

ASSET MANAGEMENT

HDS NextGen Document Upload Instructions

Revised 1/21/2022



Louisiana Housing
Corporation

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HDS NextGen Document Upload Instructions

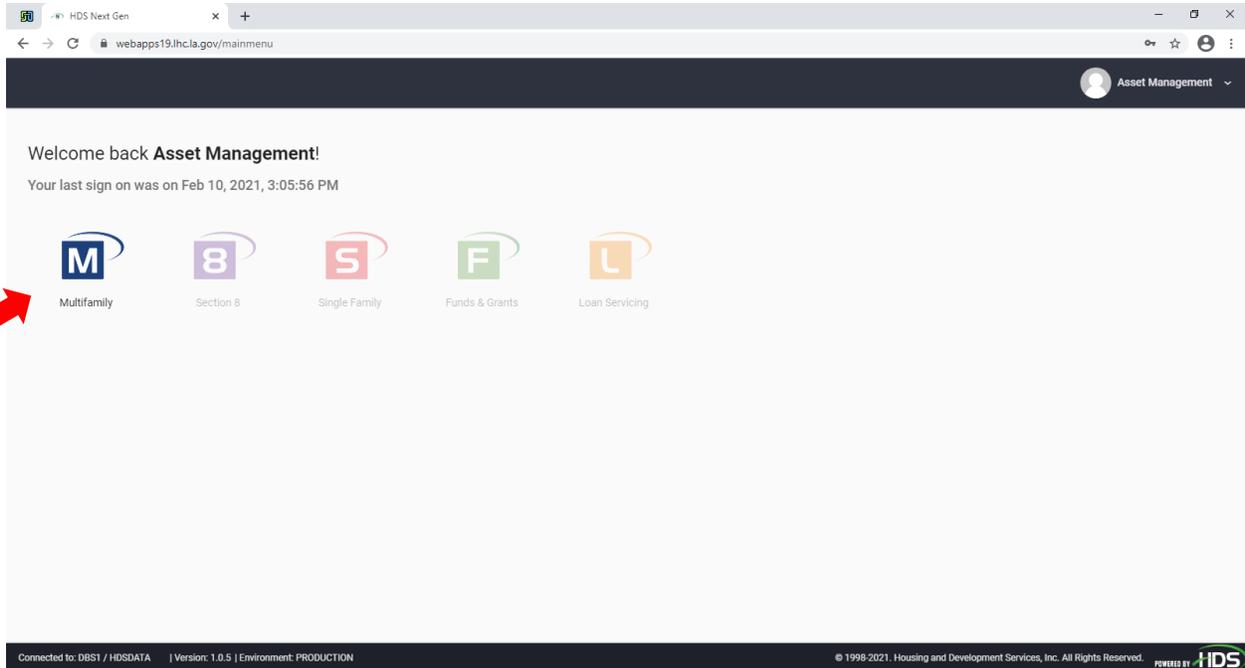
Adding AOC documents in the Asset Management Section.....Page 3

