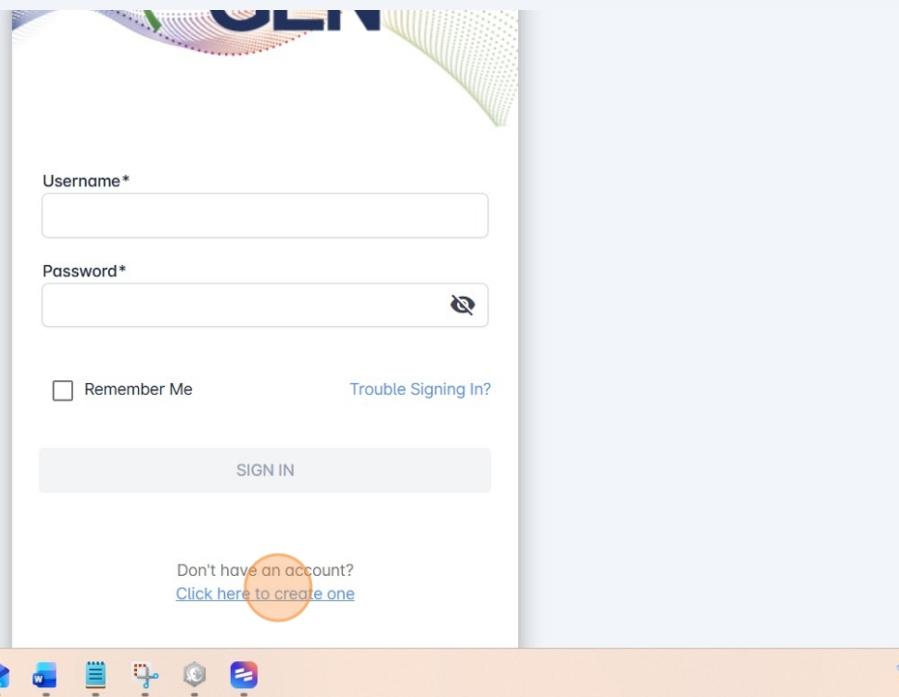


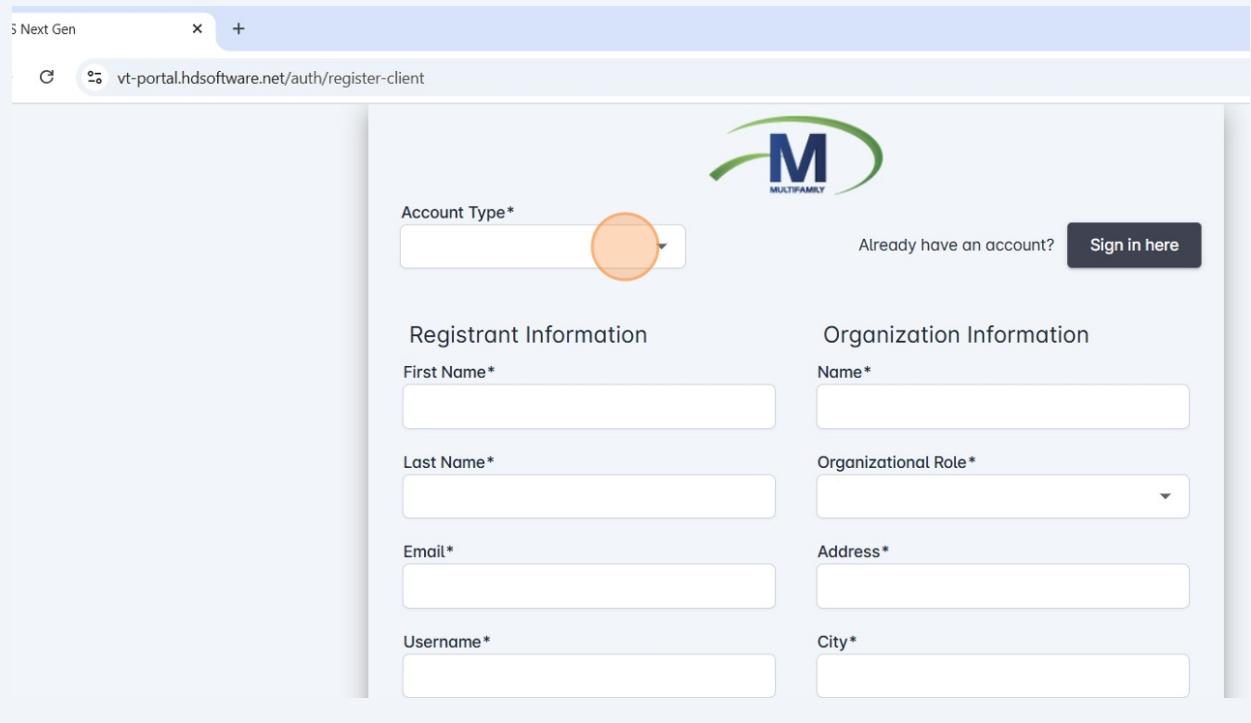
# Create a New User Account

1

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

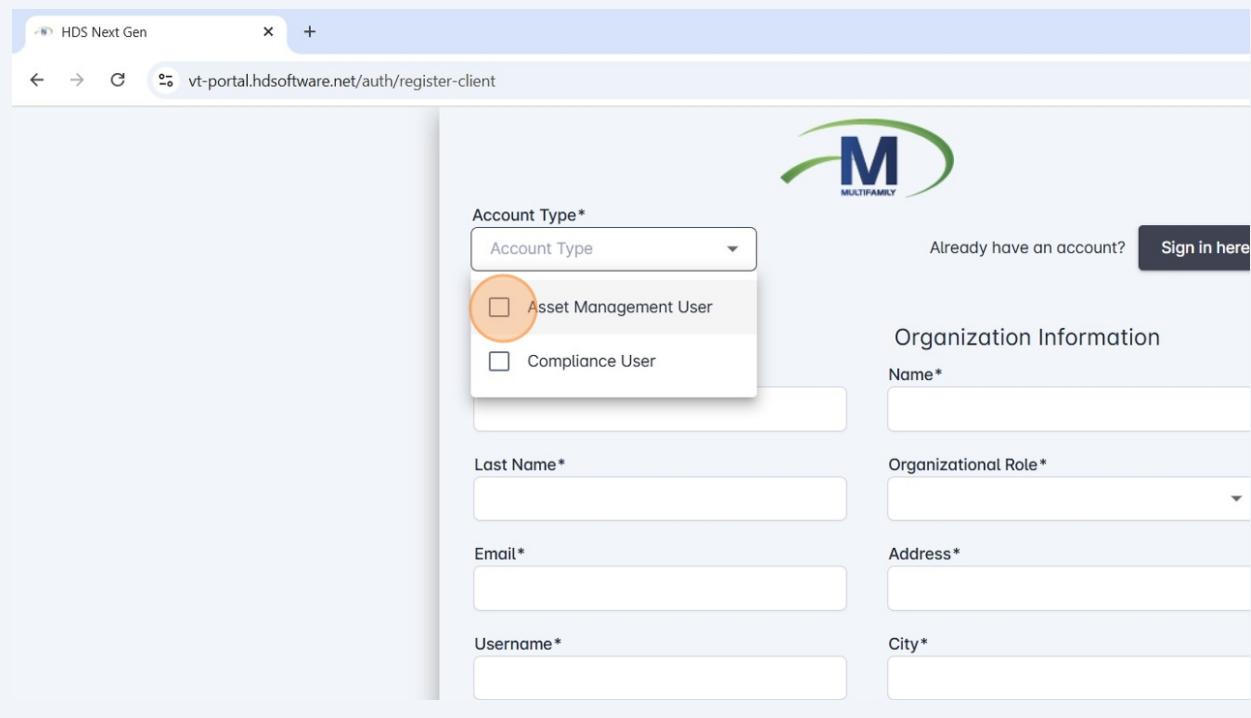


**2** Click here on "Account Type"



The screenshot shows a registration form for 'vt-portal.hdsoftware.net/auth/register-client'. At the top, there is a 'Next Gen' tab and a 'Sign in here' button. The main area features a 'MULTIFAMILY' logo with a stylized 'M'. A dropdown menu for 'Account Type' is open, showing 'Account Type' and 'Asset Management User' (which is highlighted with an orange circle). Other fields include 'Registrant Information' (First Name, Last Name, Email, Username) and 'Organization Information' (Name, Organizational Role, Address, City). There is also a link 'Already have an account?'.

