IDA Guide to IHCDAOnline

If at any point you run into an issue or challenge in IHCDAOnline, please email claims@ihcda.in.gov. IHCDA IDA program staff will most likely be unable to help.

Registering in IHCDAOnline

First-time users will need to register for an account.

1. Go to online.ihcda.in.gov to access the website
2. Choose "Authority Online"

3. First-time Users will have to click on the "New User? Register Here"

4. Enter the Profile Information, including First Name and Last Name. Then enter your business email address and create a password. The default username will be your email, but you can change this if you wish only during the initial setup. **Once the username is established, it cannot be changed or reset.** User Passwords must be at least 7 characters and contain at least one number.

Registration

In order to gain access to this website, you must request it and

If your organization is already registered, please enter your orga
organization or the HFA. This code will ensure that your registra

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use
their business email address.

Username:

Password:

Confirm Password:

5. Next, if your organization is already registered in IHCDAOnline, enter its Organization Code. If you do not know your organization code, you can email claims@ihcda.in.gov and request it. Not having it will **not** keep you from establishing a profile but may delay your permissions request if the claims specialist does not know which organization to affiliate you with in our system.

Profile Information

First Name:

Last Name:

E-mail: NOTE: It is recommended that new users use
their business email address.

Username:

Password:

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: [_____] Load

My Organization is not registered ☐

Organization

Name:

6. Once you have entered your code, please select the *Load* button. This will populate the information in the organization area based upon the Organization Code entered. Please verify the information is correct.

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: [_____] Load ⬅

My Organization is not registered ☐

7. If your organization has never used IHCDAOnline before and is, therefore, not registered, please check the My Organization is not registered box.

egistration

rder to gain access to this website, you must request it and have it approved by the State. Please enter the following information:

ur organization is already registered, please enter your organization code which you can obtain from another user at your
anization or the HFA. This code will ensure that your registration can be processed more quickly.

Profile Information

First Name: _____

Last Name: _____

E-mail: NOTE: It is recommended that new users use their business email address.

_____

Username: _____

Password: _____

Confirm Password: _____

If your organization is already registered, please enter your organization code which you can obtain from another user at your organization or the HFA. This code will ensure that your registration can be processed more quickly.

Enter Organization Code: _____ Load

My Organization is not registered ☐

Organization

Name: _____

Address: _____

City: _____

State: _____

Zip Code: _____

Telephone: _____

Fax: (optional) _____

8. Enter your organization's information in the Organization Box below. This will also cause the Organization to be registered for future use

