FIELD COMPLIANCE SITE VISIT REPORT GUIDE DOCUMENTS SUBMISSION

MISSISSIPPI HOME CORPORATION

All Field Compliance Site Visit Reports must be submitted to MHC through the MITAS Property Managers Portal. Contractors will be provided with a login username and password to access each property on the system.

The portal may be accessed through the following link:
https://archivemhc.com/MitasLive/MitasWebBlight/WebPortal/PortalLogin.aspx?meqs=%2FiYnwYw8UT43K3s48%252APiQlQzErtcrLN9q02B%252AHvb2GIchVoS%2FlPSES1c9lMj42Gp

LOG IN

Enter the login information issued by MHC.   A separate login will be provided for each Blight Partner of the Grantee. For example, the Manager No. for Blight Partner A may be "2" and the Manager No. for Blight Partner B maybe "3". The Username and Password will be the same regardless of the Manager No.

The login credentials for all Blight Partners will be emailed to you by MHC once an assignment has been accepted.

HOME SCREEN

The Home Screen will display a list of properties that have been assigned to the Blight Partner listed in the top left corner of the screen. Select one property at a time to upload documentation for that property.

Select a property under Projects by clicking on the project number or name. Make sure that the selected property address corresponds to the property that was inspected.

PROJECT DETAILS SCREEN

Contractors must upload the Inspection Report, Inspection Photos, and Inspection Invoice by selecting Upload New under Document Manager.

Once documentation has been uploaded, the Contractor may logout the system.

NOTE: Currently the system does not notify MHC Staff when a document is uploaded. For this reason, it is recommended that Contractors contact Bridgette Butler at (601) 718-4755 or bridgette.butler@mshc.com once a document has been uploaded.

For any issues pertaining to the system, contact Lisa Coleman at (601) 718-4757 or lisa.coleman@mshc.com.