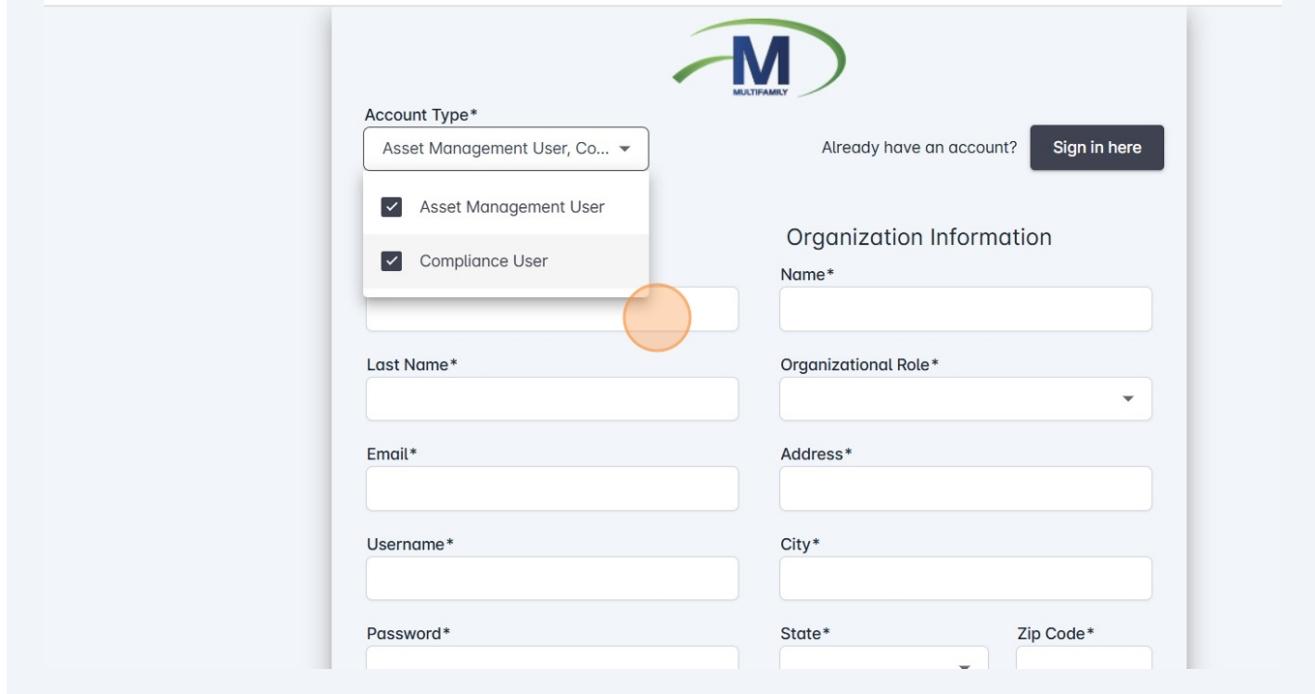
**3** Select "Asset Management User"



The screenshot shows the same registration form as the previous one, but with the 'Asset Management User' option selected in the 'Account Type' dropdown menu (indicated by an orange circle). The other fields and layout are identical to the first screenshot.

4 Also select "Compliance User"

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



Account Type\*

Asset Management User, Co...

