



**To: Owners of Low-Income Housing Tax Credit Properties**

**From: Bob Conroy, Director of Asset Management**

**In this issue:**

**I. Update to MaineHousing's Web Compliance Management System (WCMS).**

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Owners/managers of Low-Income Housing Tax Credit Properties (LIHTC) are required to submit tenant data through MaineHousing's WCMS website. The WCMS website (link at the bottom of this page) will be receiving an upgrade over the weekend. As a result of this upgrade many of the screens in WCMS will have a different look to them. The system will also have some new features and functions.

The new features of WCMS will allow both agency and property personnel to do the following, and more:

- View and report on properties, buildings, units, households and individual certifications.
- Produce detailed reports on occupancy and demographics information, as well as tenant income certifications.
- Create and save certifications for later submittal, delete unsubmitted certifications, submit certifications to the agency, send certification corrections, and view a history of certifications for a household, and a history of corrections.

**A Note on Browser Settings**

Users accessing WCMS using Microsoft's Internet Explorer 8 and 9 should turn off the Compatibility View feature. To do so:

1. Click on the **Tools** menu and select **Compatibility View Settings** (If you can't see the **Tools** menu, hit the **Alt** key on your keyboard. This should display the **Menu** bar, which contains the **Tools** menu.)
2. In the Compatibility View Settings screen, make sure that both **Display intranet sites in Compatibility View** (if viewing through an intranet connection) and **Display all websites in Compatibility View** are unchecked.
3. Click **Close**. The browser is ready for use with the WCMS.

WCMS link:

<http://wcms.mainehousing.org/WCMS/Security/Anon/LogIn.aspx?ReturnUrl=%2fwcms%2fdefault.aspx>

For more information on WCMS please see MaineHousing Notice 2013-01 and Notice 2012-05. We do not foresee any technical issues with this upgrade however, should we experience any problems we will notify you. Additionally, MaineHousing will provide you with more information on the new features of the system in the near future. Should you have any questions or concerns regarding WCMS please email: [LIHTC@mainehousing.org](mailto:LIHTC@mainehousing.org).

*Please note that MaineHousing provides notices as a service to our partners. Notices are not intended to replace ongoing training and do not encompass all compliance and regulatory changes that may occur on the wide arrange of housing programs in which we work. MaineHousing recommends partners establish an ongoing training program for their staff.*

*MaineHousing does not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, ancestry, age, physical or mental disability, or familial status in the admission or access to, or treatment or employment in, its programs, and activities. MaineHousing will provide appropriate communication auxiliary aids and services upon sufficient notice. MaineHousing will also provide this document in alternative formats upon sufficient notice. MaineHousing has designated the following person responsible for coordinating compliance with applicable federal and state nondiscrimination requirements and addressing grievances: Louise Patenaude, Maine State Housing Authority, 353 Water Street, Augusta, Maine 04330-4633, Telephone Number 1-800-452-4668 (voice in state only), (207) 626-4600-(voice), 1-800-452-4603 (TTY in state only), or (207) 623-2985 (TTY).*

