OWNER PORTAL AUTHORIZED USER ACCESS FORM

For registered owners who wish to authorize additional users to access the Owner Online Portal

Purpose: Use this form when the registered owner wants to designate additional individuals who need their own email-based access to the WHEDA Owner Online Portal. List each additional user separately below.

REGISTERED OWNER INFORMATION

Owner/Entity Name: _____	**Owner Portal Primary Email:** _____
Management Company (if applicable): _____	**Phone Number:** _____

ADDITIONAL AUTHORIZED PORTAL USERS

Complete the list below for each additional person who should have access. Please provide a separate email address for each user and identify the property or properties the user should be able to access.

#	NAME	EMAIL ADDRESS	PROPERTY NAME	PORTAL ACCESS
1.				☐ Yes ☐ No
2.				☐ Yes ☐ No
3.				☐ Yes ☐ No
4.				☐ Yes ☐ No
5.				☐ Yes ☐ No
6.				☐ Yes ☐ No
7.				☐ Yes ☐ No
8.				☐ Yes ☐ No
9.				☐ Yes ☐ No
10.				☐ Yes ☐ No
11.				☐ Yes ☐ No
12.				☐ Yes ☐ No

**By listing an individual above and selecting "Yes," the owner authorizes WHEDA to provide that individual access to the Owner Online Portal for the property or properties identified. Use an additional page if more users need to be listed.*

OWNER AUTHORIZATION: I certify that I am authorized to designate the additional portal users listed above. I understand that I am responsible for notifying WHEDA when a user's access should be changed or removed.