Asset Management User

Compliance User

Last Name\*

Email\*

Username\*

Password\*

Organizational Role\*

Address\*

City\*

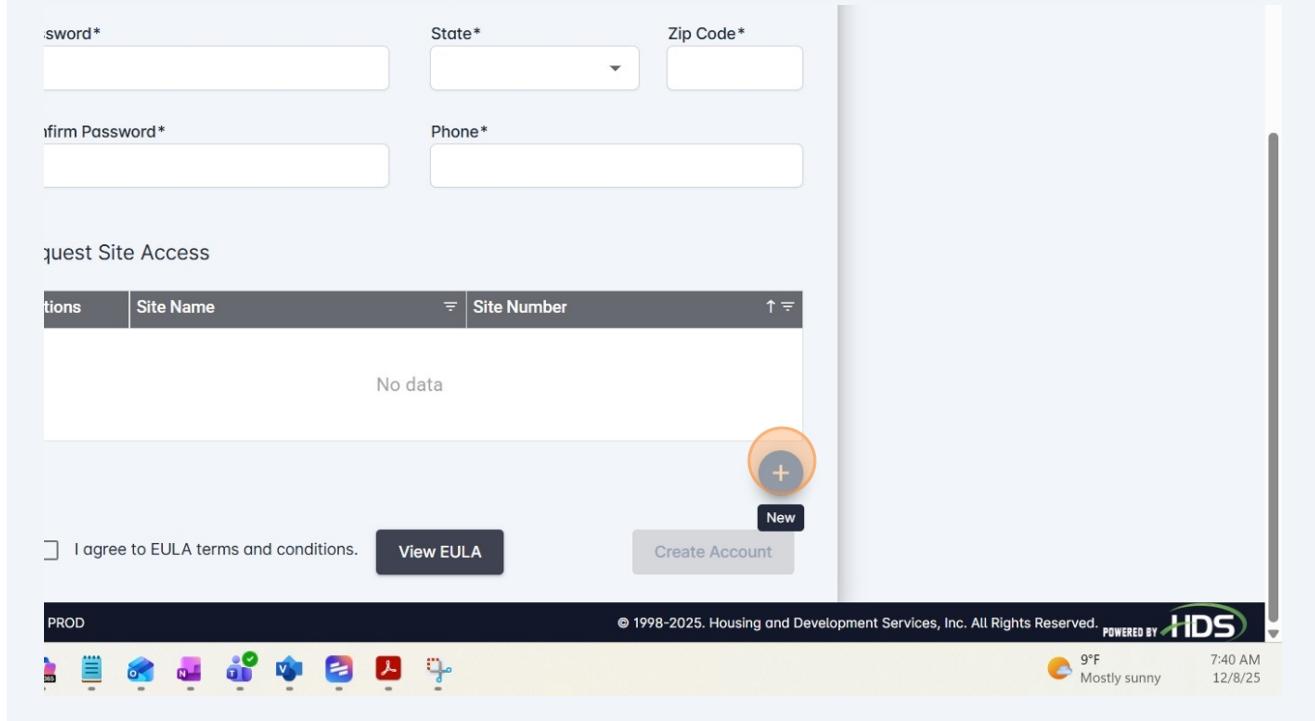
State\*

Zip Code\*

Sign in here

MULTIFAMILY

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



First Name\*

Last Name\*

State\*

Zip Code\*

Confirm Password\*

Phone\*

Request Site Access

Actions	Site Name	Site Number
No data		

[New](#)

I agree to EULA terms and conditions.

[View EULA](#)

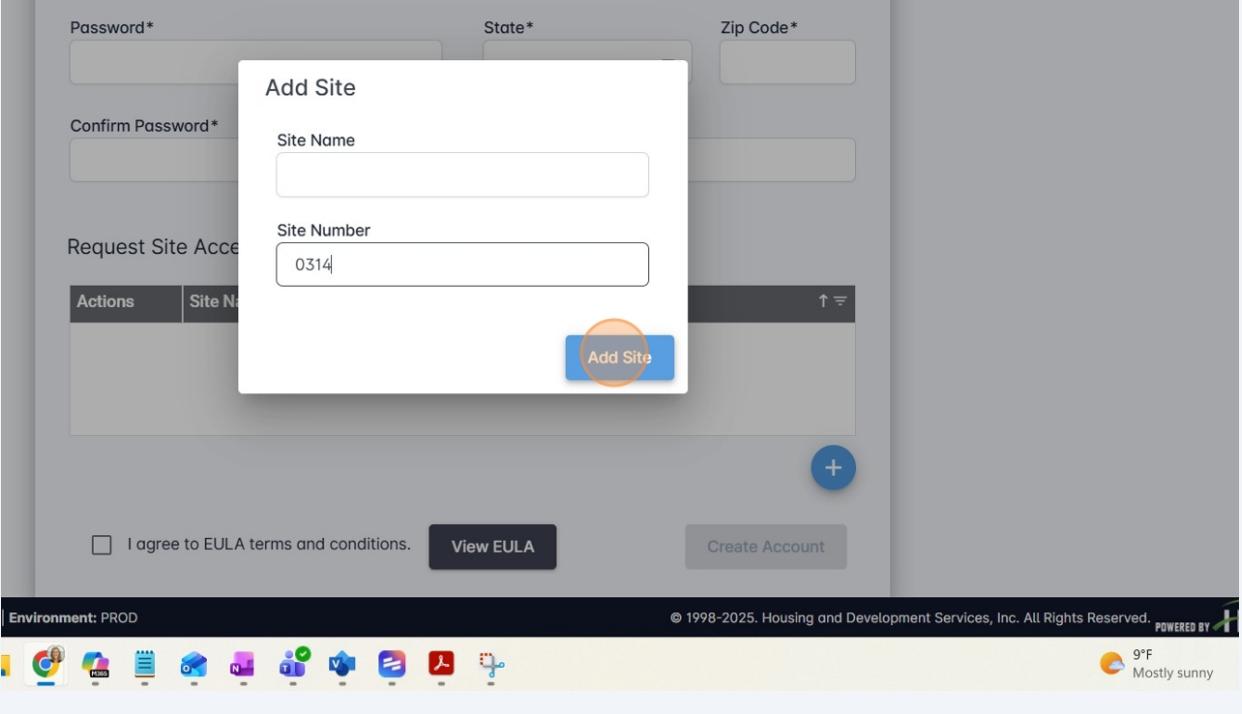
[Create Account](#)

