How to Submit a Municipal Service Account Request Through the Affordable Housing Monitoring System Portal

This document details the process of submitting a municipal service account registration request through the Affordable Housing Monitoring System portal (<u>https://ahms.dca.nj.gov</u>). During the registration process, you will be required to provide the following information:

- Name
- Agency Location (County and Municipality)
- Occupation/Title
- Valid agency email address
- Telephone #
- Your myNewJersey/MBOS account login information
- 1. Go to the Affordable Housing Monitoring System portal by entering the following URL into your internet browser: <u>https://ahms.dca.nj.gov</u>
- 2. Click the "Register for a Municipal Service Account" button to start the account request process.

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Register for a Municipal Service Account Municipal Service Account Login					
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This website is provided to Municipal Affordable Housing Liaisons and their administrative agents as a portal to register for a municipal affordable housing service account. You must be employed or contracted by a municipality to be considered for an account. Once registered, users can return to this site to log into the DCA's Affordable Housing Monitoring System system.					
Click here to start the registration process					
Already registered? Click top right - Municipal Service Account Login					

- 3. Complete the following fields on the user account information page. Fields marked "(*)" are required and must be completed or you will not be able to submit an account request:
 - * First Name
 - * Last Name
 - Middle Name
 - Suffix Name
 - * County
 - * Municipality
 - * Occupation/Title
 - * Agency Email Address
 - * Confirm Agency Email Address
 - * Telephone #

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User Account Information	
* First Name	
* Last Name	
Middle Name	
Suffix	~
* County	~
* Municipality	•
* Occupation/Title	
* Agency Email Address	
* Confirm Agency Email Address	
* Telephone # 👩	

4. Enter the verification code displayed to the right of the field. If the code is difficult to distinguish, click the "Get a new code" link to generate a new verification code.

* Confirm Agency Email Address
* Telephone # 👔
Verification Code: Image: Section Code: Image: Section Code Get a new code
Registration Certification (Both certifications must be acknowledged by checking the checkboxes to submit the registration request)
 I acknowledge that, by submitting this application, I am authorized to act as a user for one or more municipal jurisdictions. Pursuant to R.1:4-4, I understand that by clicking the Submit Request button, I am certifying that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.
Submit Registration () Reset Form ()

 Review and acknowledge the two (2) certifications by checking the checkbox for each, after which the "Submit Registration" button will activate. Click the "Submit Registration" button to submit your account request to the Office of Local Planning Services (LPS) for review.

* Confirm Agency Email Address	
* Telephone # 👔	
Verification Code:	
Registration Certification (Both certifications must be acknowledged by checking the checkboxes to submit the registration request) I acknowledge that, by submitting this application, I am authorized to act as a user for one or more municipal jurisdictions.	
Pursuant to R.1:4-4, I understand that by clicking the Submit Request button, I am certifying that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.	
Submit Registration ⑦ Reset Form ⑦	

- 6. After submitting the information for your municipal service account, you will be required to link it to your *myNewJersey* account.
 - If you have an existing *myNewJersey* account, select "Yes" under *Do you have a myNewJersey Logon ID*? and log into your account.

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Link NJ Disclosure Protection to myNewJersey Do you have a myNewJersey Logon ID? The The The Information about your existing myNewJersey account: myNewJersey Logon ID: Passwort: Continue	Forgot Your Logon ID? If you created a mythewarsey Logon ID before but forgot what it, we can and the your tap or click Image Transa don't create another logon CD. Forgot Your Password? If you have a mythewarsey Logon ID but forgot by or click Image Why Do I News ensurest if and send it is you: Why Do I News ensurest if and send it is you: Why Do I News ensurest if and send it is you: Why Do I News ensurest if and send it is you: Why Do I News ensurest if and send it is you: Here are <u>answers</u> to common questions.

 If you do not have a myNewJersey account, select "No" under Do you have a myNewJersey Logon ID? to create one.

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If you forget your ID or password later, well ask you your ID of a new password to your email address. Question you want us to ask:	u the following question. If you answer it correctly, we'll send		

7. After confirming or creating your myNewJersey account, a message will display confirming that your request has been successfully submitted and a confirmation email has been sent to your email address.

NJ DEPARTMENT OF COMMUNITY AFFAIRS					
	CongratulationsI You have successfully submitted your request to the New Jersey Office of Local Planning Services (LPS) for an Affordable Housing Monitoring System municipal service account. A confirmation email has been sent to your e-mail address Please follow the instructions detailed in the email to verify your email address. If you do not receive the confirmation e-mail, please check your junk email or spam filter to ensure it was not blocked. If you confirm that the email was not blocked, <u>click here to resend it</u> Should you need any additional information, please contact the LPS by telephone (609-292-3000) or email (LPSmail@dca.nj.gov).				

- 8. You should receive an automated email notification titled "Please confirm your registration" requesting you to verify your email address. Click the hyperlink listed in the message to verify your email address.
- 9. After verifying your email address, LPS will review your account request. You will be notified via email if your request has been approved or denied.
- 10. If your account request is approved, the "AHMS" role will be displayed in your myNewJersey account. The role is a hyperlink that you click to access the Affordable Housing Monitoring System application to maintain your municipality's affordable housing data.

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11. You can also login to the application by returning to the Affordable Housing Monitoring System portal (<u>https://ahms.dca.nj.gov</u>) and clicking the "Municipal Service Account Login" button. You will then be directed to log into your *myNewJersey* account.

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Statewide			

For any questions concerning the Affordable Housing Monitoring System portal or municipal service account registration process, please contact the Office of Local Planning Services (LPS) at <u>LPSmail@dca.nj.gov</u>