

Multifamily Customer Portal: Project Access Request Form

Instructions

This form is used to grant team member access to a project in the Multifamily Customer Portal. It must be completed by the Sponsor or authorized representative of a project.

How to complete the process:

1. Fill out this Project Access Request Form:

- You'll need information about the project and team members.
- A separate form is required for each project.

2. Submit the completed form:

- Email it to mhfa.app@state.mn.us.

3. For access changes later:

- To add or remove users from your organization's Portal account, submit the Portal Access Change Request Form.

Additional Information:

- **User access levels:** Team members can be assigned read-only or read/write access to project documents and checklists.
- **Funding and Collaborating Partners (FACP):** They may be granted access based on their involvement. List them on this form or Minnesota Housing can be contacted directly.
- **Email addresses:** Use organization-affiliated email addresses whenever possible (e.g., casey.smith@abccompany.com) to avoid unauthorized access.

Project and Sponsor Information

Project Name:

Property Number (D#):

Project Number (M#):

Project Sponsor Name:

Primary Sponsor Contact:

Contact Email:

Project Team Member Information

List the team members’ information to have them added to the Project Team in Portal.

Table 1: Project Team Member Information

Team Member’s Name	Team Member’s Organization	Team Member’s Role on Project (Select One)	Access Type (Select Read Only or Read/Write)

Certification

I certify that I am authorized on behalf of the Sponsor to grant the project team member(s) access.

Authorized Signatory Printed Name

Title

Authorized Signature

Date