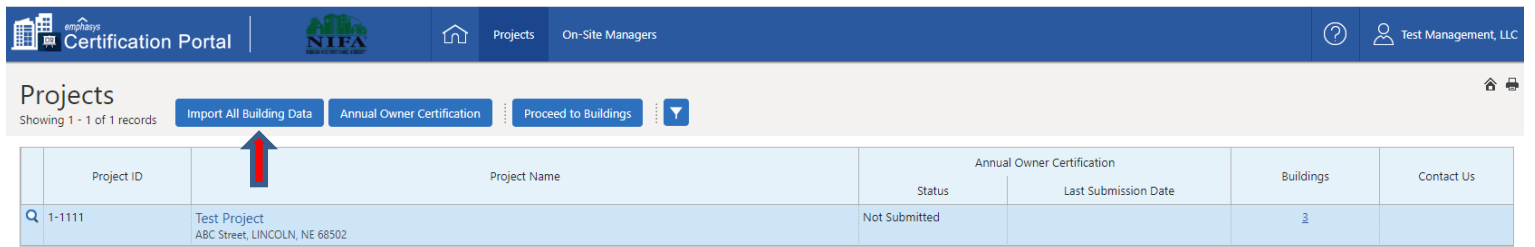
SECTION 7

3RD PARTY SOFTWARE TENANT DATA UPLOAD

- 1. All Buildings – One File**
- 2. Single Buildings – Multiple Files (based on number of buildings in project)**

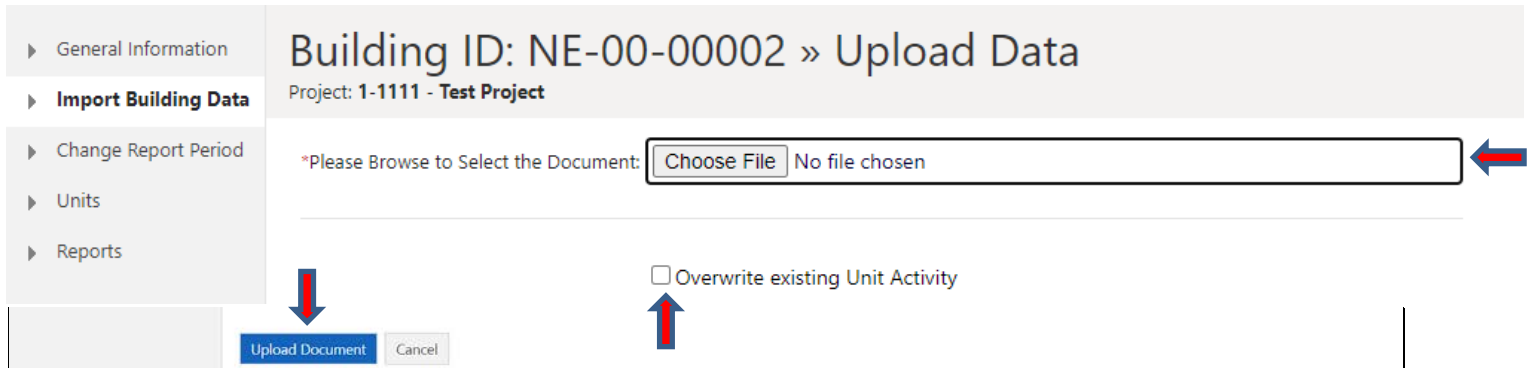
UPLOADING ALL BUILDING XML FILE

If the 3rd party software (i.e. Yardi, RealPage, etc.) creates an XML file that includes all buildings in the project, highlight the project and click **Import All Building Data**



The screenshot shows the 'Projects' page in the Certification Portal. The 'Import All Building Data' button is highlighted with a red arrow. Below the buttons is a table with the following data:

