MISSISSIPPI HOME CORPORATION
BLIGHT ELIMINATION PROGRAM

MITAS USER GUIDE

Property Managers Portal

Effective 11.28.17

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PROPERTY MANAGERS PORTAL

The MITAS Property Managers Portal System is designed for the Blight Elimination Program to allow Grantees the ability to upload documentation and request reimbursement draws. All Grantees are given access to the system as a Portal Administrator. Grantees may also issue access to the system to other users (i.e. blight partner) at its discretion. Grantees that have more than one blight partner will be provided with separate log in information for each blight partner.

I.   Portal Administrators

A. Log In

The **Manager No.**, **Username**, and **Password** for the Portal Administrator will be included in the Grantee's Award Letter. The Portal Administrator will have access to all information within the portal, including the ability to add additional users and limit the accessibility of each new user.

B. Change Password

Portal Administrators will be assigned a generic password by MHC. It is highly recommended that the Portal Administrator change its password upon first logging into the system. To change the password, click on **Manage Portal Users**. Next to the *User ID* name, click on the pencil ✎ to edit. Enter a new password and then click ✔ to save.
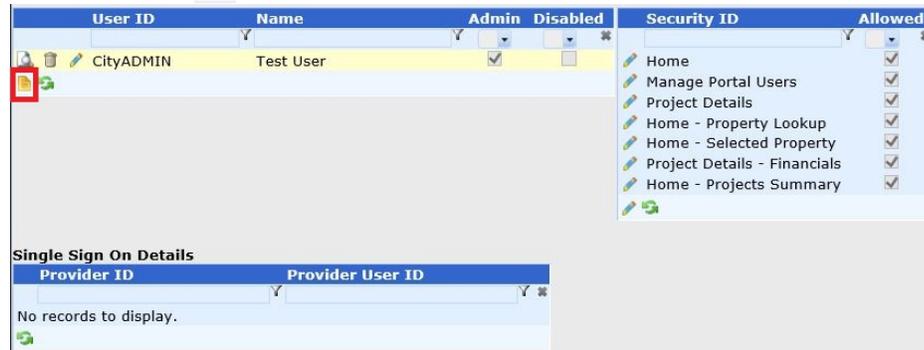
C. Setting-up New Users

1. Add a New User

Only Portal Administrators will have the authority to add new users and assign security rights to each user. To set up a new user, from the **Home** screen, click on **Manage Portal Users**.

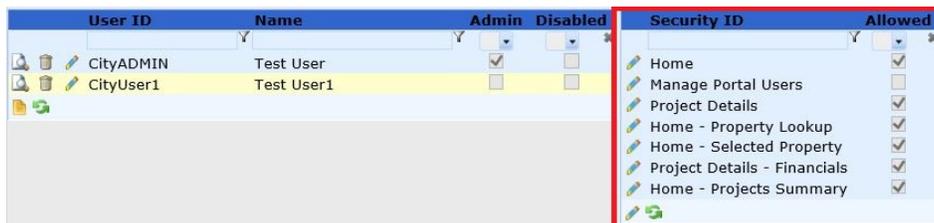Under *UserID*, click on [icon] to add a new user.

At a minimum, the *User ID*, *Name*, *E-Mail Address*, and *Password* fields must be completed. Passwords must be a minimum of eight (8) characters and must include Uppercase, Lowercase, and Numeric characters. Click on [icon] to save data.

2. Add security rights to the New User

Under *Security ID*, click on [icon] at the bottom to place a check mark on each item the User will have rights to access and [icon] to save. Only Portal Administrators should be given the rights to *Manage Portal Users*. Users that will only upload documentation should only be given access to the *Home*, *Project Details*, and *Home-Projects Summary* screens.

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II.   Home Screen

The Home Screen provides a list of all the properties that have been submitted to MHC for inclusion in the BEP. Grantees that will partner with more than one Blight Partner will have a separate log in for each Blight Partner.

All properties will be listed under the **Projects** category on the Home screen. Click on a property to view property details, upload documents for the property, and/or request draws.

III. Property Details Screen

A. Property Details Main Menu

Once a property is selected, the following screen will allow the user access to the property details. The Portal Administrator may limit the accessibility of this screen for other users at its discretion *(see Section I(C)(2))*.

Home

1 | **Contractor Information**

Project #: BEP-000A-001
Project Name: ABC City Demo Project
Address: 111 FIRST STREET