PROD

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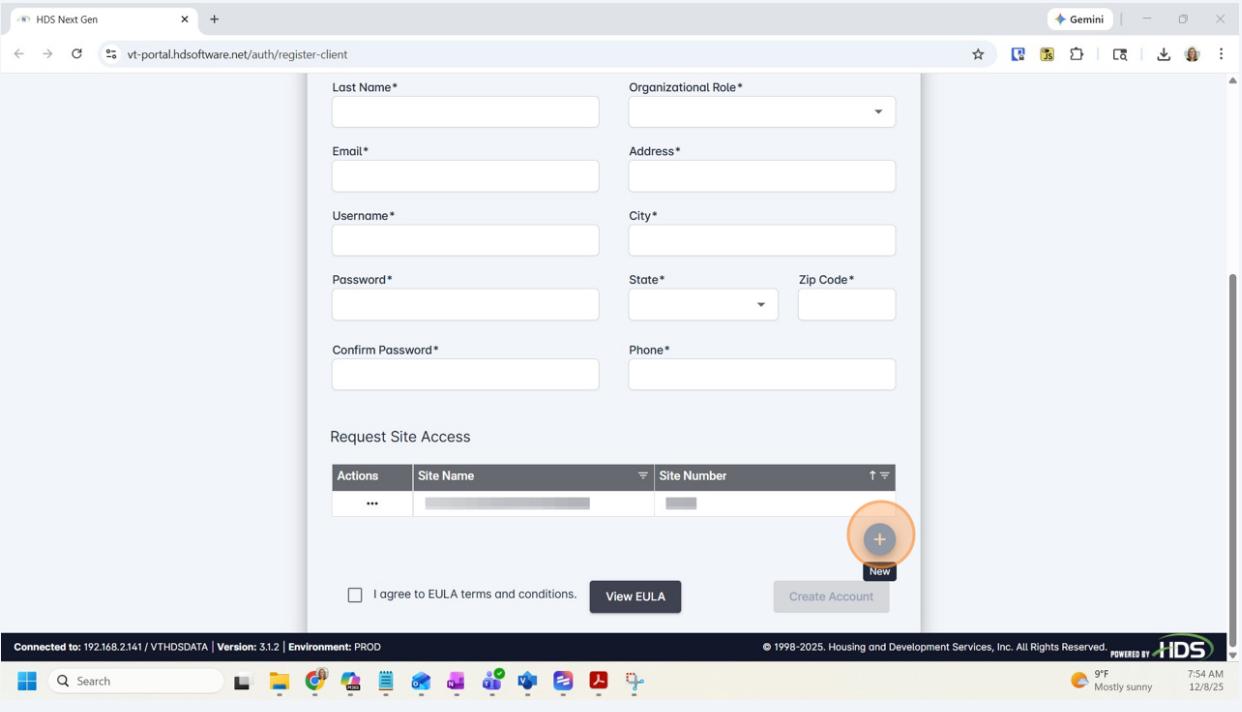
9°F  
Mostly sunny  
7:40 AM  
12/8/25

