WASHINGTON STATE HOUSING FINANCE COMMISSION

Multifamily Developer Portal Customize User Profile and Settings

Opening doors to a better life

Quick Links: <u>Developer Portal</u> | <u>Mailing List</u> | <u>Contact</u>

Overview

The Multifamily Developer Portal facilitates the application process for developers seeking funding from the Washington State Housing Finance Commission for affordable rental housing. To log in to the Portal you must have a user account.

Not sure if you need a Portal account? View the "When do I use the Portal?" section on our <u>Multifamily</u> Developer Portal Resources page.

How to Customize Your User Profile

If you do not already have a Portal account, you must register for one. View this guide on <u>Setting Up User</u> Accounts on our Multifamily Developer Portal Resources page.

If you are logged in to the Portal and want to customize your user profile:

- Click on your User Icon in the upper right corner of the webpage
- Click "Profile" from the dropdown list
- Click "Edit" to edit your profile details such as name, title, and company name
- Click the photo icon to upload a profile photo and drag and resize using the linear scale just below

Please note: User photos and profile data will not be shared, nor will it be shown on any publicly accessible pages.

How to Customize Your User Settings

If you are logged in to the Portal and want to customize your user settings:

- Click on your User Icon in the upper right corner of the webpage
- Click "Settings" from the dropdown list
- Change your password and/or modify your other user settings including your email address, language, and time zone and click "Save" when done

Questions

For system questions, contact mhcfportal@wshfc.org