Getting registered in WCMS:

**Step 1:** Open Internet Explorer web browser to MFA’s Homepage, [www.housingnm.org](http://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”.

**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**