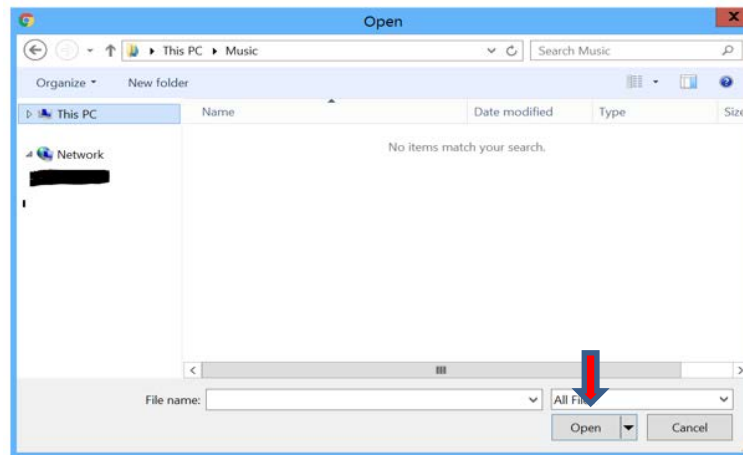
Project ID	Project Name	Annual Owner Certification		Buildings	Contact Us
		Status	Last Submission Date		
1-1111	Test Project ABC Street, LINCOLN, NE 68502	Not Submitted		3	



The screenshot shows the 'Upload Data' page for Building ID: NE-00-00002. The 'Choose File' button is highlighted with a red arrow. Below the file selection area is a checkbox labeled 'Overwrite existing Unit Activity'. At the bottom, the 'Upload Document' button is highlighted with a red arrow.

Click on Choose File

Select the XML file created by the 3rd party software (typically found on the C: drive), click and click **Upload Document** to complete the process.



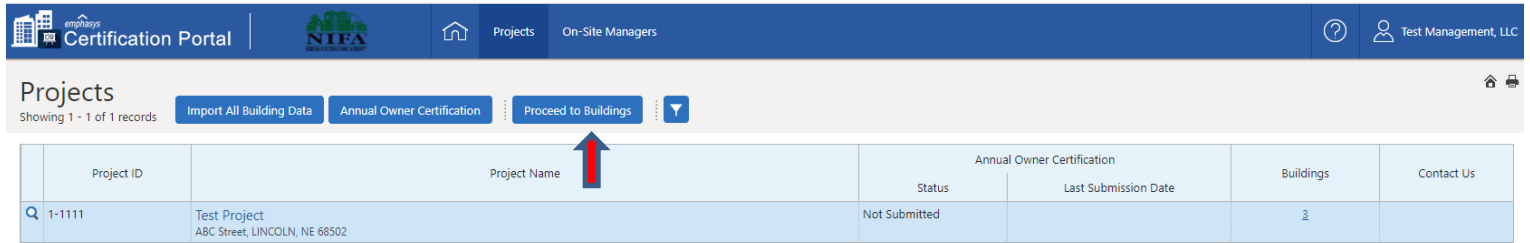
Documents can be uploaded multiple times for the same project as needed, due to errors. After the initial upload, any subsequent uploads, you must check the box Overwrite existing Unit Activity

NOTE: If user is unable to locate file on the computer, do a search for .xml and it should show up.

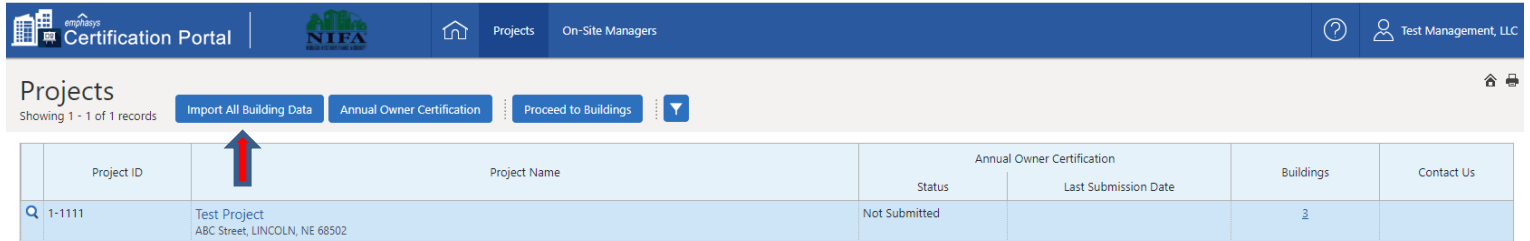
UPLOADING SINGLE BUILDING(S) – Even when multiple buildings in the project.

