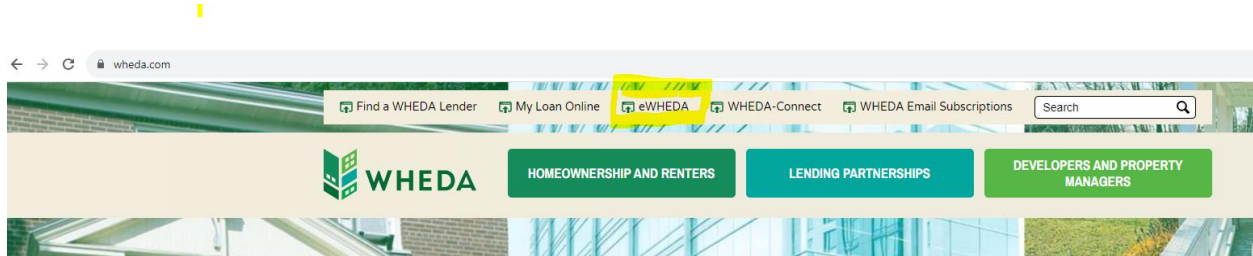
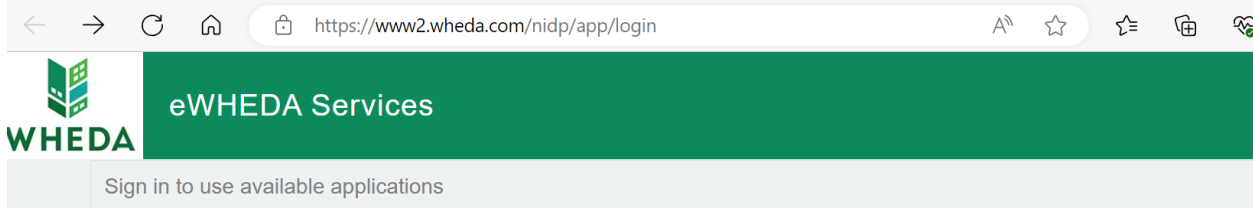


DA eWHEDA USER GUIDE

1. Enter www.wheda.com into the browser and click on the eWHEDA link



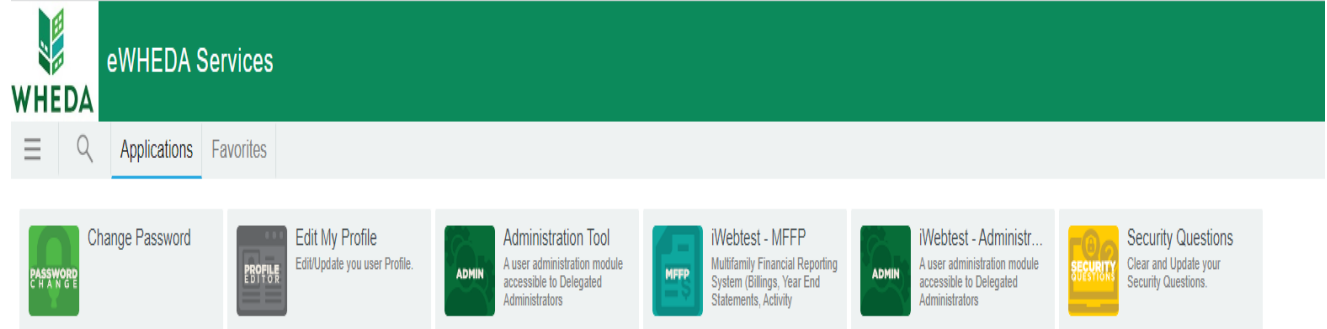
2. You will see the login page. Enter your login information and click Sign In



eWHEDA Services Login

<div><input type="text" value="Username"/></div> <div><input type="password" value="Password"/></div> <div><input type="button" value="Sign in"/></div>	<p>New User How to Sign Up for Our eWHEDA Services</p> <p>Support Forgot your password?</p> <p>If you need further assistance, please contact WHEDA Online Support at 800.334.6873</p>
---	--

3. Click on the Administration Tool



TO ADD A USER TO YOUR ORGANIZATION

DA STEPS

1. Click on Create User



User Management for eWHEDA Services

User Management Main Menu:

List
Applications

List
Companies

Create
User

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2. Enter First Name, Last Name, Email, and check Permissions box. Click Submit



Delegate Administrator User Setup for eWHEDA Services

Please complete and submit the information on this form to start the self registration process for a given user.