Log-In Issues: Clearing Previous Login Browser History.....Page 8

Adding AOC documents in the Asset Management Section

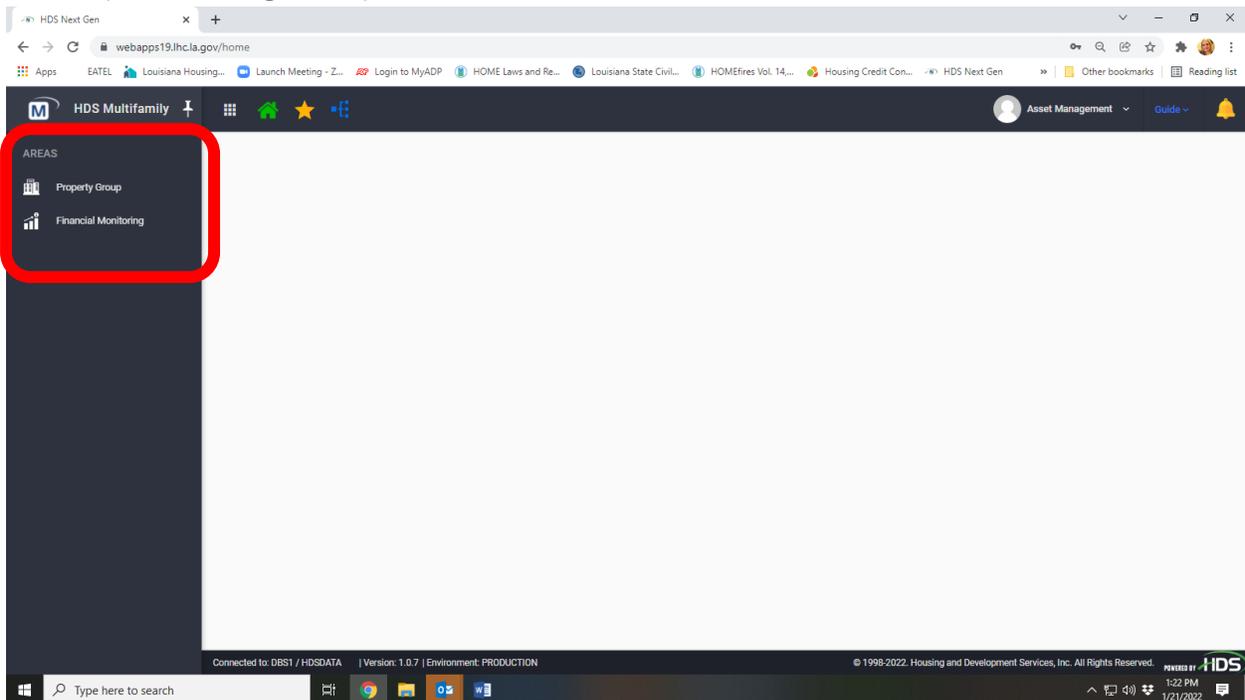
After logging in to HDS NextGen: <https://webapps19.lhc.la.gov/auth/login>

1) Select the Multifamily module.



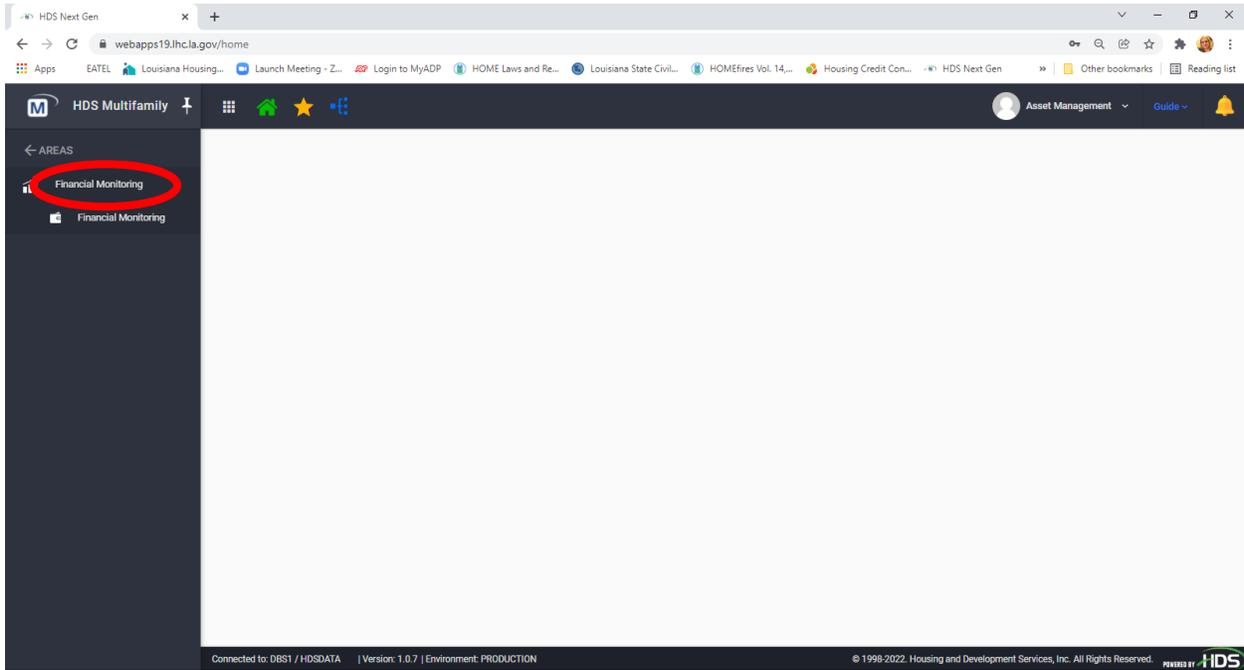
The screenshot shows the HDS NextGen main menu. The browser address bar displays webapps19.lhc.la.gov/mainmenu. The user is logged in as 'Asset Management'. A welcome message reads: 'Welcome back Asset Management! Your last sign on was on Feb 10, 2021, 3:05:56 PM'. Below the message are five module icons: Multifamily (blue 'M'), Section 8 (purple '8'), Single Family (red 'S'), Funds & Grants (green 'F'), and Loan Servicing (orange 'L'). A red arrow points to the Multifamily icon. The footer contains: 'Connected to: DBS1 / HDSDATA | Version: 1.0.5 | Environment: PRODUCTION' and '© 1998-2021, Housing and Development Services, Inc. All Rights Reserved. POWERED BY HDS'.

