

HDC AMPS USER MANUAL

Introduction

The HDC AMPS Portal is a web-based application managed by the New York City Housing Development Corporation (HDC), designed to support the submission and review of financial information and rent roll for affordable housing units financed by HDC.

The AMPS portal is still a work in progress and continues to evolve. At this stage, users have early access to core functionality, but the portal will receive ongoing improvements and feature enhancements.

As Managing Agents submit application documents and resident information, it is important to recognize that this data will often include Personally Identifiable Information (PII), which carries a potential risk if disclosed improperly. HDC has designed the HDC AMPS Portal to offer secure storage and transmission, reducing the risk of unauthorized access or disclosure. All PII-containing records must be submitted exclusively through this portal to maintain data protection standards.

This guide will walk you through each step of using the HDC AMPS Portal effectively, from initial login and document submission to the final review and approval process.

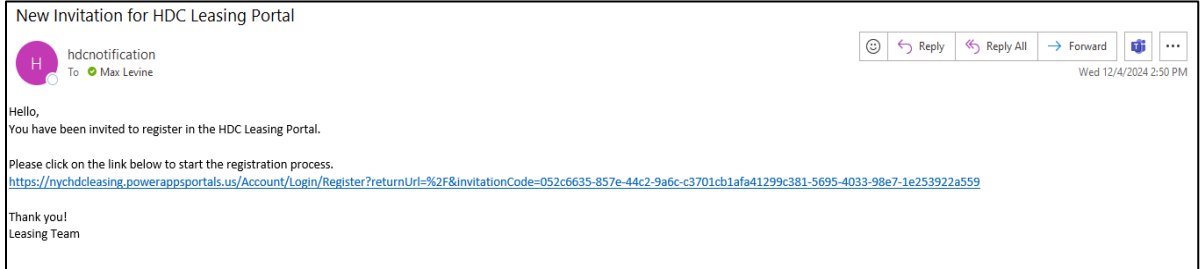
The HDC AMPS Portal is accessible here: <https://nychdcleasing.powerappsportals.us/>

For questions regarding submissions or for technical support, please contact goalsreport@nychdc.com

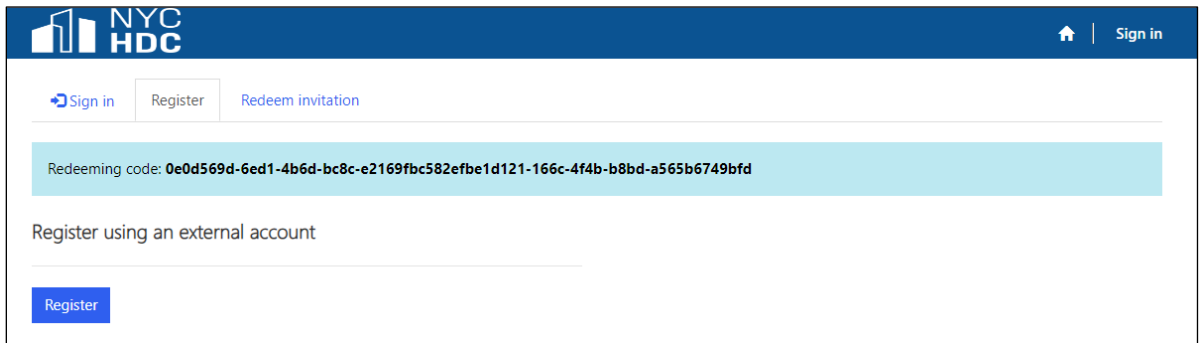
REGISTRATION

Managing Agent Administrator

1. Check your email for the invitation from HDC:



2. Click the link and follow the registration steps:
 - a. Click **“Register”**



Subject to Change in Future Phases

3. You will then be directed to the NYCHDC Sign in page. Select **“Sign up now”**

NYC
HDC

Sign in

Sign in with your email address

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

- a. Enter your email and request a verification code:

