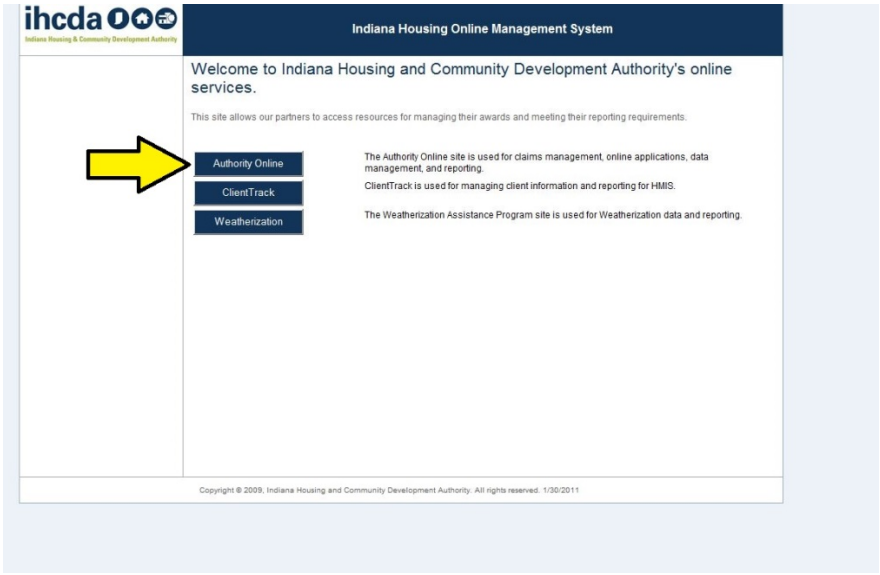
2013 Neighborhood Assistance Program

Electronic Report Tutorial

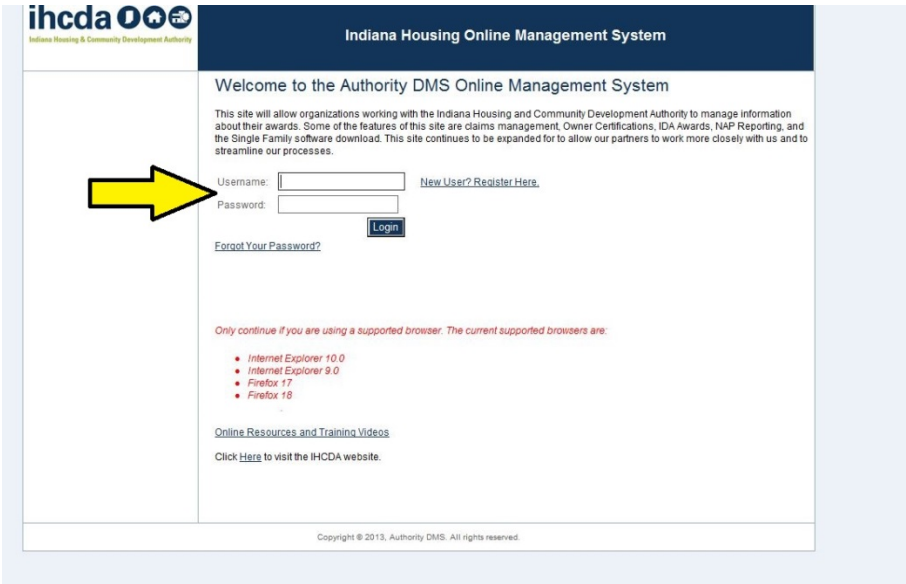
This guide will provide instructions for NAP Participant Organizations in filing the Mid-Year Report, which is due on January 6, 2014 and the End-of-Year Report, which is due June 6, 2014.

1. Direct your web browser to http://www.IHCDAOnline.com

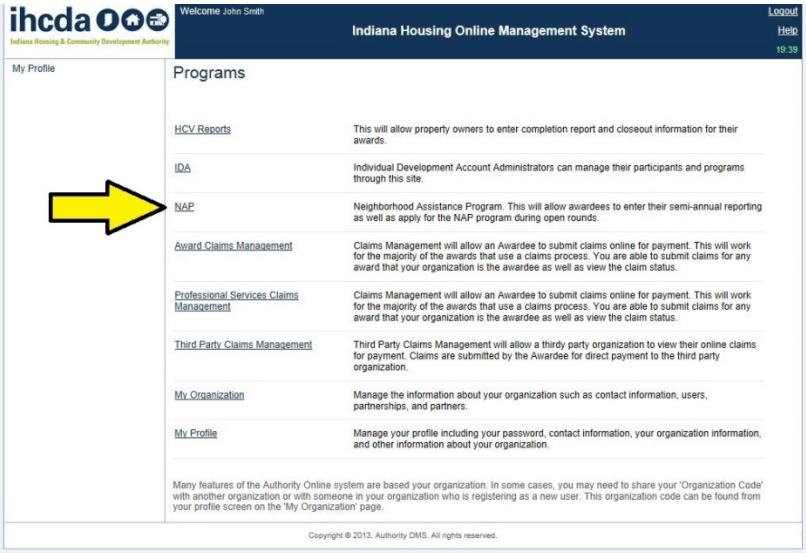
2. Select "Authority Online."