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



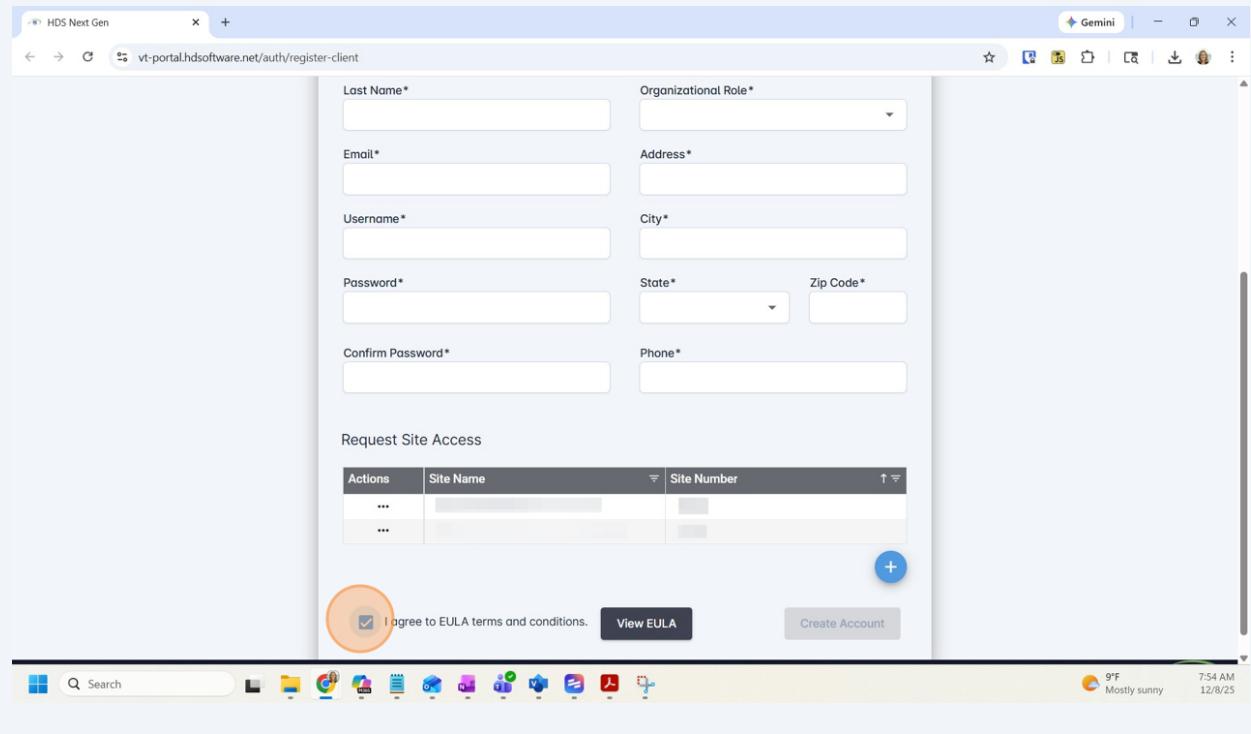
A screenshot of a web application for adding a site. A modal window titled "Add Site" is open in the center. It contains fields for "Site Name" and "Site Number", with "0314" entered. Below these fields is a blue "Add Site" button, which is circled in orange to indicate it should be clicked. The background shows a larger form with fields for "Password\*", "Confirm Password\*", "State\*", and "Zip Code\*". At the bottom of the page, there is a checkbox for "I agree to EULA terms and conditions.", a "View EULA" link, and a "Create Account" button. The status bar at the bottom shows "Environment: PROD" and "© 1998-2025. Housing and Development Services, Inc. All Rights Reserved. POWERED BY HDS".

7 Repeat for as many Sites as you need access to



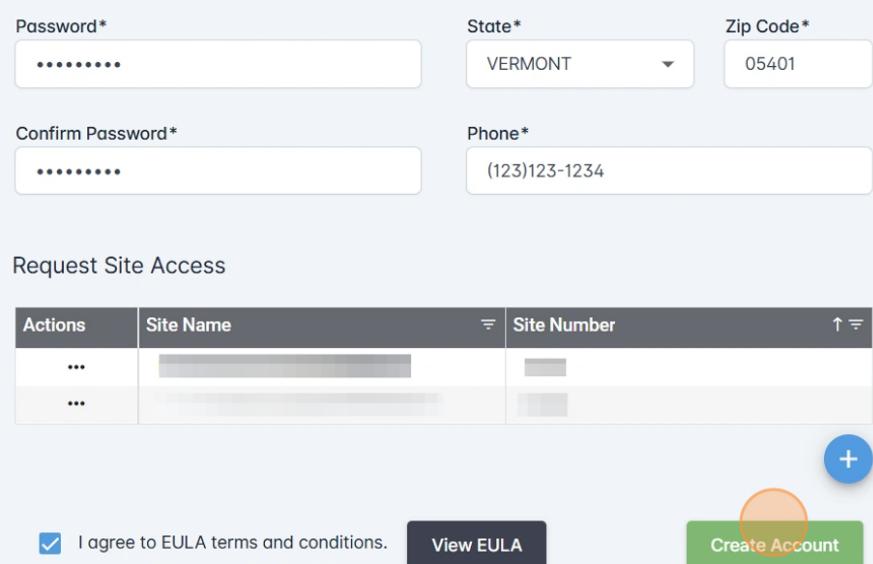
A screenshot of the same web application, showing a new row in the "Request Site Access" table. The new row has an "Actions" column with a "New" button, which is circled in orange. The table also includes columns for "Site Name" and "Site Number". The rest of the interface is identical to the previous screenshot, including the modal for adding a site and the status bar at the bottom.

