

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, there is a blue header with the HDS logo and the text 'WCMS'. Below this is a green bar with a 'Login' button. The main content area is grey and titled 'HDS Login'. In the center, there is a white login box with a blue header 'Login'. Inside the box, there are two input fields: 'User Name' and 'Password', followed by a 'Login' button. Below the login box, there are two links: '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
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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. 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.

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