If the third-party software makes a separate XML file for each building in the project, you will need to go to the Building Screen to upload each of these files.

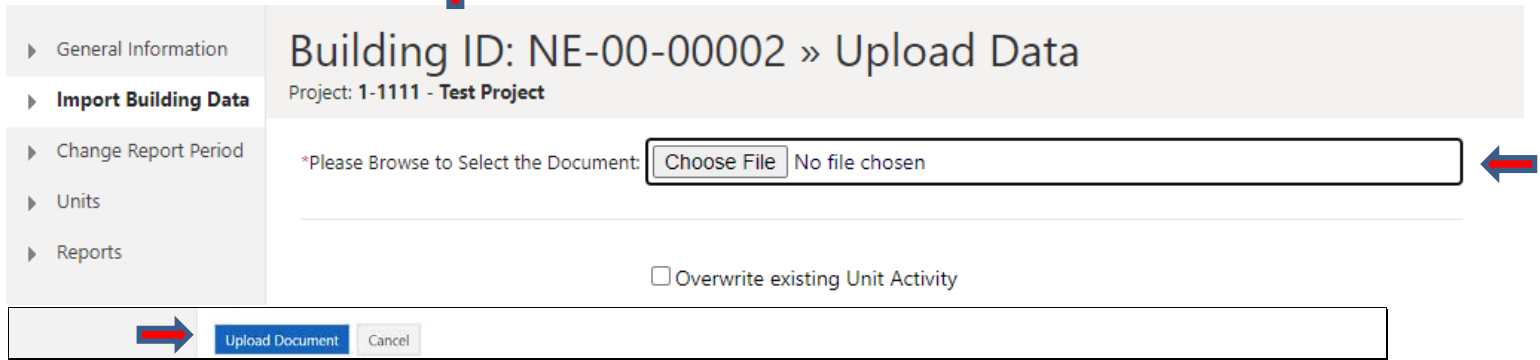
Highlight the project and click **Proceed to Buildings**



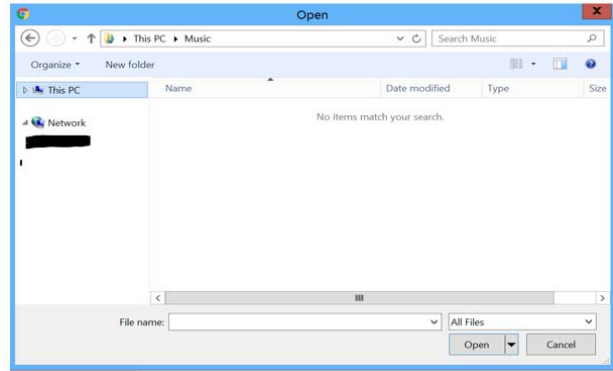
Select the building that matches the XML file and click **Import Building Data**



*Please Browse to Select the Document: **Choose File** No file chosen

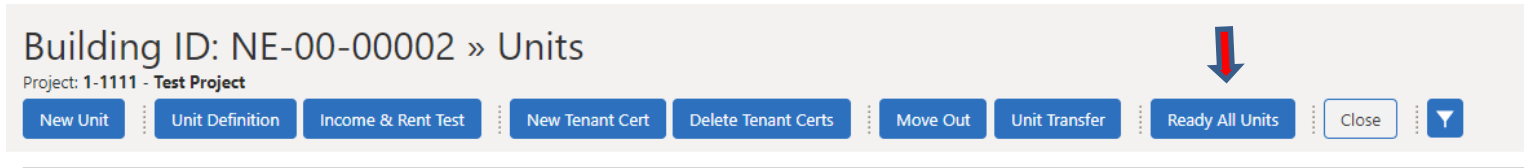


Select the XML file and click **Open** and then click **Upload Document** at the bottom of the Upload screen to complete the process. This must be done for all buildings.