My Organization is not registered ☐

Organization

Name: _____

Address: _____

City: _____
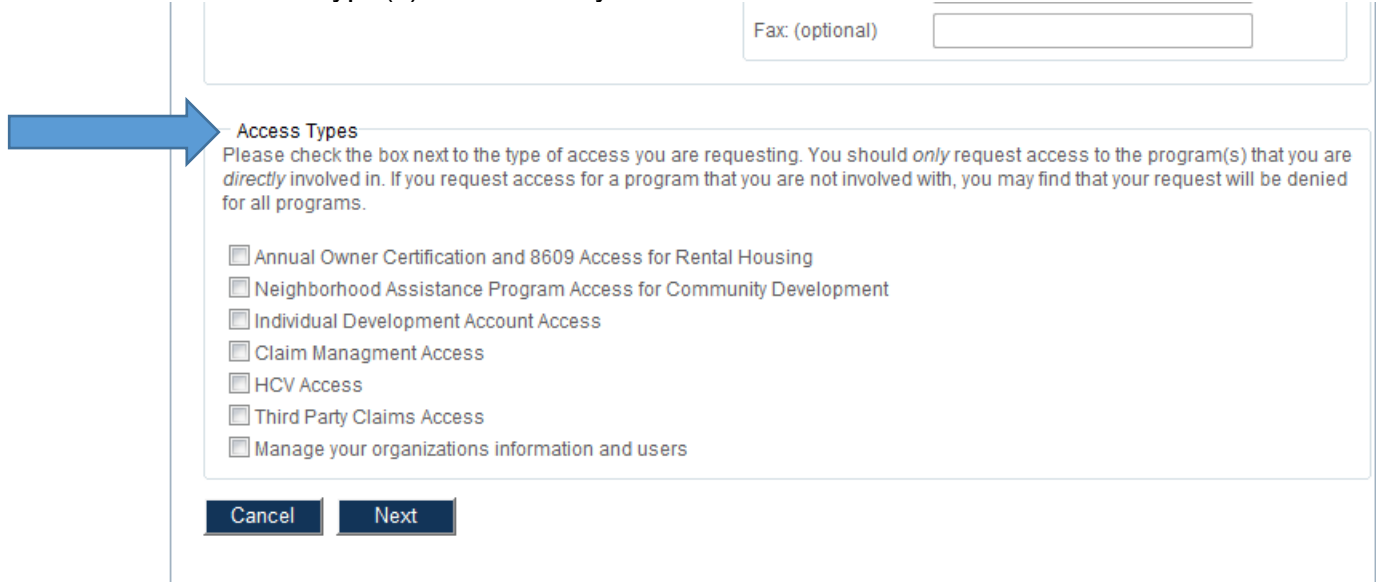
State: _____

Zip Code: _____

Telephone: _____

Fax: (optional) _____

9. Select the Access Type needed by the user as described in Section 2 of this document; for IDA, choose Individual Development Account Access. Once you have made the appropriate selections, click the *Next* button. Your Organization

Administrator will review the requested access type and approve the specific access type(s) that best fit your needs.

Fax: (optional)

Access Types

Please check the box next to the type of access you are requesting. You should *only* request access to the program(s) that you are *directly* involved in. If you request access for a program that you are not involved with, you may find that your request will be denied for all programs.

☐ Annual Owner Certification and 8609 Access for Rental Housing
☐ Neighborhood Assistance Program Access for Community Development
☐ Individual Development Account Access
☐ Claim Managment Access
☐ HCV Access
☐ Third Party Claims Access
☐ Manage your organizations information and users

Cancel   Next

10. Review the Registration Summary screen. Please verify all information on this screen is correct. Please note that if you cancel at this point, all information will be removed from the Registration Screen. If it is all correct, click the Submit button. You will then receive the following message at the bottom of the screen:

"Your registration information has been submitted and is being processed. An email notification will be sent to you upon approval or denial. Please be aware that your request may take up to 3 business days to be processed. "

11. Click **Return** to exit this page.

12. After you have completed the New User registration, your Organization's Administrator will receive an email indicating that you have requested permissions. **At this time, please email claims@ihcda.in.gov and request permissions from IHCDA.** Once the Claims department receives your email, someone from that department will finalize your registration.

How to Find Your Organization Code (for returning organizations)

Returning organizations that need to register new Users can find their organization code by logging into IHCDAOnline.

1. Click on "My Profile" on the left. This screen may look different depending on the reports an agency submits and what individual staff have access to.

2. Choose "Information" under Organization on the left

3. "Organization Code" will be found in the 'Physical Address " section

Submitting a Claim

1. Select "Awards Claims Management" on the left side of the screen for access to the IDA program within IHCDAOnline.

2. To create a new claim click on "create claim" in the left column

3. Use the first drop down to "Select the Award". This will be the IDA award that you are wanting to claim from.

4. Use the second dropdown to "Select a Transaction Type". For IDA, agencies should select one of the following:

Third Party Payment: A third party payment is a draw of funds that *will be paid to an IDA Participant*.

Grantee Payment: A grantee payment is a standard draw of funds *for the administration of the grantee's IDA award.*

Adjustment: An adjustment transaction allows an award grantee to make corrections to line items within an award. An adjustment will have both positive and negative line item amounts and must have a net total of zero. No funds are either drawn or paid as part of an adjustment transaction.

**ADJUSTMENT CLAIMS SHOULD NOT BE USED IN THE IDA AWARDS.
You need to consult a Claims Review Specialist to discuss the filing of an adjustment claim. No adjustment claims will be approved without prior approval being given to grantee per IHCDA staff. **

Return of Funds: Is a transaction to return funds back to IHCDA. The organization will not be able to access those funds again, so *ROF claims should only be used at the end of an award or if there are leftover funds from an IDA participant graduating.*

Repayment Claim: Is a *transaction to return funds back to IHCDA that will go back into the award amount. These funds are able to be reused*, and are most common when an IDA participant either leaves the program or is reassigned to a new award.

