SECTION II

MANAGE (PROPERTY) USERS

II. MANAGE (PROPERTY) USERS

Users with online owner or property manager access are responsible for approving access for their properties.
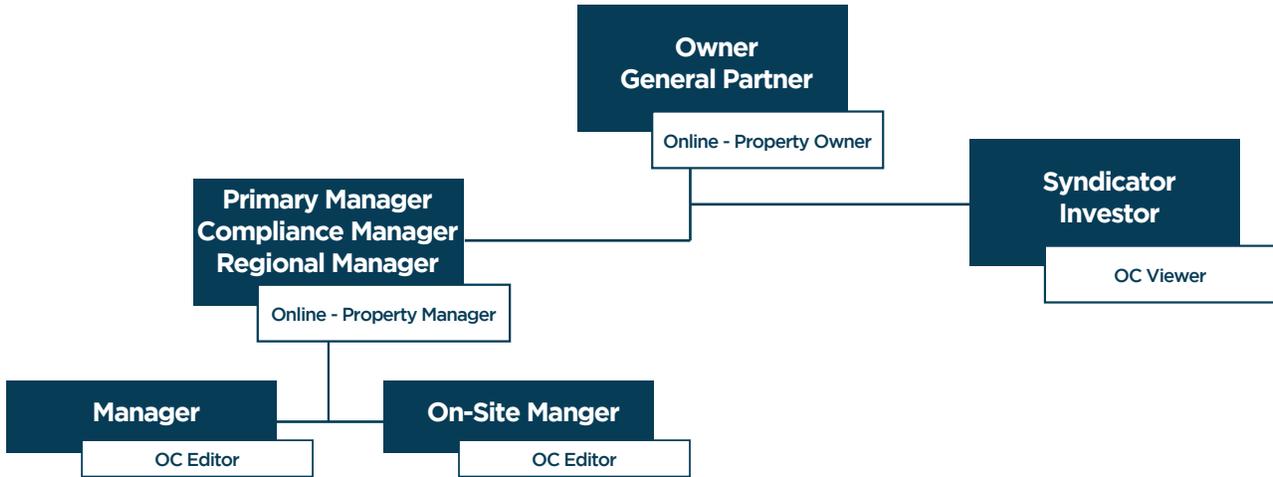
Step 1: Make sure you are on the Correct Organization, if you are managing more than one.

- The organization can either be viewed under My Profile or Properties Listing (Tenant Income Certification/Owner Certifications)
- To change your organization, go to Profile: Change Organization
- Highlight the Organization you want
- Check for errors in the Organization information
   - If there are errors use the DevCo Helpdesk at https://devco.ohiohome.org/devcoinquiries
- Select: **Set**
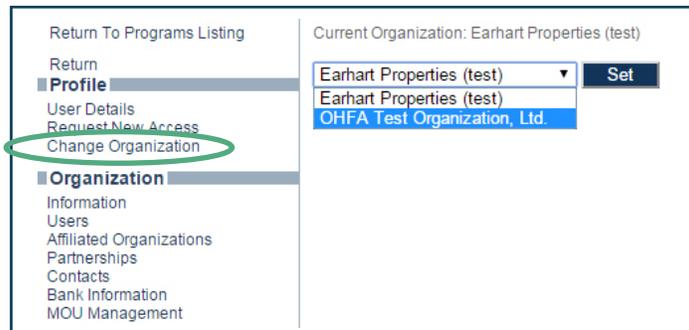
Step 2: From the Programs Screen; Select: Tenant Income Certification/Owner Certification
- Double click on the Project
- If you have more than one project you will have to manage the users for each project separately

Step 3: Select: Manage Users from the Side Panel

Step 4: Review Current Users
- Current Users will be shown in the upper area of the screen
- The access given is highlighted in blue
- You can **Update** or **Remove** access with the buttons to the right

All Access Groups that are available in the drop down box include:

    8609 Related Access (Note: this group is not used)
- Online- 8609 Progress Report Viewer
- Online- 8609 Progress Report Editor
- Online- 8609 Progress Report Manager

    Annual Reporting/ Compliance Related
- *Online- OC Editor*
  Can edit Tenant Events (TICs) in DevCo
- *Online- OC Viewer*
  Can view Tenant Events and Annual Certification in DevCo
- *Online- Property Manager*
  Can approve some access to properties, complete Tenant Events, and edit the Annual Certification
- *Online- Project Owner*
  Same access as manager & can submit Annual Certifications, Finalize Year, and approve organization access

Step 5: Review Users that requested access
- User Access Requests will be shown in the lower area of the screen
- You can **Approve** or **Deny** with the buttons to the right
  - Highlight the Access Groups and Select Approve or Deny
- An email will be sent to the address on the screen approving or denying access
  - Note: There may be a time delay or the email could get stuck in a spam folder. If they need to know immediately that they have access, contact them separately from the automated email.