< Cancel

NYC
HDC

Send verification code

Create

Subject to Change in Future Phases

4. Check your email for the verification code, enter it in the **“verification code”** box, and click **“Verify Code”**. Then, choose a password, enter your first name, last name, and display name and click **“Create”**

The image illustrates the account creation process. On the left, an email from NYC HDC is shown with the subject "Verify your email address". The email body says: "Thanks for verifying your tifskiii@gmail.com account! Your code is: 590530". Below this, it says "Sincerely, NYCHDCB2C" and includes a disclaimer: "This message was sent from an unmonitored email address. Please do not reply to this message." The NYC HDC logo is at the bottom right of the email.

An arrow points from the email to a mobile app interface on the right. The app interface has a blue header with the NYC HDC logo and a "Cancel" button. Below the header, it says "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains "tifskiii@gmail.com" and the second contains "590530". Below these are two buttons: "Verify code" (highlighted with a red box) and "Send new code". Below these are four more input fields: "New Password", "Confirm New Password", "Given Name", and "Surname". At the bottom, there is a "Display Name" field and a "Create" button (highlighted with a red box).

5. After the account is created, you will be taken to the sign in page:


The image shows a mobile app interface for the sign-in page. At the top, there is a blue header with the NYC HDC logo on the left and a home icon and "Sign in" text on the right. Below the header, there is a light pink error message that says "Sign in failed." Below the error message, there is a blue button with a right-pointing arrow and the text "Sign in".

Subject to Change in Future Phases

6. Upon your initial sign-in, you'll be directed to the profile page, where you can add optional account information and confirm that all details are correct. Once you've verified your information, scroll down, and click **"Update"**

Home > Profile

Profile



Tiffany Morgan

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The **Email Address** and **Phone** number are required but will not be displayed on the site.

Your **Organization** is required, and a **Title** is optional. They will be displayed with your comments and forum posts.

Your Information

First Name * <input type="text" value="Tiffany"/>	Last Name * <input type="text" value="Morgan"/>
E-mail * <input type="text" value="tiffany@gmail.com"/>	Business Phone <input type="text" value="Provide a telephone number"/>
Organization Name <input type="text"/>	Title <input type="text"/>
Nickname <input type="text"/>	Web Site <input type="text"/>

Public Profile Copy

Preferred Language

How may we contact you? Select all that apply.

- Email
- Fax
- Phone
- Mail

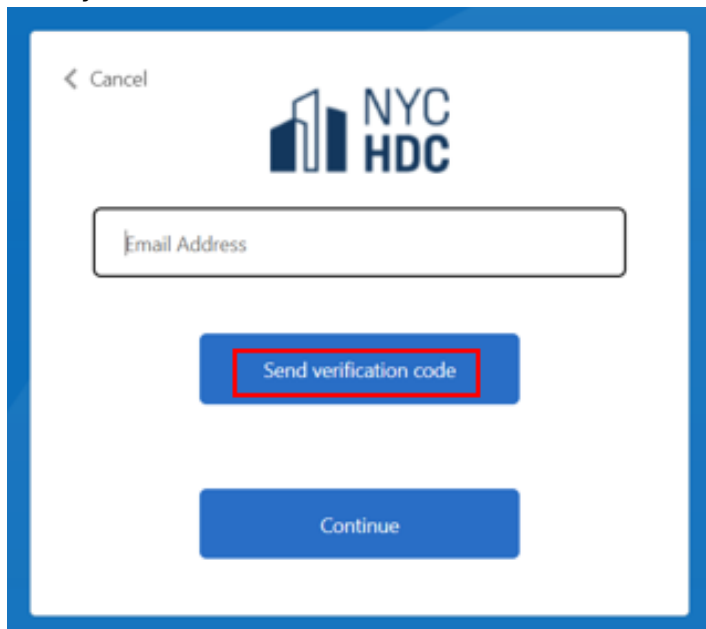
PASSWORD RESET

1. On the sign-in page, click **“Forgot your password”**



The screenshot shows the NYC HDC Sign in page. At the top is the NYC HDC logo. Below it is the text "Sign in" and "Sign in with your email address". There are two input fields: "Email Address" and "Password". A link labeled "Forgot your password?" is highlighted with a red box. Below the input fields is a blue "Sign in" button. At the bottom, it says "Don't have an account? [Sign up now](#)".