**Indicates Required Fields*

First Name: *

Last Name: *

Email: *

Permissions:

Company

AIMCO - GREENVILLE

Application

☐ MFFP

Submit

Clear

Cancel



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USER STEPS

1. Click the registration link on the registration email.

Start your registration for eWHEDA Services

 **signup@wheda.com**
To:  Sara J. Anthony

  Reply  Reply All  Forward  

Tue 3/7/2023 2:14 PM


Start your reply all with: [Thank you!](#) [This is not working.](#) [Did you request this?](#) [Feedback](#)

You have requested access to eWHEDA Services.

To Start your registration process
click here to create your account:

<http://test-www2.wheda.com/signup//default.asp?TID=kbETIR6wwD4CuoDvehS1h8E>

2. Enter Phone Number, Login, and Password. Click Submit.



Initial User Registration for eWHEDA Services

Please complete and submit the information on this registration form to obtain a User ID and Password. This will allow you access to all eWHEDA Services that you are authorized to use. For additional assistance read the online [help](#) file.

***Indicates Required**

First Name: *	<input type="text" value="Test44Sara"/>
Last Name: *	<input type="text" value="Anthony"/>
Street Address:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="WI"/>
Zip Code:	<input type="text"/>
Email: *	<input type="text" value="Sara.Anthony@wheda.com"/>
Phone: *	<input type="text" value="()"/> <input type="text"/>

Example: (608) 555-5555

Enter the login and password you would like to use. You will need information each time you access eWHEDA Services. You must enter the password twice. If the login you chose is already in use you will be asked to make another selection. The login must be 5 characters or more. The password must be at least 8 characters long, include at least 1 number, 1 lowercase letter, and 1 uppercase letter.

Login: *	<input type="text"/>
Password: *	<input type="password"/>
Confirm Password: *	<input type="password"/>

3. Verify entry and click Finish



Initial User Registration Submission Check Point

You have entered the following information. Is this correct? If so, click **Finish**. If not, click **Edit** and make any desired changes.

First Name:	Test44Sara
Last Name:	Anthony
Street Address:	
City:	
State:	WI
Zip Code:	
Email:	Sara.Anthony@wheda.com
Phone:	(608) 516-2011
Fax:	
Login:	Test44Sara
Password:	VERIFIED

FINISH

EDIT

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4. Receive Submission Thank You

[HOME](#)[PRIVACY
STATEMENT](#)[SITE
SECURITY](#)[CONTACT
US](#)

Thank you for your submission

Thank you for your registration Test44Sara Anthony. An email with information on activating your account will be sent to you at Sara.Anthony@wheda.com.

Your account is not usable until it has been activated.

If your account is not activated within four (4) days, it will be deleted.

The confirmation email should arrive within the hour. If you do not receive it within two (2) days, please contact support@wheda.com.

[WHEDA Home Page](#)

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5. Receive activation email. Click on activation link.

Test41Sara Anthony please activate your WHEDA Account



signup@wheda.com
To: Sara J. Anthony

We removed extra line breaks from this message.

[Reply](#) [Reply All](#) [Forward](#) [Share](#) [More](#)

Tue 3/7/2023 2:39 PM

Dear Test41Sara Anthony,

To validate and activate your eWHEDA Services Account please click the link below:

TERMS OF USE:

As a condition of your use of eWHEDA Services on the wheda.com web site, you warrant to WHEDA that you will not use the wheda.com web site for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the wheda.com web site in any manner which could damage, disable, overburden, or impair the wheda.com web site or interfere with any other party's use of the wheda.com web site.

You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information obtained from the wheda.com site.

<http://test-www2.wheda.com/signup/default.asp?VCID=MjAyMzAzMDcxNDM4NDU4MiAg>

6. Enter Login and Password and click Submit.



User Activation for eWHEDA Services

Please enter your Login and Password to activate your account:

*Indicates Required Fields

Login: *

Password: *

SUBMIT

CLEAR

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7. Receive activation confirmation



User Activation for eWHEDA Services

Your account has been verified, you can now log on to the WHEDA password protected site.

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TO ADD/REMOVE PERMISSIONS FOR A USER

1. Click List Applications



User Management for eWHEDA Services

User Management Main Menu:

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User

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2. Click application from the List



User Management for eWHEDA Services

Please select from the following list of applications that you are allowed to manage

Application List

MFFP

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3. Check/Uncheck permission boxes next to the user and click Submit



User Management for eWHEDA Services

Assign Permissions for MFFP

<i>User Name</i>	<i>Company Name</i>	<i>User</i>
Anthony, Test1001	AIMCO - GREENVILLE	<input checked="" type="checkbox"/>
<input type="button" value="SUBMIT"/>		<input type="button" value="CLEAR"/>