2) There will be two areas listed: Property Group (Compliance) & Financial Monitoring (Asset Management).

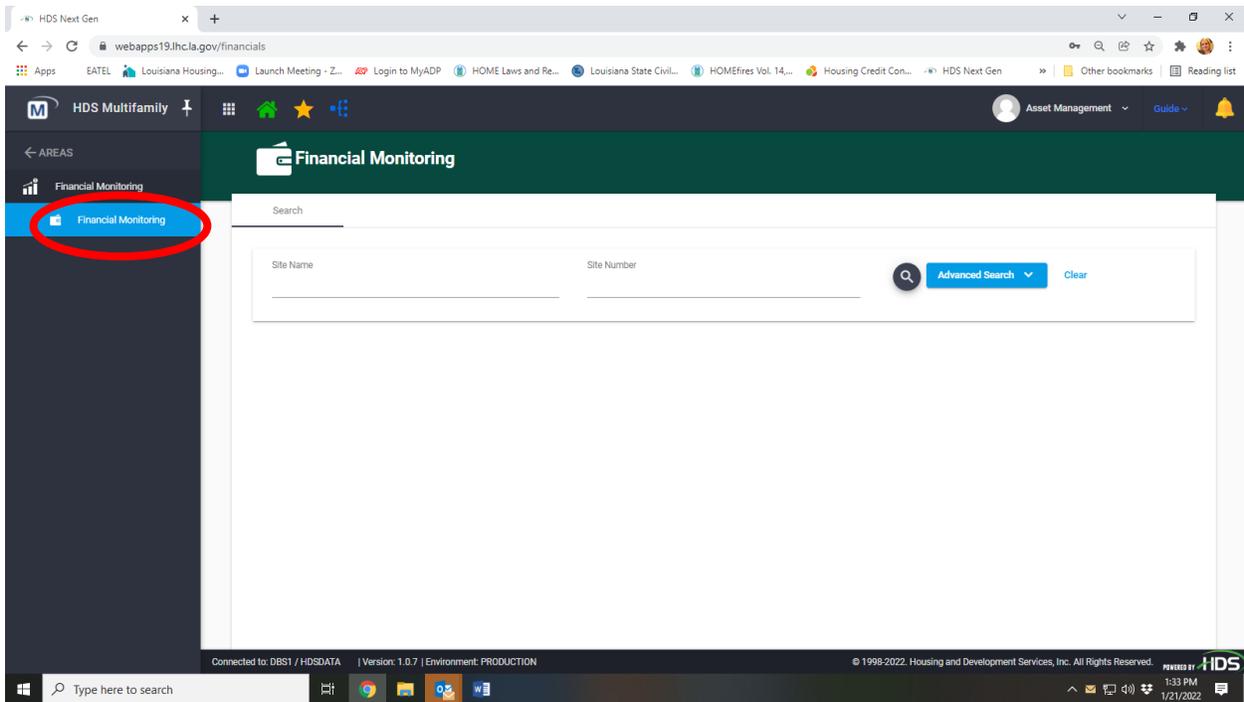


The screenshot shows the HDS Multifamily dashboard. The browser address bar displays webapps19.lhc.la.gov/home. The user is logged in as 'Asset Management'. The dashboard title is 'HDS Multifamily'. A sidebar on the left is titled 'AREAS' and contains two items: 'Property Group' (with a building icon) and 'Financial Monitoring' (with a bar chart icon). Both items are highlighted with a red box. The footer contains: 'Connected to: DBS1 / HDSDATA | Version: 1.0.7 | Environment: PRODUCTION' and '© 1998-2022, Housing and Development Services, Inc. All Rights Reserved. POWERED BY HDS'. The Windows taskbar at the bottom shows the time as 1:22 PM on 1/21/2022.

