

Tenant Data Reporting Software

“Effective January 1, 2018 ADFA changed to a new Tenant Data Reporting Software”

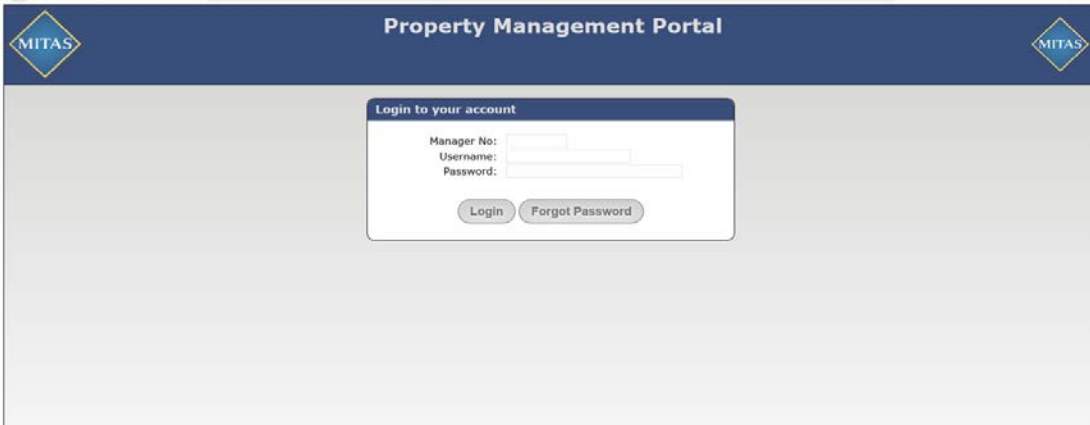
Rental Housing Projects funded with ADFA Housing Funds must report tenant data through ADFA’s Tenant Data Reporting Software as monthly changes occur. Management agents will be given access to upload and maintain the tenant data. The Management Agent will provide ADFA contact information for one, (1) Staff Member that will be considered the Administrator for the Management Agent. The Management Agent Administrator will be responsible for setting up and providing access to all Users, remove Users as applicable, assigning User security permissions, distribute Tenant Data Software Instruction Manual and forward all ADFA email updates and announcements to Users and/or management agent staff.

- If you are a new Management Agent and have never been set up in the software it will be necessary to contact ADFA Compliance Department for further instructions and required setup documentation.
- If you are a User and have already accessed the software and are having difficulties or questions with the Portal, ADFA requires you to contact your Management Administrator before contacting ADFA to assist with questions or resolution to any concerns. If a resolution cannot be resolved at that time please contact ADFA for assistance.

Please contact **Jeanne Johnson** at 501-682-5936 for inquiries regarding the Tenant Data Reporting Software.

<https://adfa.mitas.com/MitasWeb/WebPortal/PortalMain.aspx?meqs=in0%2FLHV68FGJyaqEqT1wqFGvgt20q0Ex%252AMPK0vMzODIKrvKZeU%252AYZONwIz8jBI8n>

The Link above will bring you to the Property Management Portal. Before you can login you must be setup by the Management Agent Administrator.



The screenshot shows the login interface for the Property Management Portal. The header is dark blue with the MITAS logo on both sides. The main content area is light gray. A white box in the center contains the login form with the following fields and buttons:

- Manager No:
- Username:
- Password:
- Login button
- Forgot Password button