

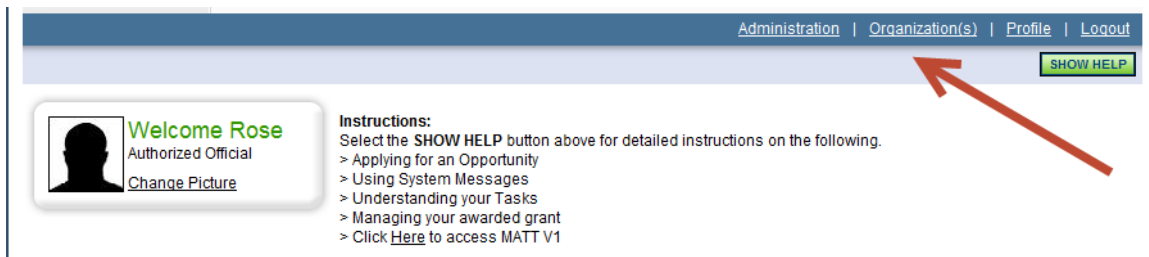
MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY

ADDING STAFF TO PARTNERSHIP PROFILE USER GUIDE

Authorized Official (AO) or Administrator logs into MATT 2.0 at <https://mshda-matt.org/login2.aspx?APPTHEME=MIMSHDA>



Click "Organization(s)".



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Then click "Organization Members".

Organization - Rose Test Org

Please complete all the required fields below. Required fields are marked with an *.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Organization Information

Name *

Organization Number

Non-Profit ID

EIN Number

Alternate Business Number or Cell Number

SSN Number

DUNS Number *

Address *

City * State * Zipcode *

County *

Phone * Fax

Email

Website

Provider

Then click "Add Members".

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
3. If you need to add a member's information into the system, select **New Member**.

For more detailed instructions, select the **Show Help** button above.

[Current Members](#) | [Add Members](#)

Sort By: -----SELECT----- -----SELECT-----

<input type="checkbox"/>	Person	Role	Active Dates	Active Documents	Assigned By	Modified By
<input checked="" type="checkbox"/>	Admin, Rose	Administrator	11/5/2013 - <input type="text"/>	75	Tkaczyk, Mr. Joshua	11/6/2013

Click "New Member".

Organization Members

Administrators with the authority to add members to your organization can follow these steps:

1. To add a member to your organization, select the **Add Members** link below.
2. If a member has already added his/her information in the system, you can search for the member.
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[Current Members](#) | [Add Members](#)

Person Search

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Type in new staff member information, assign them a username and password and select their role from the dropdown box. Then click “SAVE & ADD to ORGANIZATION”.

[Back](#)

Organization - Rose Test Org

Follow the instructions listed below to add/remove/modify organization members.

[Organization Information](#) | [Organization Members](#) | [Organization Documents](#) | [Organization Details](#)

Add/Edit Members

Administrators with the authority to add members to your organization can follow these steps:
Please complete the information below. All required fields are marked with an *.

	Prefix	First	Middle	Last	Suffix
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>				
Email	<input type="text"/>				
Username	<input type="text"/>				
Password	<input type="text"/>		Confirm Password	<input type="text"/>	
Date Active	<input type="text"/>		Date Inactive	<input type="text"/>	
Role	<input type="text"/>				

The fields below are populated with the Organization information by default. However, you may edit the information in any of the fields.
This information may also be edited by the person you are creating the profile for from their Profile page.

Address	<input type="text"/>				
City	<input type="text"/>	State	<input type="text"/>	Zipcode	<input type="text"/>
County	<input type="text"/>				
Phone #1	<input type="text"/>	Phone #2	<input type="text"/>		

After staff has been added to the Organization, he/she will receive an email with their username and password. After logging into MATT 2.0 they will be prompted to change their password.