3) Select Financial Monitoring.



4) Then select Financial Monitoring; this is the section the AOC submission will be uploaded.



5) To search for an assigned site:

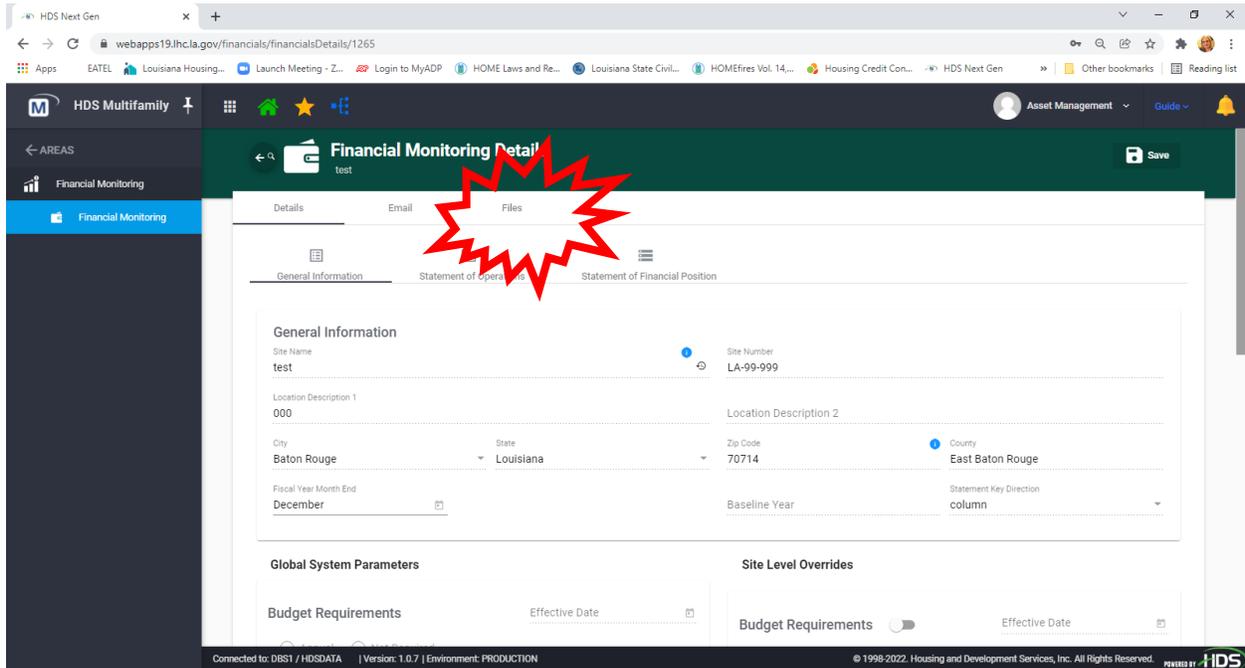
- (a) Enter the site name or site number and click the search tool, **or**
- (b) Click the search tool to pull up all sites that are assigned to the user.

Note: The list of sites and data listed can be exported by clicking the "XLSX" Export All Data symbol.