ABC, MS 00000

2 | **Document Manager**

Document Name	Download	Upload
PreDemo Submission Package	No Documents	Upload New
Statement of Sources	No Documents	Upload New
Evidence of Ownership	No Documents	Upload New
Closing Statement	No Documents	Upload New
Public Advertisement	No Documents	Upload New
Copy of All Bids	No Documents	Upload New
Demolition Contract	No Documents	Upload New
Identity of Interest Stmt	No Documents	Upload New
Contractor's License/Ins	No Documents	Upload New
PreDemo Appraisal	No Documents	Upload New
Survey/Legal Description	No Documents	Upload New
Pre-Demo Photos	No Documents	Upload New
Draw Request Form	No Documents	Upload New
PreDemo Invoices	No Documents	Upload New
Post Demo Photos	No Documents	Upload New
Post Demo Invoices	No Documents	Upload New
Evidence Contractor Paid	No Documents	Upload New
Waste Removal Receipt	No Documents	Upload New
Letter of Attestation	No Documents	Upload New
Admin/Maint Claim Form	No Documents	Upload New
Maintenance Photos	No Documents	Upload New
Property Tax Receipt	No Documents	Upload New
Payoff Request Letter	No Documents	Upload New
Payoff Calculation Wksht	No Documents	Upload New
Closing Statement	No Documents	Upload New
PostDemo Appraisal	No Documents	Upload New
FC Site Visit Report	No Documents	Upload New
FC Invoice	No Documents	Upload New
FC Site Visit 1 Photos	No Documents	Upload New
FC Site Visit 2 Photos	No Documents	Upload New

3 | **Project Funding Sources**

Source	Seq #	Allocation #	Amount	Pending	Disbursed
HHF	2	0	$5,000.00	$0.00	$0.00
MHC Revolving Loan Fund	1	0	$10,000.00	$0.00	$0.00

4 | **Project Use Budgets**

Category	Seq	Description	Amount	Disbursed	Pending Amount	Pay To	Memo
	0	*	$0.00	$0.00	$0.00		
BEP ACQUISITION	1	Acquisition	$6,000.00	$0.00	$0.00		
BEP PRE-DEMOLITION	2	Pre-Demolition Title Work	$400.00	$0.00	$0.00		
BEP DEMOLITION	3	Demo of Residential Structure	$1,500.00	$0.00	$0.00		
BEP DEMOLITION	4	Removal of Debris	$600.00	$0.00	$0.00		
BEP GREENING	5	Clean Fill Basement and Gradin	$1,000.00	$0.00	$0.00		
BEP GREENING	6	Site Restoration by seeding	$500.00	$0.00	$0.00		

5 | **Request New Draw**

Date: 11/13/2017
Source: HHF [Seq: 2]
Memo:

Category	Seq	Description	Amount	Contractor
	0	*	$0.00	(Select One) (0)
BEP ACQUISITION	1	Acquisition	$0.00	(Select One) (0)
BEP PRE-DEMOLITION	2	Pre-Demolition Title Work	$0.00	(Select One) (0)
BEP DEMOLITION	3	Demo of Residential Structure	$0.00	(Select One) (0)
BEP DEMOLITION	4	Removal of Debris	$0.00	(Select One) (0)
BEP GREENING	5	Clean Fill Basement and Gradin	$0.00	(Select One) (0)
BEP GREENING	6	Site Restoration by seeding	$0.00	(Select One) (0)
			$0.00	

Create Draw Request

6 | **Project Draws and Draw Requests**

Tran #	Date	Amount	Pay To	Paid Date	Check/Wire #	Source	Use	Memo	Contractor
No records to display.									

1	Contractor Information	
Project #:	Property Identification Number assigned by MHC for the property to be demolished.	
Project Name:	The name assigned by MHC to a project.	
Address:	The address of the property to be demolished.	

2	Document Manager	
Document Name:	Name of required document to be submitted to MHC.	
Download:	Shows any documents that have been uploaded into the system.	
Upload:	Click on "Upload New" to upload a new document.	

3	Project Funding Sources	
Sources:	List of all sources that will be used for the project.	
Seq #:	List the order in which sources will be used.	
Allocation #:	N/A	
Amount:	Shows the total amount available from the funding source.	
Pending:	Shows the total amount of funds requested by the Grantee to be disbursed.	
Disbursed:	Shows the total amount of funds that have been disbursed to the Grantee.	

4	Project Use Budgets	
Category:	Property Identification Number assigned by MHC for the property to be demolished.	
Seq:	The name assigned by MHC to a project.	
Description:	The address of the property to be demolished.	
Amount:	Amount of funds allowed for a line item.	
Disbursed:	Amount of funds disbursed for a line item.	
Pending Amount:	Amount of funds submitted to MHC for reimbursement but not yet disbursed.	
Pay to:	Name of vendor that provided the service.	
Memo:	Additional information.	

5	Request New Draw	
Date:	Date of draw request.	
Source:	Source of funds that the disbursement will be drawn from.	
Memo:	Data entered by user (e.g. Draw #1)	
Category:	Cost Item Category	
Seq:	Cost line item number from the budget.	
Description:	Cost line item name from the budget.	
Amount:	Amount of draw request.	
Contractor:	Name of vendor that was paid for the service for the line item.	

