The first step is to register as a new user.


Follow the directions associated with establishing your user name and password.
The next screen will then appear. Select "Access myCDFI organization".


After establishing a password and user name with details, another screen will appear where you will enter your EIN and login. Key in your EIN and Login. The next screen will appear.


The next step is to click on the "Mapping" tab. Upon clicking the tab, the below screen appears.


In order to access the mapping tools to determine investment areas, click on the "New" button which is located to the right of the CDFI Investment Areas (Program). The next screen will appear.


The next step is to place your mouse on the "Layers" tab that is located at the bottom of the screen. Click on the following options located on the "Layers" tab as indicated below:


The next step is to click on the "Zoom In" button that is displayed as a magnifying glass with $a+$ sign and then click on the state for your review. Continue to click on the state until the counties and tracts appear on your screen. For example, the state of Arizona with corresponding investment areas is shown below.


The next step is to add investment areas together (if applicable) to establish an underserved area. In order to add areas, click on the + sign button and then click on the land tract that you wish to add. The coloring of the areas added will become striped as indicated in the picture below.


The next step is click on the "Reports" tab. The following screen will appear.


This screen will indicate if your selected areas are classified as a "Qualified" investment area. If the screen displays a "qualified" statement, click on the "print" button located nearest to the map. Submit this map with your expansion request.

Next select "Investment Area Worksheet". The below report will appear on the screen.
Print the report.


After completing your review, remember to log out.

