

HDS Web Administrator Common Web Admin Problems Contact Management

- 1) Use the scroll bar on the right hand side and scroll to the bottom of the web page to see the errors.

Minnesota Housing Finance Agency
MNHousing.gov · Census Tracts · Zip + 4 · Current Interest Rates

Reports
System User Login

General
Help
Web Administrator Help
Home
Log Off

Administrator Info

Character Name: snowing Disabled:
Functions:

Function

Add Delete

First Name: Stop
Middle Name:
Salutation:
Title:
Entity: Test Bank
Entity City: Saint Paul

Business
Address: 101 Main Street
City: Saint Paul
State: MN
Phone Number: (851) 296-8244
Fax Number: () -
County: Ramsey
ZIP Code: 55101-
Phone Extension:
E-mail: stop.snowing@testbank.com

Personal
Address:
City:
State:
Phone Number: () -
Date of Birth:
Comments:

Validation Summary
• Contact must have at least 1 function assigned.

Required value

400 Sibley St Suite 300, St. Paul MN 55101-1998 | Help Desk: (651) 296-8215 or 1 (800) 710-8871 | 7:30am - 5:00pm Monday-Friday

- 2) When adding a contact, a function is required use one of these two functions:

Loan Officer Processor

Please **DO NOT** use any other contact function besides these two. DO NOT use the function of Wire Contact, Main Office, General, Pre-Purchase, Post-Purchase and Web Admin these functions are used at MN Housing for reporting purposes.

- 3) Select a City spelled properly. When a properly spelled City is selected, the correct County and State will auto fill into the system.

Minnesota Housing Finance Agency **MNHousing.SFWeb.Test**

MNHousing.gov > Census Tracts > Zip + 4 > Current Interest Rates

Address: 101 Robert St
City: Minneapolis
State: [blank]
Phone Number: (651) 296-8215
Fax Number: () -
E-mail: kid.rock@testbank.com

Personal
Address: [blank]
City: [blank]
State: [blank]
Phone Number: () -
Date of Birth: [blank]
Comments: [blank]

County: [blank]
ZIP Code: 55104-
Phone Extension: [blank]
Cell Number: () -
E-mail: [blank]

Validation Summary

- Contact: State is required.

Required value

Minnesota Housing Finance Agency **MNHousing.SFWeb.Test**

MNHousing.gov > Census Tracts > Zip + 4 > Current Interest Rates

Home
Log Off
Administrator Info

Entity: Test Bank
Entity City: Saint Paul

Business
Address: 101 Robert St
City: Minneapolis
State: MN
Phone Number: (651) 296-8215
Fax Number: () -
E-mail: kid.rock@testbank.com

Personal
Address: [blank]
City: [blank]
State: [blank]
Phone Number: () -
Date of Birth: [blank]
Comments: [blank]

County: Hennepin
ZIP Code: 55104-
Phone Extension: [blank]
Cell Number: () -
E-mail: [blank]

Required value

4) During the initial set-up Minnesota Housing adds the following contacts:

General

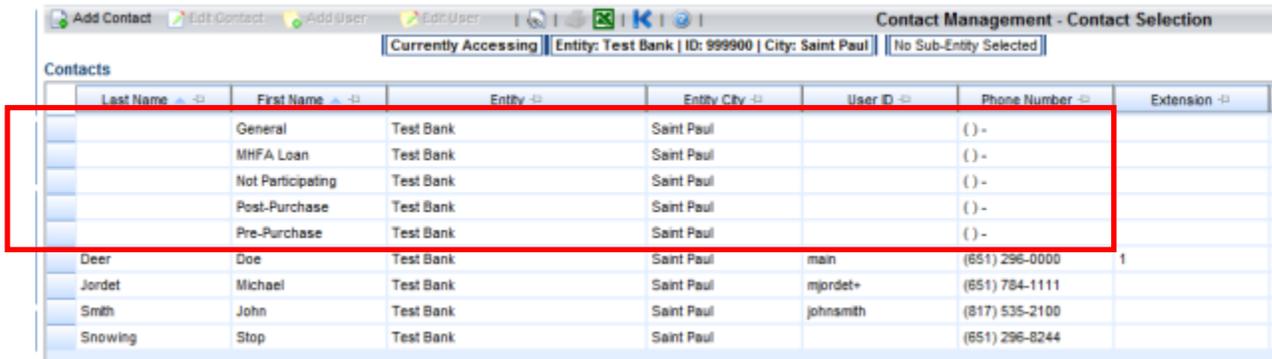
MHFA Loan (for Trustee to type on MHFA loans)

Not Participating (for Loan Officer recognition program)

Post-Purchase

Pre-Purchase

Please do not change these Contacts as they are part of the contract and Minnesota Housing needs written documents from your organization to amend your contract.



Last Name	First Name	Entity	Entity City	User ID	Phone Number	Extension
	General	Test Bank	Saint Paul		()-	
	MHFA Loan	Test Bank	Saint Paul		()-	
	Not Participating	Test Bank	Saint Paul		()-	
	Post-Purchase	Test Bank	Saint Paul		()-	
	Pre-Purchase	Test Bank	Saint Paul		()-	
Deer	Doe	Test Bank	Saint Paul	main	(651) 296-0000	1
Jordet	Michael	Test Bank	Saint Paul	mjordet+	(651) 784-1111	
Smith	John	Test Bank	Saint Paul	johnsmith	(817) 535-2100	
Snowing	Stop	Test Bank	Saint Paul		(651) 296-8244	

Changes are made to the *Existing Lending Partner Information* **General Email Accounts form** signed by your entity's Main Office Contact and faxed to MN Housing.

http://www.mnhousing.gov/idc/groups/public/documents/webcontent/mhfa_002807.pdf

- 5) **DO NOT Add yourself as a user.** To view your (Web Administrator) contact information, click on the Administrator Info while logged into HDS SF Web Application; Otherwise, only Minnesota Housing sees the Web Administrator information. If you set yourself as a User, the User you set-up for yourself will NOT have access to add any contacts for your entity.