3. Enter your username and password. Then select the button labeled "Login."

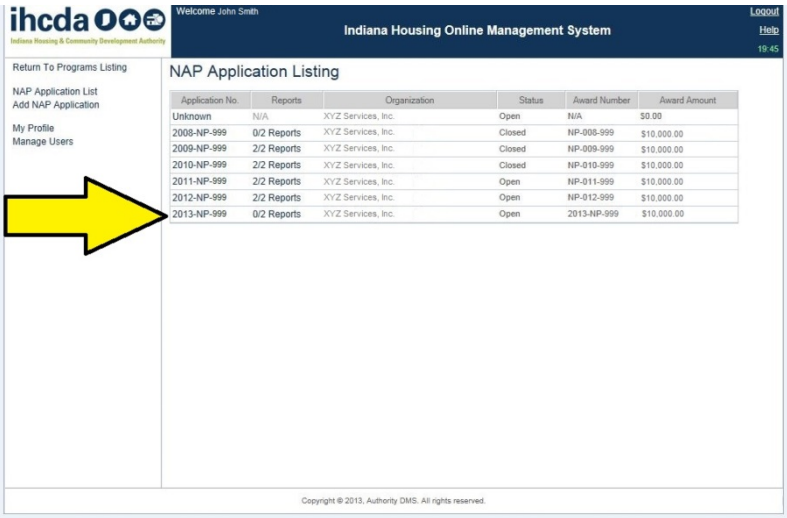


4. Select the link "NAP."

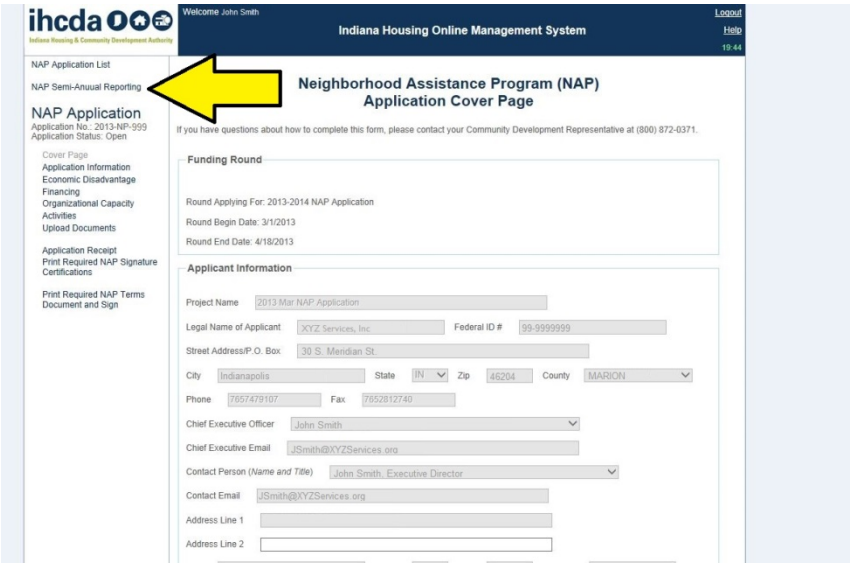


5. Select the appropriate project number.

   *Note: For projects that began in 2013, the project number will begin with "**2013-NP**"*



