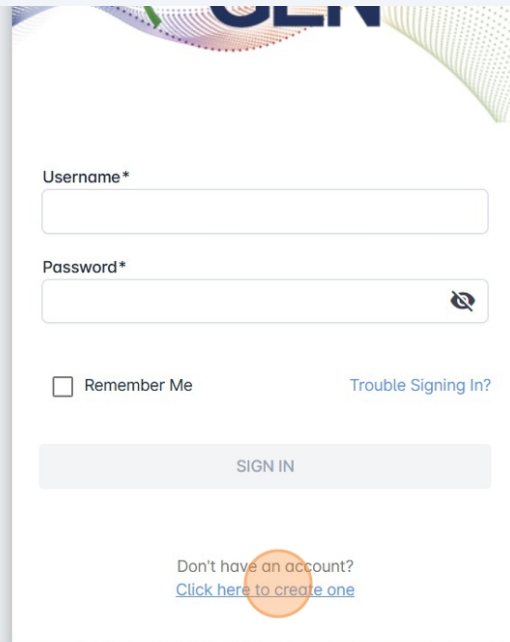


Create a New User Account

1

Visit <https://vt-portal.hdsoftware.net/auth/sign-in> and click "Click here to create a new one"



Username*

Password*

☐ Remember Me [Trouble Signing In?](#)


SIGN IN


Don't have an account?
[Click here to create one](#)

2 Click here on "Account Type"

Next Gen x +

vt-portal.hdsoftware.net/auth/register-client



Account Type* 

Already have an account? [Sign in here](#)

Registrant Information

First Name*

Last Name*

Email*

Username*

Organization Information

Name*

Organizational Role*


Address*


City*

3 Select "Asset Management User"

HDS Next Gen x +

vt-portal.hdsoftware.net/auth/register-client



Account Type* 

Asset Management User

Compliance User

Already have an account? [Sign in here](#)

Organization Information

Name*

Organizational Role*

Address*

City*

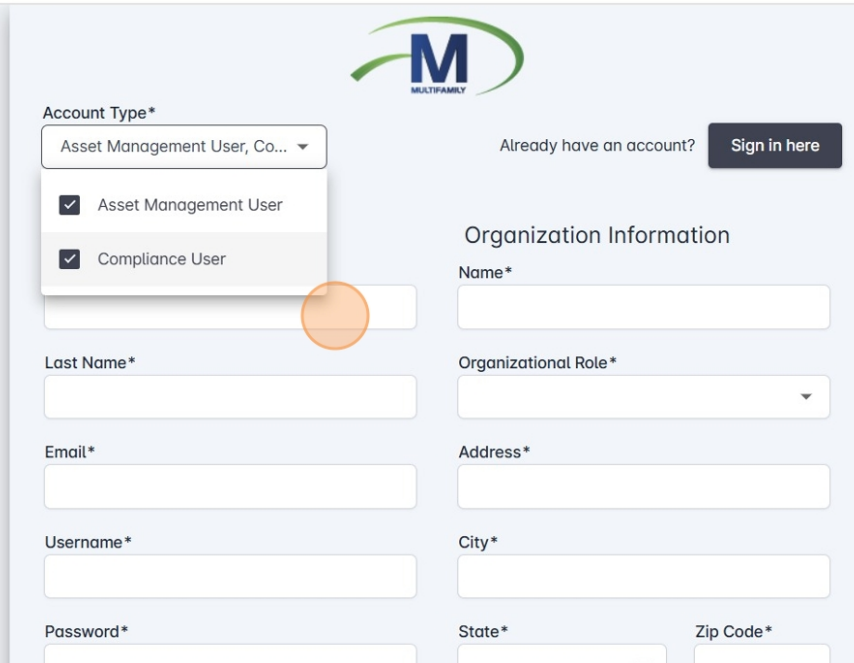
Last Name*

Email*

Username*

4 Also select "Compliance User"

vt-portal.hdssoftware.net/auth/register-client



The screenshot shows a registration form for a client. At the top, there is a logo for 'MULTIFAMILY' with a stylized 'M'. Below the logo, the 'Account Type*' dropdown menu is open, showing two options: 'Asset Management User' and 'Compliance User'. An orange circle highlights the 'Compliance User' option. To the right of the dropdown, there is a link 'Already have an account? Sign in here'. Below the dropdown, there are several input fields: 'Last Name*', 'Email*', 'Username*', 'Password*', 'Name*', 'Organizational Role*', 'Address*', 'City*', 'State*', and 'Zip Code*'. The 'Organizational Role*' field is a dropdown menu.