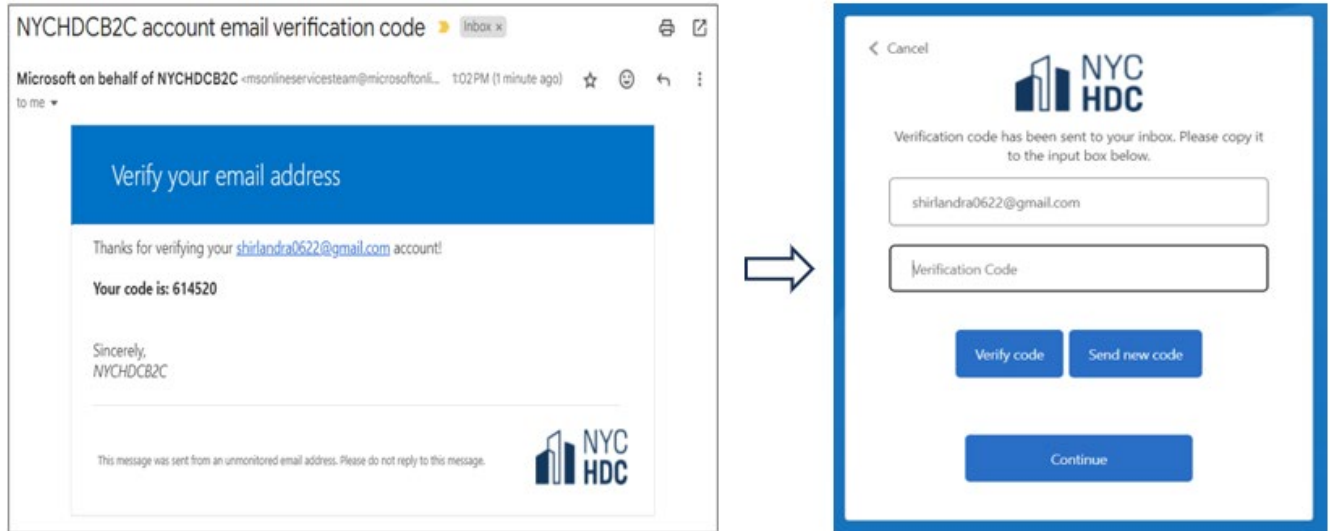
2. Enter your email address and click **“Send verification code”**



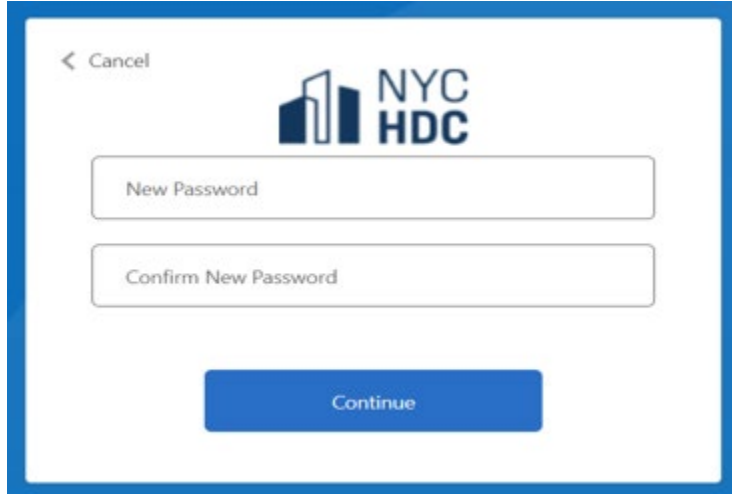
The screenshot shows the NYC HDC verification code screen. At the top left is a back arrow and the word "Cancel". In the center is the NYC HDC logo. Below it is an "Email Address" input field. A blue button labeled "Send verification code" is highlighted with a red box. Below that is another blue button labeled "Continue".

