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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.

Property	Managers Portal
Login to your accou	nt
Manager No: Username: Password:	
Login	Forgot Password

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 it. Enter a new password and then click its save.

User ID	Name	Admin	Disabled	
CityADMIN	Test User	\checkmark		
User ID:	CityADMIN	Failed I	Login Attempts: 0	
Name:	Test User	Pas	ssword Expires: 7/20/2020	
	Administrator	Chango Dace	Last Login: 10/30/2017	
Phone:		Password:	Generate	
Alternate Phone:		Leave the password blank to keep the		
Fax:		current password. Min: 8 Length. Uppercase,	Lowercase and Numeric required.	
E-Mail Address:	test.user@email.com			
Address 1:				
Address 2:				
City, State Zip:		Alabama	-	
I 🗶				



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 <u>b</u>to add a new user.

	User ID	Name	Admin	Disabled	Security ID	Allowed
	Y		Y	- *	Y	- *
0.00	CityADMIN	Test User	~		🖋 Home	~
B 5					🥒 Manage Portal Users	~
					🥜 Project Details	\checkmark
					🥜 Home - Property Lookup	~
					🥜 Home - Selected Property	~
					🥒 Project Details - Financials	\checkmark
					Home - Projects Summary	\checkmark
					19	
Single Si	gn On Details					
Provid	der ID	Provider User ID				
		Y	Y	× *		
No record	ls to display.					
5						

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 v to save data.

User ID	Name	Admin	Disabled			
	User ID: CityUser1	Failed Logi	in Attempts: 0			
	Name: Test User1	Passw	ord Expires:			
Administrator Disabled Account Phone: 555-555-1111		Last Login:				
		Change Passwo	rd on Login: Yes			
		Password:	Generate			
Alternat	e Phone: 555-555-1112					
	Fax: 555-555-1113	Min: 8 Length. Uppercase, Lowe	ercase and numeric required.			
E-Mail	Address: testuser1@email.com					
A	ddress 1: 123 Main Street		10			
A	ddress 2:					
City, S	State Zip: Test City	Mississippi - 1111	1			
V X						
CityADMI	N Test User	~				

2. Add security rights to the New User

Under Security ID, click on at the bottom to place a check mark on each item the User will have rights to access and be 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.

	User ID	Name	Admin	Disabled	Security ID	Allowed
		Y	Y .		2	
1 1 /	CityADMIN	Test User	~		🧪 Home	\checkmark
401	CityUser1	Test User1			🥒 Manage Portal Users	
B 5					🧪 Project Details	\checkmark
				_	🧪 Home - Property Lookup	\checkmark
					🧪 Home - Selected Property	\checkmark
					🥒 Project Details - Financials	\checkmark
					🥒 Home - Projects Summary	\checkmark
					19	



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.

MITAS	-			Property	Managers Portal
Hom	e				
Manage Portal Users	Property Man	ager Details			
	Number: Name: Assigned Staff:	6 Mailing Address Blight Partner #1			
Blight Partner	Please select a pro	perty. Click a heading to sort the list	Grantee		
	Managed Pro	perties			
	Property Numb	er Property Name Owner 1	ax Id Property Stre	et Address City	State Inactive
		Y Y	Y	Y	Y Y . *
	BEP-000	ABC City			
	5				
	2				
List of all	Projects				
properties	Project #	Name	Stage	Property #	
		Y	Y	Y	*
to be	BEP-000A-001	1 First Street	*	BEP-000	
demolished	BEP-000A-002	2 Second Street	*	BEb-000	
demonstieu.	3				

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.

Project #	Name	Stage	Property #	
		Y		Y
BEP-000A-001	1 First Street	*	BEP-000	<
BEP-000A-002	2 Second Street	*	BEP-000	·
		_		
		_	Drogram	
Property		_	Flugran	
Property Identification	Property Address		Number	



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)).