Continue this process until all buildings have been uploaded.

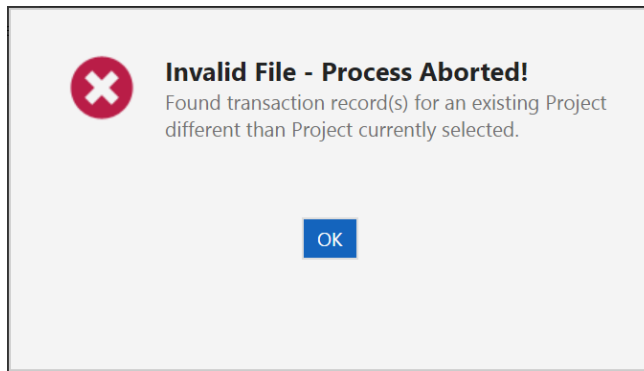
NOTE: If user is unable to locate the .xml file on their computer, do a search for .xml and it should show up.



Go back to **Proceed to Buildings** and click **Proceed to Units** and click on **Ready All Units** for each building.

Documents can be uploaded multiple times for the same project as needed, due to errors. After the initial upload, any subsequent uploads, you must check the box **Overwrite existing Unit Activity**



If you upload an incorrect BIN or Project xml file that does not belong to the selected project, this message will appear:

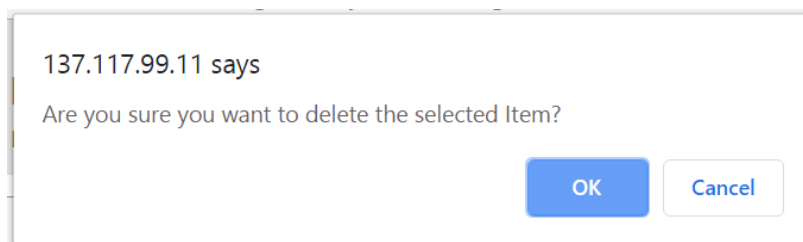


When an XML file has errors during import, the process will cancel and provide an Error Log, see below. If you receive errors, provide a copy of the Error Log and XML file via e-mail (txcr.multifamily@nifa.org) to the NIFA tax credit department for review, correction and re-uploading.

Locate the correct xml file to upload or select and program will return to the Building screen.



If a date of certification, move in or transfer was entered incorrectly, click Delete Tenant Certs to remove the incorrect entry. Only the entry with  can be deleted. When more than one entry has a  delete must be completed starting from top entry.



END SECTION 7

SECTION 8

ANNUAL CERTIFICATION

Annual Owner Certification

The system requires it to be submitted in order to submit the building(s).

Project: 1-1111 - Test Project » General Information

Address: ABC Street, LINCOLN, NE 68502 Type of Certification: Certification Correction

*New Certification Period: -

No Buildings have been Placed in Service
 At least one building has been Placed in Service but owner elects to begin credit period in the following year
 None of the above applies

The Undersigned:
On Behalf of:

1. The project meets the minimum requirements of: (check one)
 20-50 test under Section 42(g)(1)(A) of the Code
 40-60 test under Section 42(g)(1)(B) of the Code (25-60 NY Only)
 15-40 test for "deep rent-skewed" projects under Section 42(g)(4) and 142 (d)(4)(B) of the Code

2. There has been no change in the applicable fraction (as defined in Section 42(c)(1)(B) of the Code) for any building in the project:
 No Change Change

Prior to submission if you would like to print the form select Annual Owner Certification Form. The form will open in a separate window for you to print.

