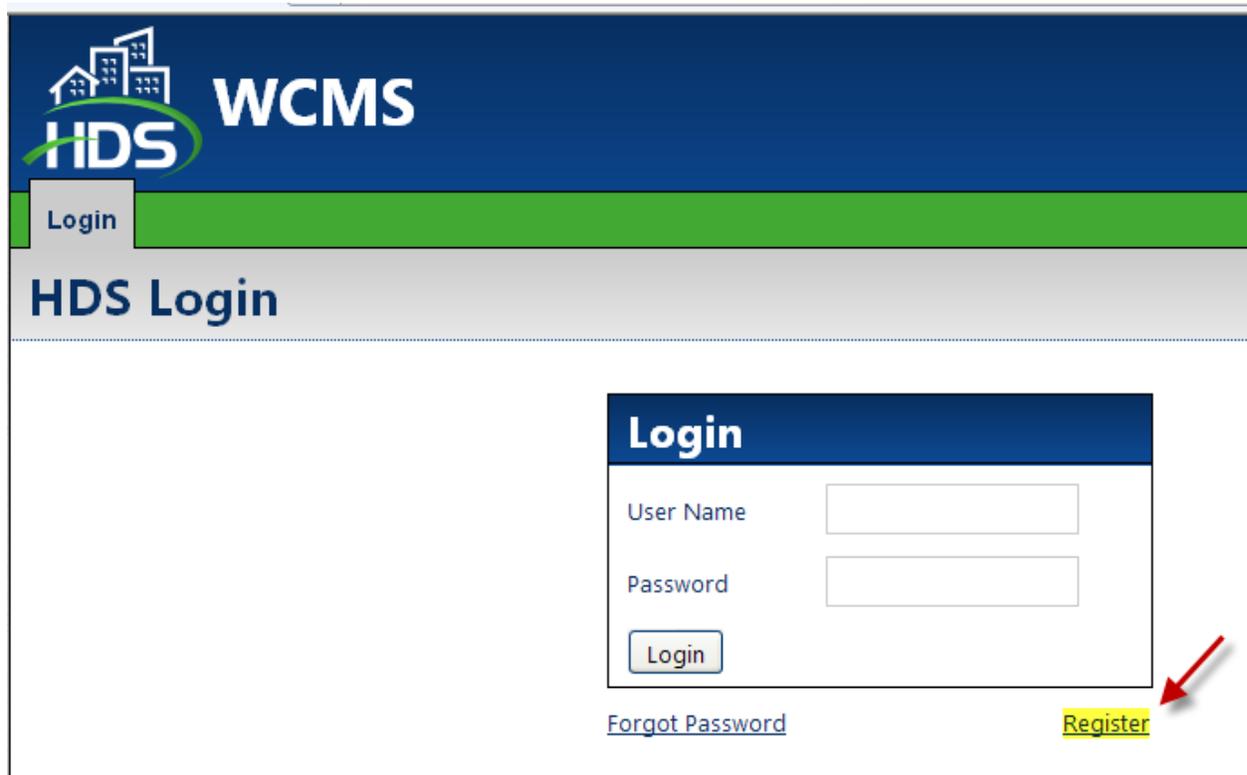


## Web Tenant Compliance Log In Directions

Go to the WTC (WCMS) log in web site:

<https://wcms.mainehousing.org/WebCompliance>



The screenshot shows the HDS WCMS Login page. At the top left is the HDS logo, followed by the text 'WCMS'. Below this is a green bar with a 'Login' button. The main content area is grey and contains the text 'HDS Login'. A white login form is centered on the page, titled 'Login' in a blue box. The form includes fields for 'User Name' and 'Password', a 'Login' button, and links for 'Forgot Password' and 'Register'. A red arrow points to the 'Register' link, which is highlighted in yellow.

Hit the Register link on the Login Page.

## HDS Register

All fields are required.

### Profile

First Name

Last Name

Email

Username

Password  Minimum Length is 4 characters.

Confirm Password

### Organization

Name

Role

Address

City

State

ZipCode

Phone

### Properties

Enter a property number and hit add to add it to the list of properties.

Number

You have requested access to the following properties

Number	Name
--------	------

Please use first initial last name as your user name.

Your roll will most likely be Management Company or Project Owner.

Fill in all the blocks and hit Submit Registration.

Submitting automatically creates an email that is sent to MaineHousing at [LIHTC@mainehousing.org](mailto:LIHTC@mainehousing.org). Your security will be set up and someone from MaineHousing will notify you by email when you are ready to submit data through WTC (WCMS).

Please also submit the following authorization form to [LIHTC@mainehousing.org](mailto:LIHTC@mainehousing.org).

MaineHousing  
WTC (WCMS) Application  
System Authorization Form

Date: \_\_\_\_\_

Owner/Management Company Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

Employee Direct E-mail Address: \_\_\_\_\_

Employee Direct Telephone Number: \_\_\_\_\_

Is this employee replacing a current user:  YES  NO

If YES, please give name of user you would like to disable: \_\_\_\_\_

Please list properties wish this employee to access.

**Important: When WTC (WCMS) System Access is no longer needed, please e-mail LIHTC@mainehousing.org at MaineHousing to disable.**

\_\_\_\_\_  
Authorized Signor Date \_\_\_\_\_

\_\_\_\_\_  
User Signature Date \_\_\_\_\_

Form must be signed by a representative of the owner or management agent who is authorized to designate access to confidential tenant information, and also by the person accessing the system.

Please email form to LIHTC@mainehousing.org