5. When you have selected the appropriate award and transaction type you can hit "create claim". The budget lines remain the same for all the claim types.

** It is important to note that you may NOT have a claim that contains both administrative and match amounts. These are two different types of claims, as specified above in #4. **

Grantee (Administrative) Claims for IDA015, IDA016 And IDA016ft:

On awards previous to IDA018, the amount that you are requesting for ADMIN will have to be split in half between State and AFI (Federal). These amounts must be exactly split 50% into each line item. For example: If you are claiming $100.00, $50.00 will be placed in the State Admin line item and $50.00 will be placed into the Federal AFI Admin line item.

After you enter the amounts, you will click SAVE in the bottom right hand corner of the screen.

Award Remaining Budget: $7,356.00

Award
  AFI

Remaining Budget: $3,678.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$750.00	$750.00	497.23
AFI Match	$4,000.00	$2,928.00	0.00

  State

Remaining Budget: $3,678.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$750.00	$750.00	497.23
State Match	$4,000.00	$2,928.00	0.00

Comments

Save

Grantee (Administrative) Claims IDA018 & Beyond:

You will enter the Administrative amount being claimed in the ADMIN line item. You may only enter the amount in the STATE line item provided for ADMIN.

Claim Details
IDA TEST

The claims detail displays the information about the current claims for this award. You can see the budget breakdown for the award along with the remaining amount for each line item. Use the box for each line item to enter the amount you are claiming. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. Once you have entered your claim amounts, click the 'Save' button at the bottom of the page.

Claim Reference Number:

Award Remaining Budget: $60,000.00

Award
   State

     Remaining Budget: $60,000.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$10,000.00	$10,000.00	0.00
State Match	$50,000.00	$50,000.00	0.00

Comments

Save

Third Party (Match) Claims for IDA015, IDA016 & IDA016FT:

On awards prior to IDA018, the amount that you are requesting for THIRD PARTY / MATCH claims will have to be split in half between State and AFI (Federal). These amounts must be exactly split 50% into each line item.

For example: If you are claiming 100.00, $50.00 will be placed in the State Match line item and $50.00 will be placed into the Federal AFI Match line item. **You will need to click SAVE for the amounts to register in the system**.

Award Remaining Budget: $8,436.00

Award
   AFI

      Remaining Budget: $4,218.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$750.00	$252.77	0.00
AFI Match	$4,000.00	$3,468.00	540.00

   State

      Remaining Budget: $4,218.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$750.00	$252.77	0.00
State Match	$4,000.00	$3,468.00	540.00

Comments

Third Party (Match) Claims for IDA018 & Beyond:

You will enter the MATCH amount being claimed in the STATE MATCH line item. You may only enter the amount in the STATE MATCH line item for a match claim. Then you will click SAVE.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Details
IDA TEST

The claims detail displays the information about the current claims for this award. You can see the budget breakdown for the award along with the remaining amount for each line item. Use the box for each line item to enter the amount you are claiming. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. Once you have entered your claim amounts, click the 'Save' button at the bottom of the page.

Claim Reference Number: [   ]

Award Remaining Budget: $60,000.00

Award
State

Remaining Budget: $60,000.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$10,000.00	$10,000.00	0.00
State Match	$50,000.00	$50,000.00	0.00

Comments

[   ]

Save

Attaching Supporting Documentation:

See next section for information on type of supporting documentation.

1. To Attach supporting documentation for the claim click **"Supporting Documentation"** at the top.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Details
IDA TEST

The claims detail displays the information about the current claims for this award. You can see the budget breakdown for the award along with the remaining amount for each line item. Use the box for each line item to enter the amount you are claiming. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. Once you have entered your claim amounts, click the 'Save' button at the bottom of the page.

Claim Reference Number: [   ]

Award Remaining Budget: $60,000.00

Award
   State

   Remaining Budget: $60,000.00

Line Item	Total Budget	Remaining Balance	Amount
Admin	$10,000.00	$10,000.00	0.00
State Match	$50,000.00	$50,000.00	0.00

2. You will choose **"Claims documentation"** for the Document type and click BROWSE to upload documentation from your files. Once you have the correct file selected you will click on SUBMIT DOCUMENT.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Supporting Documentation
IDA TEST

Accepted File Extensions: tiff, tif, doc, docx, xls, xlsx, xml, jpeg, jpg, pdf, msg

Max File Size: 30720 KB

Document Type   [▼]

Upload Document [   ] Browse...