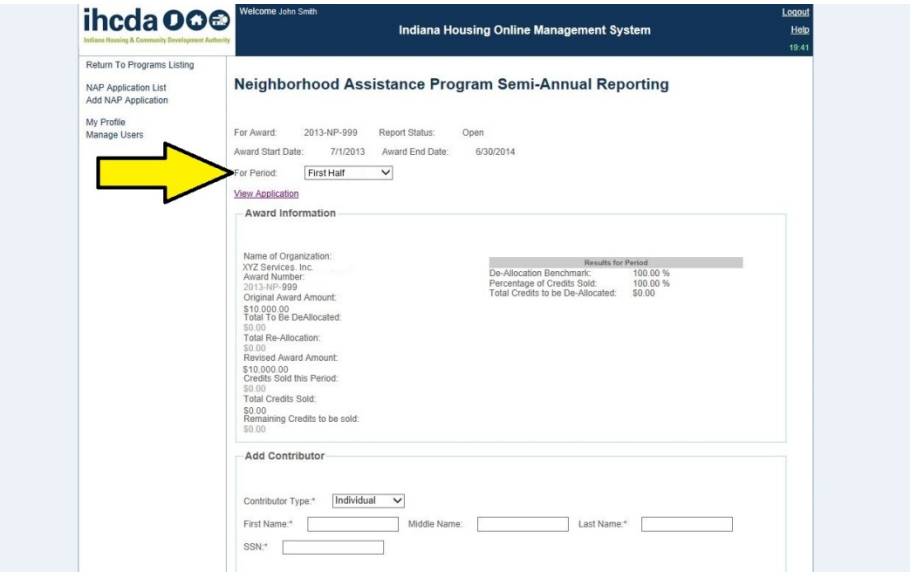
6. On the left side of the screen, beneath the IHCDA logo, click the link named "NAP Semi-Annual Reporting."



7. Using the pull-down menu, ensure that the field labeled "For Period" shows the correct period.

   For the Mid-Year Report (January 6, 2014) the box should read "First Half."

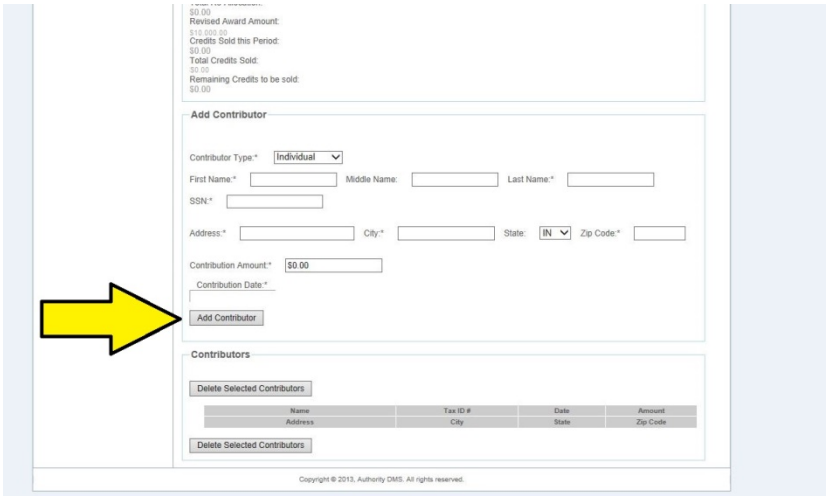
   For the End-of-Year Report (June 6, 2014) the box should read "Second Half."



8. Scroll down the page to the area labeled "Add Contributor."

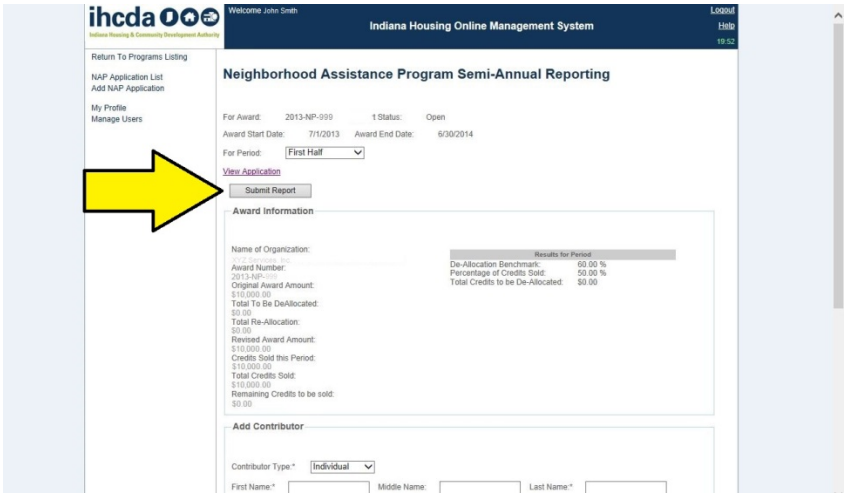
   Select the "Contributor Type" (Individual or Business) and complete the form with the contributor's information.

9. When finished, click the button labeled "Add Contributor."



10. Repeat steps 8 and 9 until all your contributors have been entered.

11. Scroll back up to the top of the page and select the button labeled "Submit Report."



Please contact Indiana Housing and Community Development Authority at (317)-232-7777 with any questions.