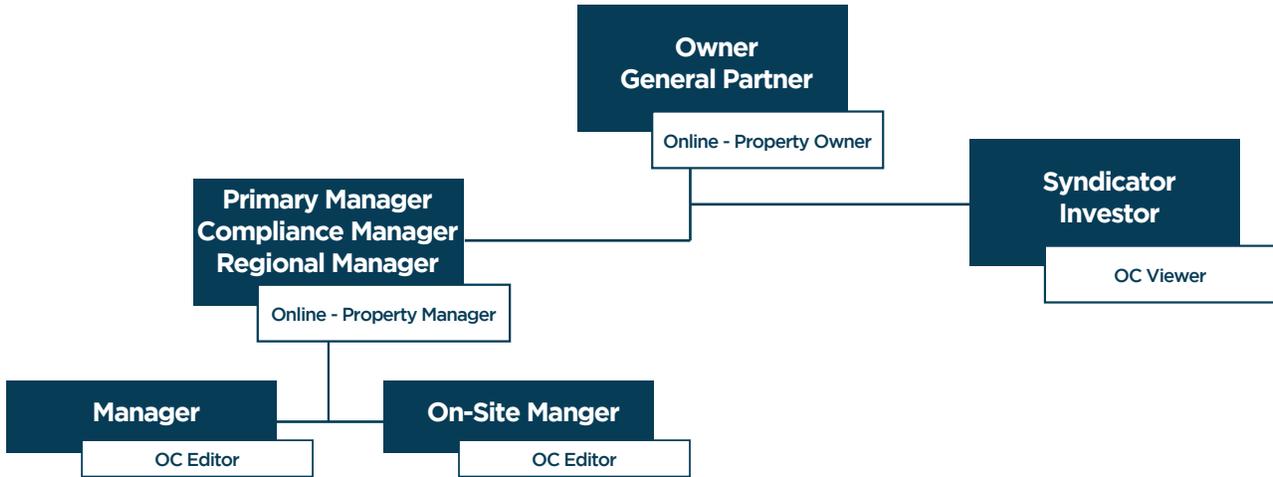


# SECTION II

## MANAGE (PROPERTY) USERS

## II. MANAGE (PROPERTY) USERS

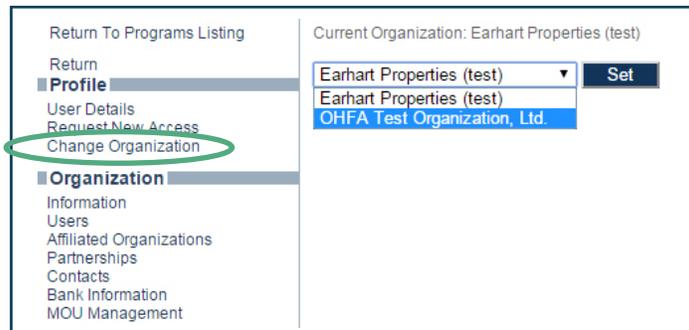
Users with online owner or property manager access are responsible for approving access for their properties.



**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**



# DevCo Compliance User Guide

## 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**

**Property Details**  
There is 1 error for this property. Click to display.

Forest G. Run (TEST) OHFA  
57 East Main Street  
Columbus OH, 43215  
Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	F-A-10-999-99	1/18/2011	0	5
LIHTC - Competitive	199999	1/5/2011	2	5

Restriction Type: **Rent and Income** Floating Units: **True**  
Rental Assistance: **N/A** Extended Use Dates:  
Owner Certification Year: **2014**

Utility Allowances  
Import Events  
Export Events  
Remove Property

## 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

Last Name	First Name	Email Address	Access Groups	
Underwood (Test)	Frank	frankunderwoodtest@gmail.com	Online - 8609 Progress Report Viewer Online - 8609 Progress Report Editor Online - 8609 Progress Report Manager Online - OC Editor Online - OC Viewer Online - Property Manager Online - Project Owner	Update Remove
Electra-Plane (Test)	Amelia	devcohelp@ohiohome.org	Online - 8609 Progress Report Viewer Online - 8609 Progress Report Editor Online - 8609 Progress Report Manager Online - OC Editor Online - OC Viewer Online - Property Manager Online - Project Owner	Update Remove

## 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.

Last Name	First Name	Email Address	Access Groups	
Smith	Amelia	ohiohousinglocator@gmail.com	Online - 8609 Progress Report Viewer Online - 8609 Progress Report Editor Online - 8609 Progress Report Manager Online - OC Editor	Approve Deny