☐ Required for Claim Submission

[Submit Document]

3. Once you successfully upload files you will see them appear below the submit button. Please note that you cannot submit without attaching supporting documentation.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Supporting Documentation
IDA TEST

Accepted File Extensions: tiff, tif, doc, docx, xls, xlsx, xml, jpeg, jpg, pdf, msg

Max File Size: 30720 KB

Document Type [Claims Documentation ∨]

Upload Document [   ] [Browse...]

☑ Required for Claim Submission

[Submit Document]

	Document Name	Document Date
View	DO NOT PAY DO NOT PAY BLN PRE DEMO INSPECTION CLAIM	9/18/2019 1:03:28 PM

4. After all documentation has been uploaded and the claim amounts have been entered and saved you will click on the **SUMMARY** tab at the top of the screen.

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Summary
IDA TEST
Claim Receipt: 224902
test
Transaction Type: Grantee Payment
Vendor:

The claims summary displays the information about previous and existing claims for this award. You can see the budget breakdown for the award, previous draws against line items, and the remaining amount for each line item. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. To modify the current claim, click on the 'Claim' link above.

Award Amount: $60,000.00

State -

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00
State Match	$50,000.00	$0.00	$0.00	$0.00	$50,000.00	$0.00	$0.00
Group Total	$60,000.00	$0.00	$0.00	$0.00	$60,000.00	$0.00	$0.00

5. You will verify the amounts are correct within this screen and then you will hit **SUBMIT CLAIM** in the bottom right-hand corner of the screen

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Summary
IDA TEST
Claim Receipt: 224902
test
Transaction Type: Grantee Payment
Vendor:

The claims summary displays the information about previous and existing claims for this award. You can see the budget breakdown for the award, previous draws against line items, and the remaining amount for each line item. If your award is not restricted by budgeted line items, you will see all available line items for your award. If your award requires claims against individual buildings, you will see a list of those buildings along with the line items associated with those buildings. To modify the current claim, click on the 'Claim' link above.

Award Amount: $60,000.00

State -

Line Item	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Admin	$10,000.00	$0.00	$0.00	$0.00	$10,000.00	$0.00	$0.00
State Match	$50,000.00	$0.00	$0.00	$0.00	$50,000.00	$0.00	$0.00
Group Total	$60,000.00	$0.00	$0.00	$0.00	$60,000.00	$0.00	$0.00
			Claimed Percentage		0%		

Totals

	Budget	Previous Claim	Current Claim	Total Claim	Balance to Claim	Previous ROF	Current ROF
Total - All Groups	$60,000.00	$0.00	$0.00	$0.00	$60,000.00	$0.00	$0.00
			Claimed Percentage		0%		

By pressing the button on this screen, I hereby certify that any information submitted into the Indiana Housing Online Management System by me is true, accurate, and complete. I understand that any information, documentation, etc., submitted by me is related to programs that are funded with federal and state funding sources, and any false claims, statements, documents, falsifications, or concealment of material fact(s), may be prosecuted under applicable federal and state laws and may result in criminal and/or civil penalties.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years. I also understand that Authority Online usernames and passwords should not be shared. Please register for a username if you do not have your own.

[Delete Claim]   →   [Submit Claim]   [Print Receipt]   [Claim Details Report]

NOTE: If you do not see the amounts displaying in this screen, this means that you did not click the SAVE button in the CLAIM screen and you will need to go back into that screen, re-enter the amounts and click save. You will then return to the SUMMARY screen and submit the claim .

If you would at any time like to check on the status of your claim as it is moving throughout the system, you can click on the CLAIM STATUS tab. There are four steps a claim can be in:

1. Claim Created – which means you have created the claim but the claim has NOT been submitted
2. IHCDA Program Administrator Review – means the claim has been submitted and is being reviewed.
3. Accounting Review – the claim has moved to Program accounting for review
4. ACH Transfer – the claim is being paid

Welcome Adam Lawson
test   **Indiana Housing Online Management System**

Return To Programs Listing

Awards
Award Info
Claim List
Create Claim
Manage Award Job Hours
Manage Program Income

My Profile

Summary | Claim | Claim Status | Supporting Documentation | Receivables

Claim Status
IDA TEST

This will allow you to follow the progress of your claim through the payment process. Below, you can see approval process toward payment. The current step is at the top of the list.