5 Under "Request Site Access", click the Plus Sign (+)

Fields for registration:

- password*
- State*
- Zip Code*
- Confirm Password*
- Phone*

Request Site Access

Actions	Site Name	Site Number
No data		



☐ I agree to EULA terms and conditions.

[View EULA](#)

[Create Account](#)

6 Enter your 4 digit VHFA Site Number then Click "Add Site"

The screenshot shows a web application interface with a modal titled "Add Site". The modal contains two input fields: "Site Name" and "Site Number". The "Site Number" field contains the text "0314". A blue button labeled "Add Site" is positioned at the bottom right of the modal. In the background, a registration form is visible with fields for "Password*", "State*", "Zip Code*", "Confirm Password*", and "Request Site Access". At the bottom of the background form, there is a checkbox for "I agree to EULA terms and conditions.", a "View EULA" button, and a "Create Account" button. The footer of the application displays "Environment: PROD", copyright information "© 1998-2025. Housing and Development Services, Inc. All Rights Reserved.", and a weather widget showing "9°F Mostly sunny".

7 Repeat for as many Sites as you need access to

The screenshot shows a web browser window displaying the "Register Client" form in the HDS Next Gen application. The form is titled "vt-portal.hdssoftware.net/auth/register-client". It contains several input fields: "Last Name*", "Email*", "Username*", "Password*", "Confirm Password*", "Organizational Role*", "Address*", "City*", "State*", "Zip Code*", and "Phone*". Below the form, there is a "Request Site Access" section with a table. The table has three columns: "Actions", "Site Name", and "Site Number". The "Site Number" column contains the text "0314". A blue button labeled "Add Site" is positioned at the bottom right of the table. At the bottom of the form, there is a checkbox for "I agree to EULA terms and conditions.", a "View EULA" button, and a "Create Account" button. The footer of the application displays "Connected to: 192.168.2.141 / VTHDSDATA | Version: 3.1.2 | Environment: PROD", copyright information "© 1998-2025. Housing and Development Services, Inc. All Rights Reserved.", and a weather widget showing "9°F Mostly sunny".

8 Click "I agree to EULA terms and conditions."

vt-portal.hdssoftware.net/auth/register-client

Last Name*
Email*
Username*
Password*
Confirm Password*
Organizational Role*
Address*
City*
State*
Zip Code*
Phone*

Request Site Access

Actions	Site Name	Site Number
...		
...		

☒ I agree to EULA terms and conditions. View EULA Create Account

9 Fill in your details and click "Create Account"

Password*
.....
Confirm Password*
.....
State*
VERMONT
Zip Code*
05401
Phone*
(123)123-1234

Request Site Access

Actions	Site Name	Site Number
...		
...		

☒ I agree to EULA terms and conditions. View EULA Create Account

10 Click "OK"

The screenshot shows a registration form for the HDS Multifamily Portal. The form includes fields for Username*, City* (Burlington), Password*, State* (VERMONT), and Zip Code* (05401). There is a 'Save' button in the top right corner. A confirmation dialog box titled 'Create Account' is overlaid on the form, displaying the message 'Thank you for registering for the HDS Multifamily Portal!' and an 'OK' button. Below the dialog, there is a table with columns 'Actions', 'Site Name', and 'Site Number', which currently shows 'No data'. At the bottom of the form, there is a checkbox for 'I agree to EULA terms and conditions.' with a 'View EULA' button and a 'Create Account' button.

11 Go back to <https://vt-portal.hdsoftware.net/auth/sign-in> and Login

The screenshot shows the sign-in page of the HDS Multifamily Portal. The page has a white background with a colorful abstract graphic at the top. It includes fields for Username* and Password*. Below the password field is a 'Remember Me' checkbox and a 'Trouble Signing In?' link. A 'SIGN IN' button is located below these fields. At the bottom of the page, there is a link that says 'Don't have an account? Click here to create one'. The Windows taskbar is visible at the bottom of the screen.