Subject to Change in Future Phases

3. Check your email for the verification code, enter the verification code from the email and click **“Verify code”**, then click **“Continue”**.



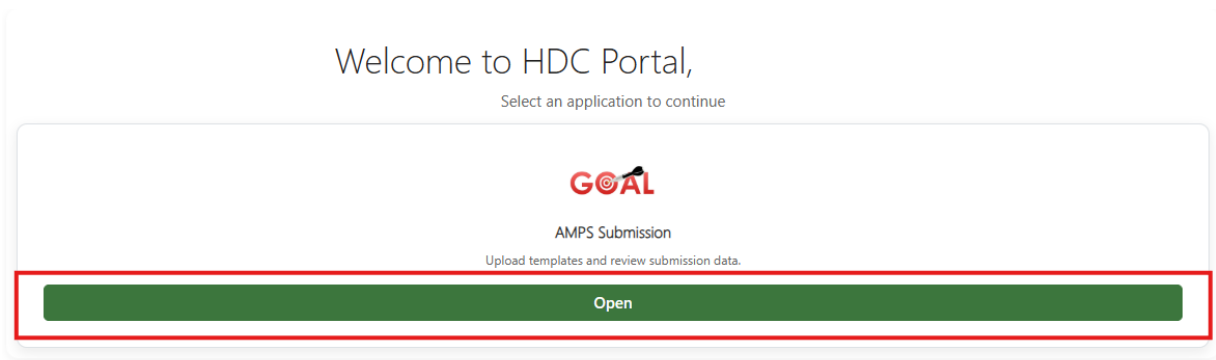
4. Enter and confirm your new password, then click **“Continue”**



