

**BDS User Manual – for Owners and Agents  
IHDA Asset Management  
Updated as of 4/3/2020**

## Introduction

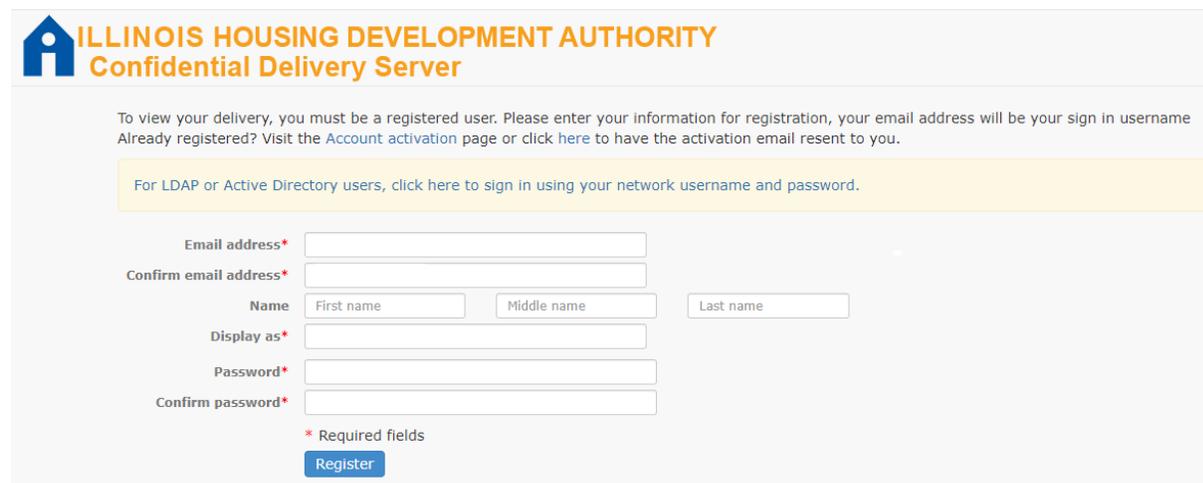
BDS is IHDA’s confidential delivery server. IHDA asks Owners and Agents submitting Tenant Files (and other documents as requested) to upload them through BDS to ensure they are transmitted securely.

In order to register for BDS, you must request an e-mail invitation from IHDA, and follow the link embedded in the e-mail to Register for an Account.

Once you have registered for an account, you can use BDS to upload documents to IHDA, and also access files transmitted from IHDA.

## Registering as a Managing Agent

1. E-mail your IHDA contact and ask for a BDS account. List the email addresses(es) you are requesting accounts for.
2. Receive an e-mail from [assetc@ihda.org](mailto:assetc@ihda.org) containing a link for registration.
3. Follow the link to the registration page and complete the fields.



**ILLINOIS HOUSING DEVELOPMENT AUTHORITY**  
**Confidential Delivery Server**

To view your delivery, you must be a registered user. Please enter your information for registration, your email address will be your sign in username  
Already registered? Visit the [Account activation](#) page or click [here](#) to have the activation email resent to you.

For LDAP or Active Directory users, click [here](#) to sign in using your network username and password.

Email address\*

Confirm email address\*

Name  First name  Middle name  Last name

Display as\*

Password\*

Confirm password\*

\* Required fields

4. Click “Register” to submit your request
5. Receive an e-mail from [sectrans@ihda.org](mailto:sectrans@ihda.org) with a link to activate your account.

6. Click the link embedded in the e-mail to be routed to BDS website.

Enter your username and password

Do not enter anything in “Domain” field

### Submission of Documents

1. Follow this link to BDS website and log in: <https://sectrans.ihda.org/bds/>

2. Click “Compose Delivery.”

3. Enter information in required fields to send delivery.

In the “To” field enter the e-mail address [assettc@ihda.org](mailto:assettc@ihda.org).

In the “Subject” field enter the IHDA award number and what the message is in regards to.

Users may also type a “Secure Message” with additional information.

Click “Attach files” to upload an attachment.

Click “Send” to deliver.

- Compose Delivery
- Inbox
- Sent Items
- Help

### Create Delivery

Attach files Send

To\*

Subject\*

Secure message

Attached are the tenant files for review.

\* Required fields

Files

- Document.docx 15.63 KB
- ZIP folder.zip 25.97 KB

Attach files Send

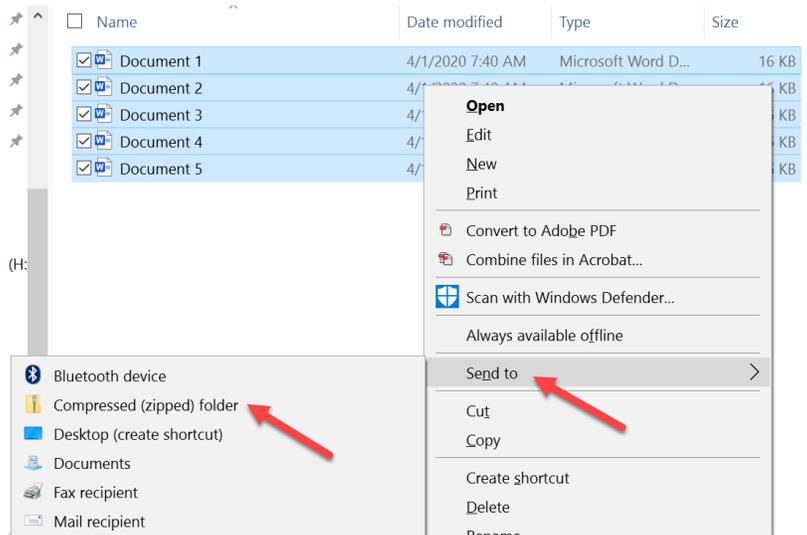
**Tip:** It may be useful to combine multiple documents into a ZIP file and upload the ZIP file as one attachment. To create a ZIP file in a file explorer:

Highlight the files you want to include.

Right click the selected files.

Select "Send To" then "Compressed (zipped) folder."

This will create a ZIP File folder that contains the documents you selected.



## Login Problems

### Forgot Password:

From the main login screen, click the “Forgot your password?” link.

**ILLINOIS HOUSING DEVELOPMENT AUTHORITY**  
Confidential Delivery Server

Please enter your username and password to sign in

Username  
|

Password

Domain

Remember my username

Sign in

Forgot your password?

This computer facility is for authorized use only. Any access of this facility must be specifically authorized. If you are not authorized and attempt to gain access to this facility, you may be subject to criminal or civil litigation. All computer resources, user actions, and data, are subject to scrutiny.

You will be directed to the Reset Password Page.

**ILLINOIS HOUSING DEVELOPMENT AUTHORITY**  
Confidential Delivery Server

Please enter your email address, and click Submit button to continue

Email address\* |

Submit

You will receive an email from [sectrans@ihda.org](mailto:sectrans@ihda.org) with a link and verification code.

Follow the link and enter the verification code, then reset your password.

### Locked Out:

If you enter an invalid password 5 times, you will be “Locked Out” of BDS.

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Sign in failure

An error occurred when trying to sign into the system.

Invalid username or password, or the account has been locked. Please try again later or contact a system administrator.

Reach out to your IHDA contact and request to be unlocked.