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



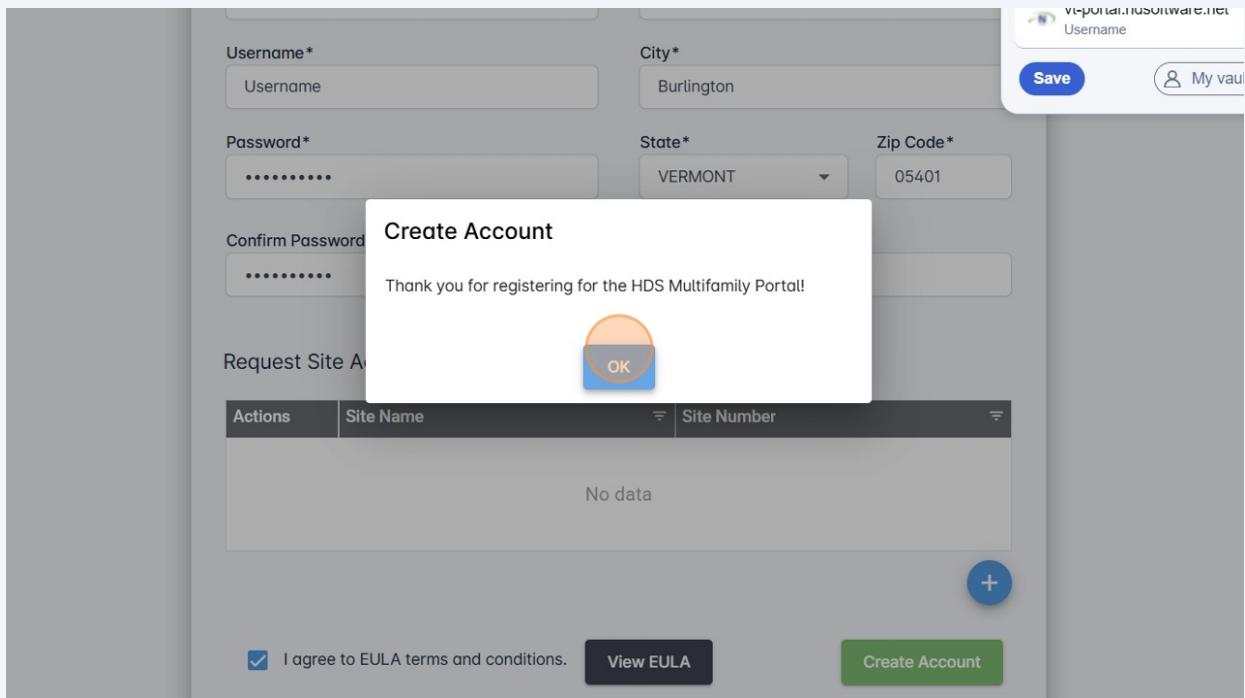
The screenshot shows a web browser window with the URL <vt-portal.hdsoftware.net/auth/register-client>. The page displays a registration form with fields for Last Name, Organizational Role, Email, Address, Username, City, Password, State, Zip Code, Confirm Password, Phone, and Request Site Access. At the bottom, there is a checkbox labeled "I agree to EULA terms and conditions." which is checked and highlighted with an orange circle. Next to it are "View EULA" and "Create Account" buttons. The browser's toolbar and status bar are visible at the top and bottom of the window.

9 Fill in your details and click "Create Account"



The screenshot shows the same registration form as the previous step. The "I agree to EULA terms and conditions." checkbox is checked and highlighted with an orange circle. The "Create Account" button at the bottom right is also highlighted with an orange circle. The form includes fields for Password, Confirm Password, State, Zip Code, and Phone.

**10** Click "OK"



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

