



# FIELD COMPLIANCE SITE VISIT REPORT GUIDE DOCUMENTS SUBMISSION

MISSISSIPPI HOME CORPORATION

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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%252APiQIQzErtcrLN9q02B%252AHvb2GIchVoS%2FIPSES1c9IMj42Gp>

## 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 may be “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.

A screenshot of a web login form. The form has a dark blue header with the text "Login to your account" in white. Below the header, there are three input fields: "Manager No:" with a small rectangular box, "Username:" with a medium-length rectangular box, and "Password:" with a long rectangular box. At the bottom of the form, there are two buttons: "Login" and "Forgot Password", both in a light gray rounded rectangle.

## 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.

**Property Manager Details**  
 Number: 6  
 Name: Blight Partner #1  
 Assigned Staff: BEP\_User  
 Mailing Address: No Record Found.

**Managed Properties**

Property Number	Property Name	Owner Tax Id	Property Street Address	City	State	Inactive
BEP-000	ABC City					

**Projects**

Project #	Name	Stage	Property #
BEP-000A-001	ABC City Demo Project	*	BEP-000
BEP-000A-002	ABC City Demo Project	*	BEP-000

Callouts:  
 - Name of Blight Partner (points to 'Blight Partner #1')  
 - Grantee Information (points to 'ABC City')  
 - List of Properties for the Blight Partner (points to the Projects table)

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.

Document Name	Download	Upload
Evidence of Ownership	No Documents	<a href="#">Upload New</a>
Closing Statement	No Documents	<a href="#">Upload New</a>
Appraisal	No Documents	<a href="#">Upload New</a>
Public Advertisement of Bids	No Documents	<a href="#">Upload New</a>
Demolition Bids	No Documents	<a href="#">Upload New</a>
Bid Tabulation	No Documents	<a href="#">Upload New</a>
Demolition Contract	No Documents	<a href="#">Upload New</a>
Contractor's License	No Documents	<a href="#">Upload New</a>
Contractor's Insurance	No Documents	<a href="#">Upload New</a>
Statement Of Sources of Funds (HHF/BEP Form 0206)	No Documents	<a href="#">Upload New</a>
Property Demolition Cost Estimate (HHF/BEP Form 0210)	No Documents	<a href="#">Upload New</a>
Survey/Legal Description	No Documents	<a href="#">Upload New</a>
Identity of Interest Statement (HHF/BEP Form 0205)	No Documents	<a href="#">Upload New</a>
Draw Request Form (HHF/BEP Form 0207)	No Documents	<a href="#">Upload New</a>
Invoices	No Documents	<a href="#">Upload New</a>
Evidence of Payment to Contractor	No Documents	<a href="#">Upload New</a>
Waste Removal Receipt	No Documents	<a href="#">Upload New</a>
Letter of Attestation (HHF/BEP Form 0209)	No Documents	<a href="#">Upload New</a>
Admin/Maint Claim Form (HHF/BEP Form 0208)	No Documents	<a href="#">Upload New</a>
Property Tax Receipts	No Documents	<a href="#">Upload New</a>
Property Photos	No Documents	<a href="#">Upload New</a>
Payoff Request Letter (HHF/BEP Form 0901)	No Documents	<a href="#">Upload New</a>
Payoff Calculation Worksheet (HHF/BEP Form 0902)	No Documents	<a href="#">Upload New</a>
Closing Statement	No Documents	<a href="#">Upload New</a>
Quarterly Reports	No Documents	<a href="#">Upload New</a>
Inspection Report	No Documents	<a href="#">Upload New</a>
Inspection Photos	No Documents	<a href="#">Upload New</a>
Inspection Invoice	No Documents	<a href="#">Upload New</a>

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](mailto: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](mailto:lisa.coleman@mshc.com).