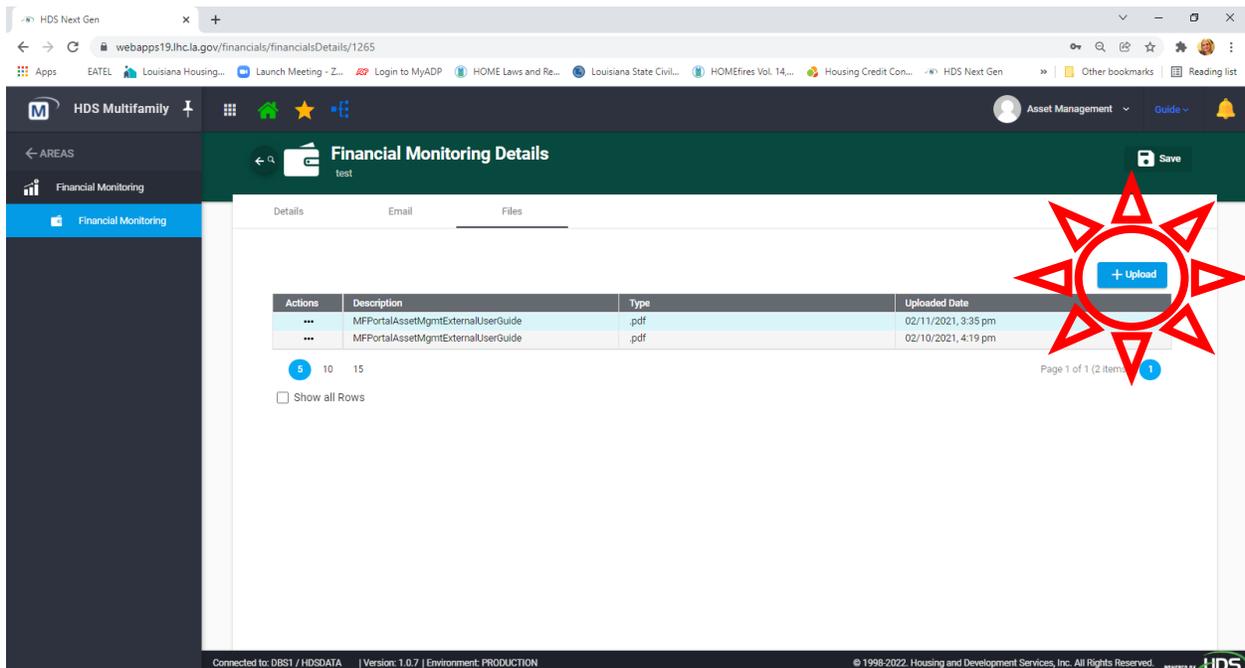
6) Once the search populates the assigned site(s), select the site needed for the upload and click the pencil under the "Action" column.

Actions	Site Name	Site Number	Site Process Type	Budget Req. Override	Annual Financial Override	Monthly Financial Override
	test	LA-99-999	Section 42	No	No	No

- 7) Once site details open, confirm that the correct site has been selected and click on the “Files Tab.