SECTION 9

REVIEWING DATA AND SUBMITTING TO NIFA

REVIEWING UNIT DATA AND READYING UNITS FOR SUBMISSION.

Reports

Building ID: NE-00-00002 » Reports Close

Project: 1-1111 - Test Project

LIHTC/HOME Annual Occupancy Show only last 4 digits of SSN in reports
 Include units without recent activity
 Run Report for all Buildings

Household Income & Rent Limits Status

These reports can also be downloaded to Word or Excel.

LIHTC/HOME Annual Occupancy Show only last 4 digits of SSN in reports

Include units without recent activity
 Run Report for all Buildings

Detail Report Print Word Excel

Nebraska Investment Finance Authority STUDENT EXPLANATION Generated on 12/2/2020 by Test Management, LLC Page 1 of 1

LIHTC/HOME Annual Occupancy Report

1 - TNAF assistance.
 2 - Job Training Program.
 3 - Single parent/dependent child.
 4 - Married/joint return.
 5 - Previous Foster Care.
 6 - Extended-Use Period.

Unit ID	Unit Sq Ft	BR	Move-In Date	Move-Out Date	Head of Household SSN	Head of Household Name	Effective Date/Last Certification Date	Rent Change Date	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	RHS Rent Overage	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recrt	Non-qual Stndt Y/N	Qual Stndt Expln Code	Mrkt Unit Y/N
Project: 1-1111 Test Project, Project Address: ABC Street																				
Building: NE-00-00002, Total Number of Units: 2																				
1	800	2	02/15/2020		###-##-0000	Jane Doe	02/15/2020	11/02/2020	Y	29	\$31,230.00	\$510.00	\$0.00	\$0.00	\$0.00	\$93.00	1	N		N

Household Income & Rent Limits Status

Detail Report Print Word Excel

Nebraska Investment Finance Authority Generated on 12/2/2020 by Test Management, LLC Page 1 of 1

Household Income & Rent Limits Status Report

Unit ID	Bed Size	Head of Household Full Name	Household Size	Move-In Date	Last Certification Date	Last Rent Change Date	Total Annual Household Income	Income Limit	Effective Date	Income Limit Status	Monthly Gross Rent	Rent Limit	Effective Date	Rent Limit Status
Project: 1-1111 Test Project, Project Address: ABC Street														
Building: NE-00-00002, County: LANCASTER														
1	2	Jane Doe	1	02/15/2020	02/15/2020	11/02/2020	\$31,230.00	\$33,780	04/24/2019	Below Income Limit	\$603.00	\$1,086	04/24/2019	Below Rent Limit

There are 2 ways to make a unit Ready to Submit.


At the BUILDING Level Screen:

Click **Ready All Units** this allows the building to be submitted to the agency. When using 3rd party uploads, this is the preferred method to ready the units. Manual entries can also use this process by waiting until they have entered all unit data for the building(s).

Building ID: NE-00-00002 » Units Print Word Excel

Project: 1-1111 - Test Project

New Unit **Unit Definition** **Income & Rent Test** **New Tenant Cert** **Delete Tenant Certs** **Move Out** **Unit Transfer** **Ready All Units** Close ▼



Ready to Submit
—
—
—
—
—
—
—
—

Ready to Submit
✓
✓
✓
✓
✓
✓
✓
✓
✓

Ready to Submit:

To manually check the **Ready to Submit** while in each unit entering data the user can check the box **Ready to Submit** within the Unit screen.

