

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

Introduction

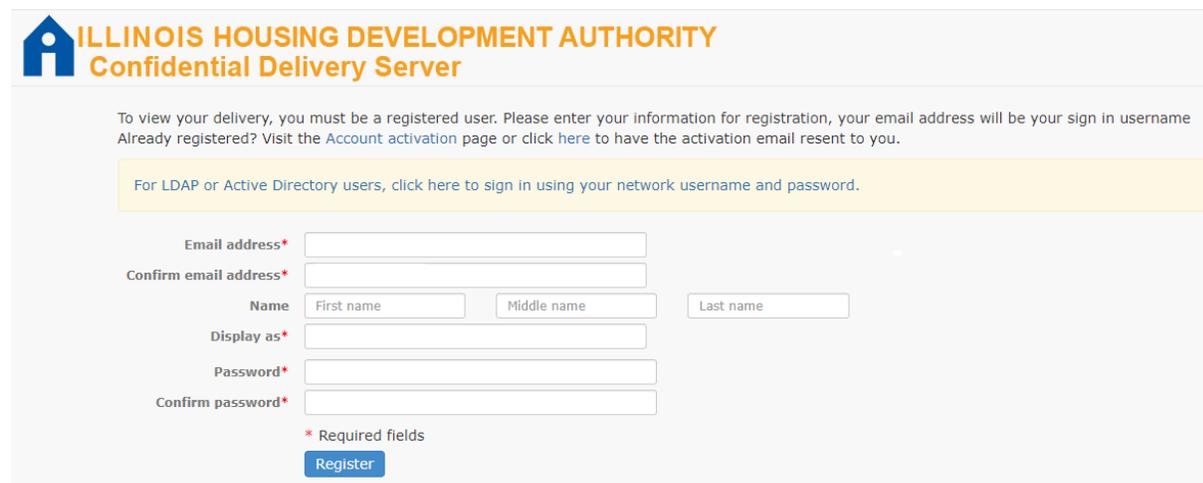
BDS is IHDA’s confidential delivery server. IHDA asks Owners and Agents submitting Tenant Files (and other documents as requested) to upload them through BDS to ensure they are transmitted securely.

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 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 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

The screenshot shows the login interface for the Illinois Housing Development Authority Confidential Delivery Server. At the top left is the IHDA logo and the text "ILLINOIS HOUSING DEVELOPMENT AUTHORITY Confidential Delivery Server". Below this is a prompt: "Please enter your username and password to sign in". There are three input fields: "Username", "Password", and "Domain". Below the "Domain" field is a checkbox labeled "Remember my username". A blue "Sign in" button is positioned below the "Remember my username" checkbox. To the right of the input fields is a warning message: "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." At the bottom left, there is a link that says "Forgot your password?".

Submission of Documents

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

2. Click “Compose Delivery.”

The screenshot shows the dashboard of the Illinois Housing Development Authority Confidential Delivery Server. At the top left is the IHDA logo and the text "ILLINOIS HOUSING DEVELOPMENT AUTHORITY Confidential Delivery Server". At the top right, there are two black squares and a "Sign out" link. Below the header is a navigation menu with four items: "Compose Delivery" (highlighted with a red arrow), "Inbox", "Sent Items", and "Help". To the right of the navigation menu is the "Inbox" section. It features a search bar with a "Search" button. Below the search bar is a table with the following columns: "From", "Subject", "Received", "Last activity", and "Expires". The table contains one row with the following data: "Assettc", "Secure delivery of package: ...", "04/01/2020 12:13 PM", "04/01/2020 12:13 PM", and "04/15/2020 11:59 PM". Below the table is a "Delete" button. At the bottom right, there is a pagination control that says "Items 1 to 1 of 1" with navigation arrows.

3. Enter information in required fields to send delivery.

In the “To” field enter the e-mail address 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

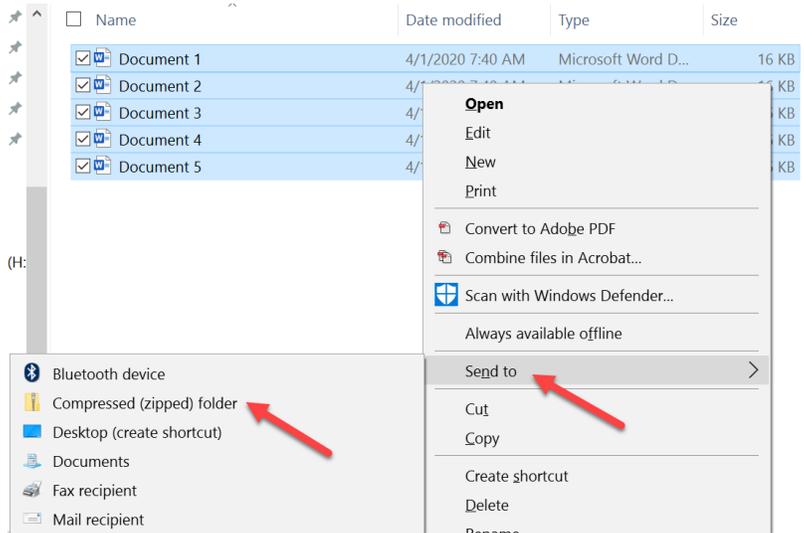
Tip: It may be useful to combine multiple documents into a ZIP file and upload the ZIP file as one attachment. To create a ZIP file in a file explorer:

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.

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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 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.

ILLINOIS HOUSING DEVELOPMENT AUTHORITY
Confidential Delivery Server

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.