TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS
COMPLIANCE DIVISION/ ATTN: ELECTRONIC REPORTING
PO Box 13941 Austin, Texas 78711-3941
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ELECTRONIC COMPLIANCE REPORTING:
OWNER AUTHORIZATION PROCESS

Before your property can file electronically, the following process must be completed**.**

1   **Required equipment**

Ensure the following is available for filing electronic reporting: Personal computer (preferably Pentium-based computer or similar), Internet connection, and standard web browser--such as Microsoft Explorer (version 5.0 or higher) or Netscape Navigator (version 4.7 or higher).

2   **Required Authorization – Two Forms**

Read and sign the "Electronic Compliance Reporting: "**Filing Agreement**" and the "**Owner's Designation of Administrator of Accounts**" forms (available on the TDHCA web site Compliance/ Online Compliance Reporting, under "Set up to Report Online"). Obtain the Administrator of Accounts signature on the Designation form.

   Explanation of the Administrator of Accounts Designation

   The Administrator of Accounts receives an exclusive id & password, allowing access to the authorized property(ies). The Administrator will use the system to assign a Manager's account for a particular property. The Manager's id & password allows access/update to the records of that particular property only. The Administrator of Accounts decides who will receive the Manager id & password on the property, be it the Onsite Manager or a data entry technician, or both.

   In this way, the Administrator of Accounts is exclusively in charge of property access to the online reporting module. The Department provides forms of security against unauthorized viewing or manipulation of property data, however the ***Administrator of Accounts is responsible for controlling who is authorized to update property information online.***

4 **Form Submission**

Submit **both original forms** to the TDHCA COMPIANCE DIVISION/ ATTN: ELECTRONIC REPORTING address at the top of this document. **Be sure to maintain your own copies of these forms.**

5 **Project Initiation**

Compliance returns the "ID and Password Procedure" to the owner after receiving both forms **and the Unit/Building Setup Spreadsheet (see step #2 under "Set up to Report Online")**. This document contains the Administrator of Accounts id & password and a procedure for the Administrator of Accounts to assign the manager's password for each property authorized.

Please note: The "ID and Password Procedure" document will be e-mailed, mailed, or faxed to you **OR** the Administrator of Accounts depending on the options you indicate on the "Designation of Administrator of Accounts" form.

3   **Continued Access and Security**

The Administrator of Accounts is responsible for and in control of property access rights. HOWEVER, the ***Owner is responsible for immediate notification to the Texas Department of Housing and Community Affairs Compliance Division of changes to the Owner's designation of the Administrator of Accounts through the submission of the designation form.***