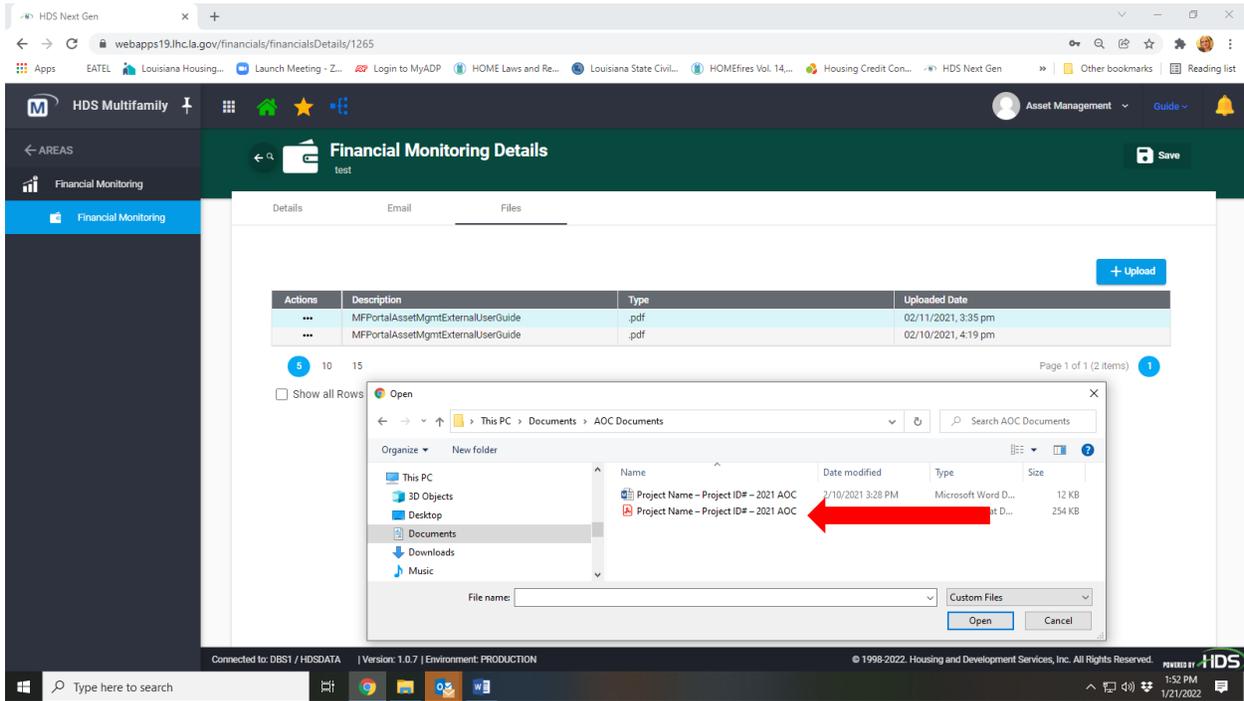


- 8) Click the “+ Upload” button.

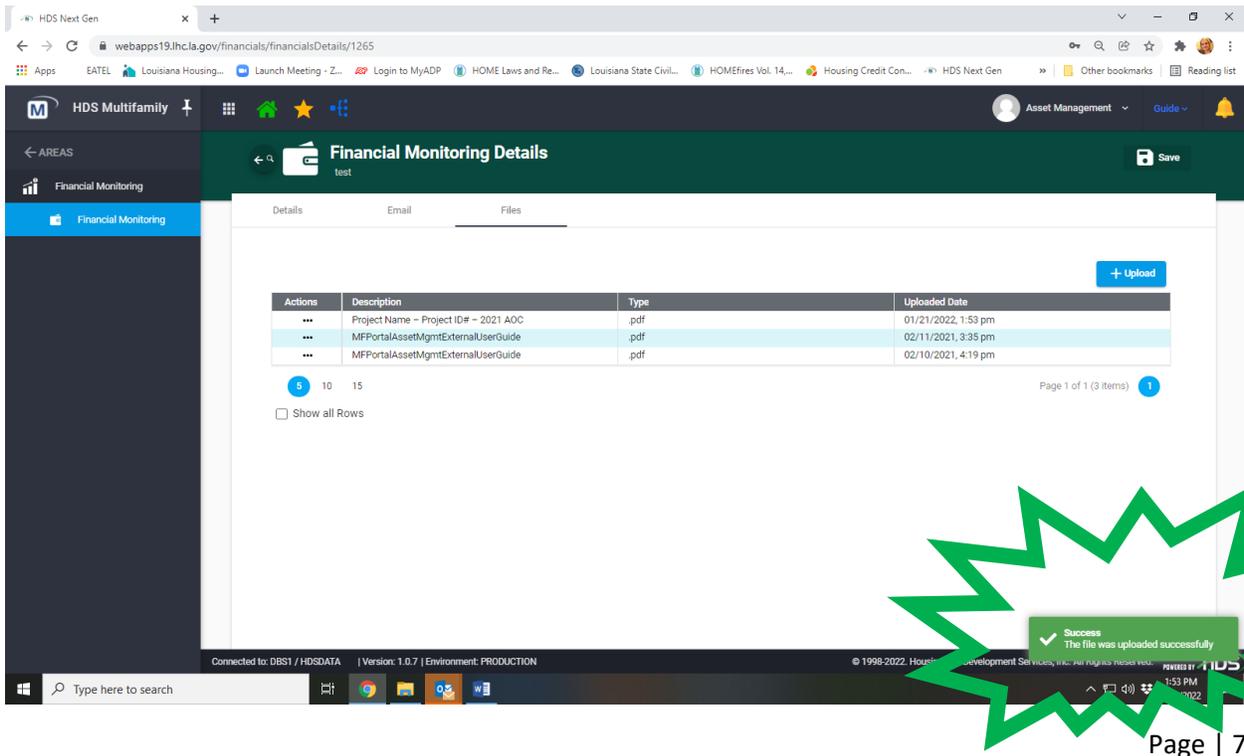


9) Select the AOC PDF file to be uploaded.

Note: The attachment should be saved as one file and labeled according to the projects specific details: "Project Name – Project ID# –2021 AOC"



10) After selecting the file, click "Open". A green box will appear on the bottom right corner of the screen notifying you that the file has uploaded successfully.



