

User Reference Guide - Requesting an Organization Profile

Purpose: The Registration page allows a customer to:

- Register their organization for a CAMS profile
- Once the profile is approved by the DHCD, the customer will -
 - Receive a login ID and password for the **Profile Manager**
- Access on another page will enable the Profile Manager:
 - to set up other users within the organization
 - to assign those users to projects
 - to maintain the organization information and oversee applications for funding

Main Page: Upon selecting the CAMS link *production link here*, the page shown below will display. To begin registration, select the **Registration** menu.

DHCD CAMS

Search Program Registration Login User Guide

Welcome to Virginia Department of Housing and Community Development CAMS Online System!

Please login if you already have an account with us. If no, please click "Registration" above to register your organization.

Search Programs without a login by selecting the 'Search Program' link at the top of the page.

E-mail*:

Password*:

Log On

[Forgot Password](#)

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The CAMS Registration page displays as a webform. Fields marked with an asterisk (*) are required. The word “**Required**” will appear at the end of any required field which is left blank. An asterisk (*) will appear at the end of any field requiring a number. Checking the Organizational Leadership box at the bottom of the page enables the user to indicate that the Profile Manager is the same person as the Head of the Organization, limiting duplication of data entry. If this option is selected, the fields to enter the Organizational Leadership information will be hidden.

CAMS Organization Registration

Your organization must register in order to access funding through DHCD. Please note that DHCD does not provide direct assistance to individuals. Only one profile per organization is allowed.

Organization Primary Profile Manager/Contact

The profile manager below will be responsible for receiving profile notifications and will be required to keep the profile up to date.

*First Name:	<input type="text"/>	*Last Name:	<input type="text"/>
*Contact Title:	<input type="text"/>	Cell Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*Contact Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Extension:	<input type="text"/>
*Contact Email:	<input type="text"/>		

Organizational Information

*Organization Name:	<input type="text"/>	*Street Address:	<input type="text"/>
*City:	<input type="text"/>	Address Line 2:	<input type="text"/>
<input type="checkbox"/> Check this box if the organization address listed above is the mailing address.		*ZIP Code:	<input type="text"/> - <input type="text"/> Whats my +4?
Mailing Address:	<input type="text"/>	Address Line 2:	<input type="text"/>
City:	<input type="text"/>	ZIP Code:	<input type="text"/> - <input type="text"/> Whats my +4?
*Phone Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>	FAX Number:	<input type="text"/> - <input type="text"/> - <input type="text"/>
*DUNS Number:	<input type="text"/>	*FEIN:	<input type="text"/>
Organization Website:	<input type="text"/> (eg. www.mysite.com)		
*Organization Type (Check all that apply):	<input type="checkbox"/> Nonprofit Organization <input type="checkbox"/> Developer <input type="checkbox"/> Localities <input type="checkbox"/> CHDO <input type="checkbox"/> Planning District Commission		

Select all activities in which your organization is involved. This information will allow DHCD to send notices or contact you based on your area of work or interest. Select all that apply.

Activity Type:

- Homeless Service
- Housing
- Economic Development
- Infrastructure
- Community Development

Organizational Leadership

Please fill out the following information on the director or head of your organization. If this information matching the information provided above, please check the checkbox below.

Check this box if the person listed above **IS** the organization's head or director.

Director First Name:	<input type="text"/>	Director Last Name:	<input type="text"/>
Director Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/>	Director Email:	<input type="text"/>
Most recent annual audit	<input type="text"/>	<input type="button" value="Browse..."/>	

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Virginia Department of Housing and Community Development
600 East Main Street, Suite 300
Richmond, VA 23219

Done Unknown Zone (Mixed) 100%

Check this box if the Organization Leader is the same as the Primary Contact.



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Mailing Address: Enter if there is a different mailing address from the physical address.

DUNS Number: Nine or 13 numbers

FEIN: Nine numbers

Organization Type: Select as many as are applicable. Selection will determine what programs the organization is eligible to apply for.

Activity Type: Select as many as are applicable. As stated in the note, the Activity Type will allow the DHCD to contact an organization for workshops or other notifications based on the organization's business interests.

ZIP Code + 4: A link is available to assist in determining the ZIP extension. This information is **required**.

As shown below, if either Nonprofit or CHDO is selected as an Organization Type, the Proof of 501C3 status field will display. Proof of 501C3 *is required to submit the profile for any type of nonprofit*.

Although the annual audit documentation (or review of financial statements) is requested at this point, **it is not required until funds are granted**.

The screenshot shows a web form for organization registration. At the top, there are input fields for Phone Number, DUNS Number, Organization Website, FAX Number, and FEIN. Below these is the 'Organization Type' section with checkboxes for Nonprofit Organization, Developer, Localities, CHDO, and Planning District Commission. A red arrow points from the text above to the 'Nonprofit Organization' and 'CHDO' checkboxes. Below this is the 'Activity Type' section with checkboxes for Homeless Service, Housing, Economic Development, Infrastructure, and Community Development. The 'Organizational Leadership' section includes a checkbox for the director, input fields for Director First Name, Last Name, Phone, and Email, and 'Browse...' buttons for 'Most recent annual audit' and 'Proof of 501C3 status'. A red arrow points from the text above to the 'Proof of 501C3 status' field. At the bottom right is a 'Submit' button. The footer contains contact information for the Virginia Department of Housing and Community Development (DHCD) and a copyright notice for 2012.

Once all required fields are completed the **Submit** button can be selected, and a profile request will be sent to the DHCD. The user will receive an onscreen message indicating that their request has been submitted. If the Profile Manager and the Head of the Organization are different, an email will also be sent to each of them. The profile request will be processed within five business days.

CAMS Organization Registration

Thank you for submitting a request for a CAMS organization profile. It will be reviewed and a response sent to you within the next five business days.*

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Example of email confirmation message.

Your DHCD CAMS Profile Request has been submitted

CAMSProfileRequests@dhcd.virginia.gov [CAMSProfileRequests@dhcd.virginia.gov]

Sent: Wednesday, January 25, 2012 11:54 AM

To: Dynes, Katy

Cc: Tod.Love@dhcd.virginia.gov

Thank you for requesting a CAMS profile for your organization.
Your request will be reviewed and a response sent to you within
five business days.