ſ	Home	
	Contractor Information	Document Manager
1	Project #: BEP-000A-001	2 Document Name Download Lipload
	Project Name: ABC City Demo Project	PreDemo Submission Package No Documents Upload New
	Address: 111 FIRST STREET	Statement of Sources No Documents Upload New
	ABC, MS 00000	Evidence of Ownership No Documents Upload New
		Public Advertisement No Documents Unload New
		Copy of All Bids No Documents Upload New
		Demolition Contract No Documents Upload New
		Identity of Interest Stmt 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 Unload New
		Post Demo Photos No Documents Upload New
		Post Demo Invoices No Documents Upload New
		Evidence Contractor Paid No Documents Upload New
		Letter of Attestation No Documents Unload New
		Admin/Maint Claim Form No Documents Upload New
		Maintenance Photos No Documents Upload New
		Property Tax Receipt 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 Site Visit 1 Photos No Documents Upload New
		FC Site Visit 2 Photos No Documents Upload New
3	Project Funding Sources	Project Use Budgets
Ľ		4
	Source Seq # Allocation # Amount Pending Disbursed	Category Seq Description Amount Disbursed Pending Amount Pay to Memo
	MHC Revolving Loan Fund 1 0 \$10.000.00 \$0.00 \$0.00	BEP ACOUISITION 1 Acquisition \$6,000.00 \$0.00 \$0.00
	9	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 \$000.00 \$0.00 \$0.00 \$0.00
		BEP GREENING 6 Site Restoration by seeding \$500.00 \$0.00 \$0.00
		9
	Request New Draw	Project Draws and Draw Requests
	Date: 11/13/2017)	Tran # Date Amount Pay To Paid Date Check/Wire # Source Lise Memo Contractor
	Source: HHF [Seq: 2]	No records to display.
	Memo:	9
	Category Seq Description Amount Contractor	
	0 ~ \$0.00 (Select One) (0) ▼	
	DED DDE DEMOLITION I Acquisition Title Work S0.00 (Select One) (0)	
	BED DEMOLITION 2PIE-Demonstral Characters (0)	
	BED DEMOLITION Spendo in Residential Structure (seed one) (0)	
	BEP GREENING 5 Clean Fill Resement and Gradin \$0.00 (Select One)(0)	
	RED GREENING 6 Site Restoration by seeding \$0.00 (Select One)(0)	
	\$0.00 Sole restored by second sole and	
	Oranda Duruu Borrusat	
	Cleare Draw Request	



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 Manag	ger		
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 S	ources		
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 Budg	ets		
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 Dra	w		
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 an	d Draw Request		
Tran #:	Transaction number.		
Date:	Date of draw request.		
Amount:	Amount of funds disbursed.		
Рау То:	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.

Document Manager		
Document Name	Download	Upload
Evidence of Ownership	No Documents	Upload New
Closing Statement	No Documents	Upload New
Appraisal	No Documents	Upload New
Public Advertisement of Bids	No Documents	Upload New
Demolition Bids	No Documents	Upload New
Bid Tabulation	No Documents	Upload New
Demolition Contract	No Documents	Upload New

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

	×
_	^
Select	
ocx pdf doc docx x num size of 100 M	as B
<u>C</u>	ancel
0	Select cx pdf doc docx x um size of 100 M <u>C</u>

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

Document Name	Download	Upload
Evidence of Ownership	Download Most Recent	Upload New
Closing Statement	Download Most Recent	Upload New
Appraisal	No Documents	Upload New
Public Advertisement of Bids	No Documents	Upload New
Demolition Bids	No Documents	Upload New
Bid Tabulation	No Documents	Upload New
Demolition Contract	No Documents	Upload New



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 Funding Sources			
Source	Seq #	Allocation #	Amount
HHF	2	0	\$5,000.00
MHC Revolving Loan Fund	1	0	\$10,000.00

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.

Project Use Budgets			
Category	Seq	Description	Amount
BEP ACQUISITION	1	Acquisition	\$6,000.00
BEP PRE-DEMOLITION	2	Pre-Demolition Title Work	\$400.00
BEP DEMOLITION	3	Demo of Residential Structure	\$1,500.00
BEP DEMOLITION	4	Removal of Debris	\$600.00
BEP GREENING	5	Clean Fill Basement and Gradin	\$1,000.00
BEP GREENING	6	Site Restoration by seeding	\$500.00

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.

Source: MHC F	2017			
Memo:	evolving coart and loed. 1			
Category S	eq Description	Amount	Contractor	
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)	
BEP POST-DEMOLITION	7 Post Demo Greening/Improvement	\$0.00	(Select One) (0)	
		\$0.00		



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.

Timeout Warning	ж
Your session will expire in less that minutes due to inactivity.	n 3
Please click the button below if yo wish to attempt to extend your session.	u
Preserve Session	

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

Timeout Warning	×
Your session may have expired inactivity.	due to
Return to Login	

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 <u>hhf.bep@mshc.com</u>.