

<b>Program:</b>	All MaineHousing Programs	<b>MHN 2022-011</b>
<b>Issued by:</b>	MaineHousing, Energy and Housing Services	<b>Effective Date:</b> 08/10/2022

**This MaineHousing Notice is being issued to provide an update regarding changes to MaineHousing’s Systems Access Request Form and the Electronic Document Management System requirements.**

### 1. System Access Request Form

*Reference:* System Access Request Form, section title Instructions/Process:

Added: The requirement for an email address used on MSHA hosted systems to include the “.org” address associated with each Subgrantee. This ensures proper security levels and authorizations, while meeting the licensing requirements for third party vendors.

Deleted: MaineHousing’s required on-line security training class.

Added: CAAs are expected to provide security training for all staff to ensure the protection of client PII and network integrity.

Clarified: Authorization selections now reside under each System Heading.

AUTHORIZATION		
<input type="checkbox"/> <b>HEAP Cloud</b> <i>Check 1 role per user</i>	<input type="checkbox"/> <b>HEAT Enterprise</b> <i>Check 1 role per user</i>	<input type="checkbox"/> <b>ShareFile</b> <i>Check all that apply</i>

### 2. Electronic Document Management System Requirements

*Reference:*

- Community Aging in Place Program Guidance, Section B11 C.1 – Electronic Document Management Systems
- Federal and State Lead Program Guidance, Section B17 B.1 – Electronic Document Management Systems
- HARP Program Guidance, Section B11 A.1 - Electronic Document Management Systems
- WAP Guidance, Section 17 B.1 - Electronic Document Management Systems

Updated the above Guidance removing instructions regarding MaineHousing’s required training.

### 3. Notice Contact

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