Unit: 1, Tenant: Jane Doe » General Information 🏠 🖨

Bed: 2	Sq Ft: 800	System Designation: Low Income	Report Period: 01/01/2020 - 12/31/2020	Building: NE-00-00002	Project: 1-1111 - Test Project
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Head of Household Information

*Member Name: <input type="text" value="Jane Doe"/>	Social Security Number: <input type="text" value="000-00-0000"/>
*Birth Date: <input type="text" value="03/30/1990"/> <input type="text" value="03/30/1990"/>	Age: 29
Sex: <input type="text" value="Female"/>	Occupation: <input type="text" value="Business/Office"/>
Ethnicity: <input type="text"/>	Marital Status: <input type="text" value="Single"/>
Special Population: <input type="text"/>	Race: <input type="text"/>
	Disabled: <input type="checkbox"/>

Household Data

*Move-In Date: <input type="text" value="02/15/2020"/> <input type="text" value="02/15/2020"/>	Household Annual Income: \$31,230.00	*Unit Assistance Type: <input type="text" value="No Assistance"/>
Last Cert Date: 02/15/2020	Non Qualified Students: <input type="checkbox"/>	*Owner's Designation: <input type="text" value="LIHTC"/>
Initial Certification: <input checked="" type="checkbox"/>	Family Size: 1	Restriction: <input type="text" value="60% AMI"/>
Ready to Submit: <input type="checkbox"/>		

Contact Information

Home Phone: <input type="text"/>	Work Phone: <input type="text"/>
Email: <input type="text"/>	

Transfer Information

Transferred From Building:	Old Unit Move-In:
Old Unit ID:	

END SECTION 9

SECTION 10

MANAGEMENT CONTROLS (SUPER USER)

Manage On-Site Managers

- Manage On-Site Managers
- Project Assignment

On-Site Managers

Showing 1 - 1 of 1 records

[New](#) [Reset Password](#) [Unlock Projects](#) [Filter](#) [Print](#) [Export](#)

<input type="checkbox"/>	Full Name	Login Name	Email	Financial Manager Only
<input type="checkbox"/>	Bob Builder	bobbuilder	bob@gmail.com	—

New

New On-Site Manager

Adding a new on-site manager to the system.

USER NAME MUST BE AT LEAST SIX CHARACTERS

General Information

*First Name:

Middle Name:

*Last Name:

*Email:

Financial Manager Only:

Login Information

*User Name:

*Password:

[Save](#) [Save & New](#) [Save & Close](#) [Cancel](#)

Reset Password

Emphasys Certification Portal - On-Site Manager Configuration - Google Chrome
col.nifa.org/OnSiteManagerConfig.aspx?pageDataKey=342

On-Site Manager » Bob Builder

Existing on-site manager configuration.

[Edit](#) [Close](#) [Reset Password](#) [Unlock Projects](#)

General Information

First Name: **Bob**
Middle Name:
Last Name: **Builder**
Email: **bob@gmail.com**
Financial Manager Only: ___

