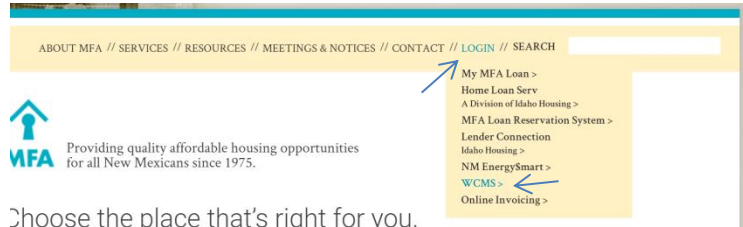


Getting registered in WCMS:

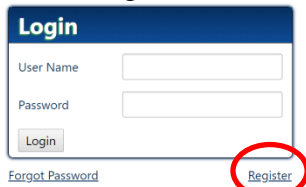
Step 1: Open Internet Explorer web browser to MFA's Homepage, www.housingnm.org, MFA staff suggest you make this homepage a favorite for easy access.

Step 2: Along the top yellow ribbon hover over "login". Select the second to last option which is "WCMS".



Choose the place that's right for you.

Step 3: Select Register from the bottom right hand corner of the login box.



Step 4: Fill out ALL required information under Profile and Organization.

- Must be a current email address. All future correspondence and password resets will go to this email.
- Username format must be first initial last name (example: John Smith; jsmith)
- Passwords are not tracked by MFA and should NEVER be shared.

Step 5:

Submit Registration

Step 6: Email your analyst with a formal request to approve your use of WCMS. Please include access you will require, (example: Tenant Data, Financial Data) and a list of all properties you need access too.

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****Please allow 24-72 hours for MFA to approve your request****