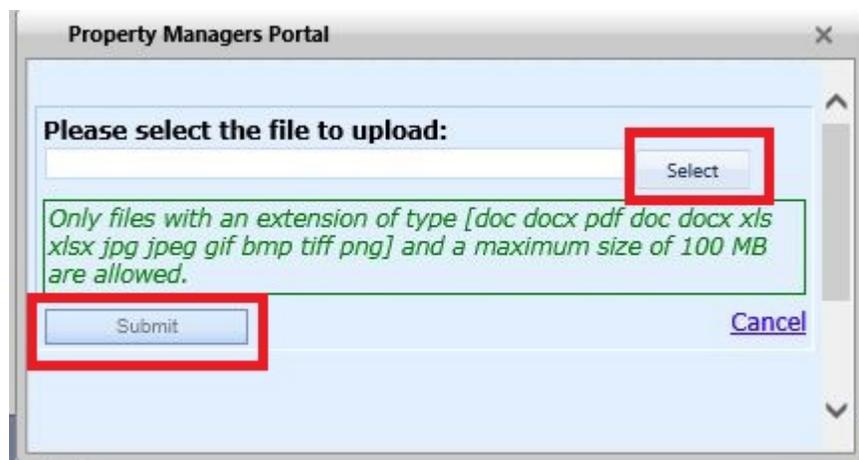| 6	Project Draws and Draw Request	
Tran #:	Transaction number.	
Date:	Date of draw request.	
Amount:	Amount of funds disbursed.	
Pay To:	Name of Grantee that funds were disbursed to.	
Paid Date:	Date of disbursement.	
Check/Wire #:	Confirmation number of wire.	
Source:	Source of Funds that disbursement was made from.	
Use:	Cost line item that disbursement was made for.	
Memo:	Data entered by user in #5 above.	

B. Uploading Documents

To upload a new document, under **Document Manager**, click on **Upload New** next to the name of the document to be uploaded.

In the pop-up menu, select a file to upload then click on **Submit**.

To view the uploaded file, click on **Download Most Recent**. Once a document is uploaded, it cannot be deleted.

C. Draw Requests

Project Funding Sources
Project Funding Sources will list all the sources of funds that are available for the acquisition, demolition and maintenance of the property.

Project Use Budgets
Project Use Budgets will list all the cost line items listed on the Property Demolition Cost Estimate (HHF/BEP Form 0210) for the acquisition, demolition and maintenance of the property.

Request New Draw
Grantees may request reimbursement for payment of any of the line items listed under Project Use Budgets using the sources listed under Project Funding Sources.

To request a draw:

1. **Enter Required Data**

   To request a draw, under **Request New Draw**, enter the following:

   Date: Enter current date

   Source: Select which source of funds to draw from:

              MHC Revolving Loan Fund
   Grantees will have the option of utilizing MHC's Corporate Revolving Loan Fund for interim financing of the acquisition (if applicable) and demolition costs. Grantees utilizing this option may request up to three draws (acquisition costs, pre-demolition costs, and demolition costs) prior to HHF funds being disbursed.

              HHF
   Grantees that utilize their own funds for interim financing may request a draw from HHF after completion of the demolition and submission of all BEP required documents.

   All Grantees, regardless of which source of interim financing is used, may request draws from HHF to reimburse for property maintenance, property taxes, and admin fees on an annual basis.

   Memo: Enter the draw number (e.g. Draw #1).

   Amount: Enter the amount being requested for each line item.

   Contractor: Select the name of the entity/individual that was paid for the service. The selection will be based on the vendor names provided on the Property Demolition Cost Estimate Worksheet (HHF/BEP Form 0210).

2. **Submit Request**

After entering data, click on **Create Draw Request**. Make sure all information is correct before clicking on **Ok** in the popup box. Once a draw request has been created, it cannot be deleted.

3. **Draw Request Approval**

MHC will process each request as submitted. Upon approval and release of the funds, MHC will post the *Pay To*, *Paid Date*, and *Check/Wire #* under **Project Draws and Draw Requests**.

IV.   Miscellaneous Tips

A. Automatic System Log-off due to Inactivity

The MITAS System will automatically log a user off after 20 minutes of inactivity. Prior to automatic log off, a timeout warning message will appear to prompt the user to click *Preserve Session* button in order to continue working in the system.

If a user does not click on the button within thee (3) minutes, then the system will automatically log the user off.

B. Forgotten Passwords

A generic password is assigned to the Portal Administrator for the Grantee at the time of issuance of the Award Letter. Grantees are encouraged to change their password immediately. In the case of a forgotten password, Grantee must contact MHC for a new password to be issued.

C. Documents Specification

Documents uploaded to the system may not be larger than 100 mb and must have a file extension of doc, docx, pdf, xls, xlsx, jpg, jpeg, gif, bmp, tiff, or png. Grantees must contact MHC for instructions on submitting documents that are larger than the maximum limit. Once a file has been uploaded, it cannot be deleted.

D. Budget Line Items

The Project Use Budgets will list all line items listed on the Property Demolition Cost Estimate (HHF/BEP Form 0210) form submitted to MHC by the Grantee. Once MHC enters the data into the MITAS System, it may only be changed by submitting a revised form and obtaining MHC approval. Written explanation of the change must accompany the request.

E. For More Information

For questions or problems with using the MITAS System, please contact Lisa Coleman at (601) 718-4757 or hhf.bep@mshc.com.