Step	Status	Step Date	User	Comment
Claim Created - IDA Agency	Awaiting Approval	5/31/2019 7:41:00 AM	Adam Lawson	

Supporting Documentation Requirements:

Grantee (Administrative) Payments must include the following:
1. Timesheets, general ledgers or revenue & expense reports for any IDA admin dollars that are being claimed
2. The receipts for any supplies related to the IDA program purchased.

Third Party (Match) Payments must include the following:
1. IHCDA Match Claim Document (provided by IHCDA)

Return of Funds Claims must include the following:
1. Account Closeout Form (provided by IHCDA)

Repayment Claims must include the following:
1. Account Closeout Form (provided by IHCDA)

Amending A Claim That You Have Already Submitted:
1. Contact IHCDA at claims@ihcda.in.gov and request that the claim be denied.
2. Once the claim has been denied you will go back into the system, click on the claim, make the adjustments needed, click save and resubmit the claim.

How to Add a New Match Holding Account to IHCDAOnline

Third Party Claims should be going into a HOLDING ACCOUNT that you have established at a bank, and not the account used for Administrative purposes. These claims are for Participant match claims.

This Account is a **<u>HOLDING</u>** account and should be established with the bank before you begin to process any type of claim within the IDA program.

To add Third Party/Match Holding banking Information in IHCDAOnline, please do the following:

1. Go to https://online.ihcda.in.gov to access the website and log in.
2. Select the IDA

Programs

Owner Certification	This will allow a property manager to complete their Owner Certifications for the RHTC, CDBG, HOME, and Development Fund programs.
Progress Report	This will allow the owner or developer to enter the Semi-Annual 8609 progress report.
Single Family Software Download	Single Family Participating Lenders can download the SFDMS software from here to manage their MRB, MCC, DPA, and MSP reservations.
HCV Reports	This will allow property owners to enter completion report and closeout information for their awards.
IDA	Individual Development Account Administrators can manage their participants and programs through this site.
NAP	Neighborhood Assistance Program. This will allow awardees to enter their semi-annual reporting as well as apply for the NAP program during open rounds.
Award Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
Professional Services Claims Management	Claims Management will allow an Awardee to submit claims online for payment. This will work for the majority of the awards that use a claims process. You are able to submit claims for any award that your organization is the awardee as well as view the claim status.
Third Party Claims Management	Third Party Claims Management will allow a thirdy party organization to view their online claims for payment. Claims are submitted by the Awardee for direct payment to the third party organization.
Online Applications	Applicant organizations can submit an online application for any open rounds for programs.
My Organization	Manage the information about your organization such as contact information, users, partnerships, and partners.

3. Click on Banking Account Information

4. Click on ADD NEW BANK

5. Enter your banking information and routing number and click Save.

Bank Account Information

Edit

Bank Information

Show: ◉ Active   ◯ Inactive   ◯ Active and Inactive

Add New Bank

Name Routing Number City Contact Name Contact Email Phone
Note: Some "Deactivate" buttons will remain disabled because the bank is being used by active accounts.

Add Bank

Name

Routing Number

Contact Name

Contact Email

Address

City

State   IN ▾

Zip

Phone Number

Cancel   Save

6. Then you will click on **Add Account** in the bottom section of the screen and fill out your account number. You will select **Holding** as the account type, select IDA as the Program, select your bank and enter the account number. Then you will click save.

Account Information

Show: ◉ Active   ◯ Inactive   ◯ Active and Inactive

Add New Account

Account Type Program Bank Account #
Note: Some "Deactivate" buttons will remain disabled because the account has a balance greater than zero.

Add Account

Account Type   Holding ▾

Program   N/A ▾

Bank   ▾

Account Number

Cancel   Save

7. Email claims@ihcda.in.gov and report your organization, your award number and state that you have added new IDA THIRD PARTY BANKING information to IHCDAONLINE. **If you do not report this to IHCDA, we will not be able to update our payment system with the new information and will be unable to fulfill Match Claims OR Match Claims will go to the old Holding Account.**

8. Once IHCDA receives the email explaining that your banking information has changed, IHCDA will update the payment system and future payments will go to the updated banking information.