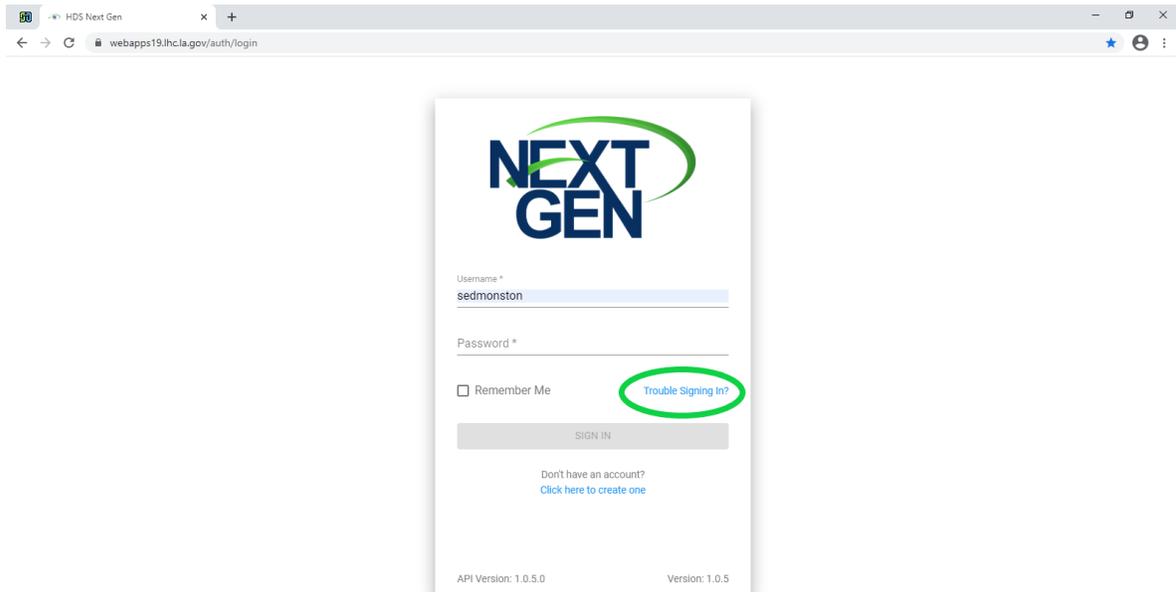
11) The 2020 AOC submission process is complete for the site. However, if the submission is missing any required documents, you will receive notification from the Asset Management Team.

Clearing Previous Login Browser History

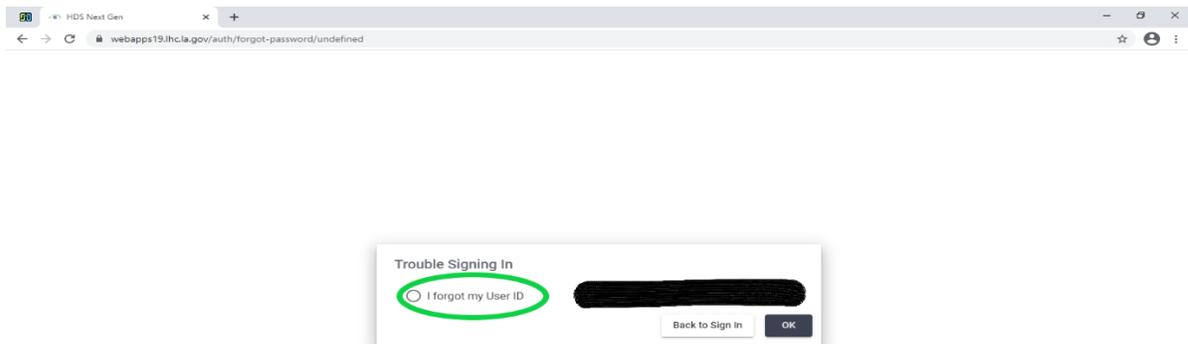
Our Technology Services Department has provided the instructions below to clear out your systems previous login history. After logging in to HDS NextGen:

<https://webapps19.lhc.la.gov/auth/login>

1. Open HDS NextGen Login Screen, click “Trouble Signing In”



2. Click “I Forgot My User ID”



3. When the next screen appears, enter email and completely close the internet browsers.
4. Re-open the NextGen login screen and login in with your current user id and password.