Login Information

User Name: **bobbuilder**
Password: **snowing**

col.nifa.org says

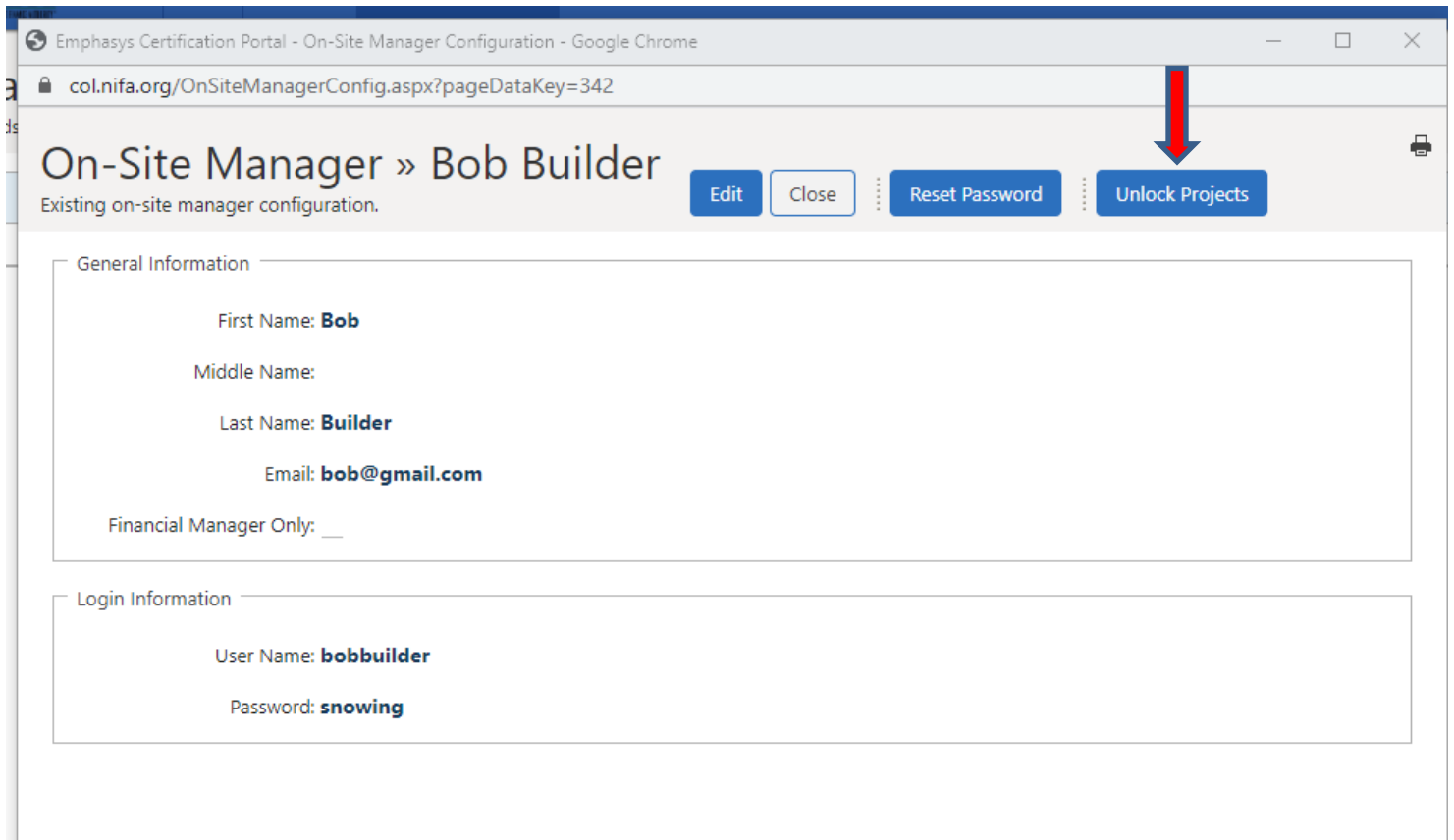
Are you sure you want to reset this on-site manager's password?



OK

Cancel

Unlock Projects



Emphasys Certification Portal - On-Site Manager Configuration - Google Chrome

col.nifa.org/OnSiteManagerConfig.aspx?pageDataKey=342

On-Site Manager » Bob Builder

Existing on-site manager configuration.

[Edit](#) [Close](#) [Reset Password](#) [Unlock Projects](#)

General Information

First Name: **Bob**

Middle Name:

Last Name: **Builder**

Email: **bob@gmail.com**

Financial Manager Only:

Login Information

User Name: **bobbuilder**

Password: **snowing**

col.nifa.org says

Are you sure you want to unlock all projects for this on-site manager?



OK

Cancel

Choose from drop down list

Manage On-Site Managers
Project Assignment

On-Site Manager Project Assignment

Select On-Site Manager For Project Assignment



Project Assignment

Project ID	Project Name	Assigned On-Site Managers
1-1111	Test Project ABC Street, LINCOLN, NE 68502	--UNASSIGNED--

Update Cancel