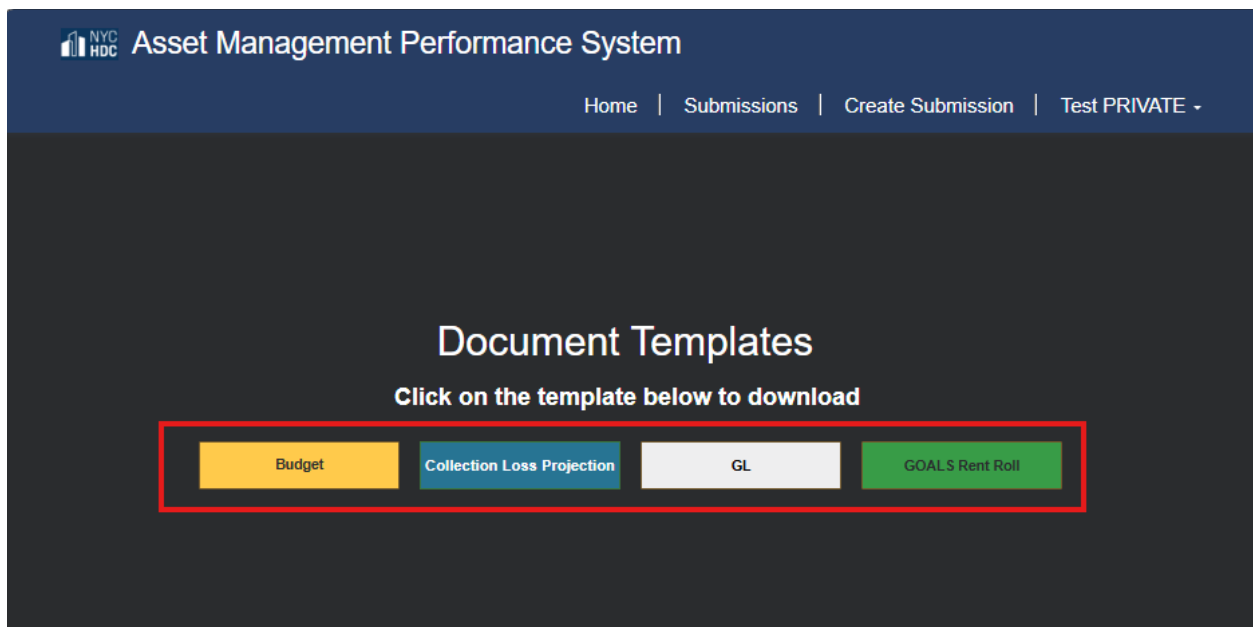
AMPS Landing Page

After logging in, you will be directed to a landing page with the application tile “GL/OAL Submission.” Click the green button labeled “Open” to access the AMPS portal.

Subject to Change in Future Phases



Templates:



There are four templates that managing agents can use to submit information. When downloading the template files, **please do not change the file name**. Changes to the file name may create issues with the processing of any data uploads.

Budget: The Budget template is the tool managing agents will use to project expected spending and revenue for each financial line item. It provides a structured way to outline anticipated costs and income, supporting accurate planning and forecasting.

Collection Loss Projection: Managing agents will use the Collection Loss Projection template to report the types of bad debt reserves created for arrears.

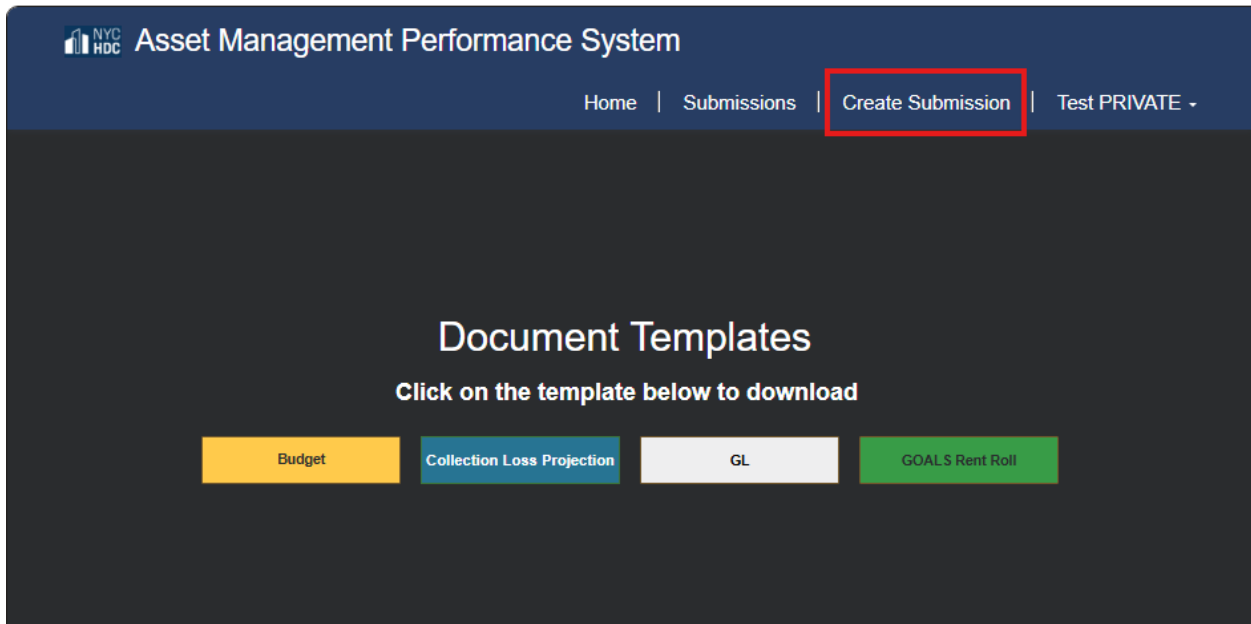
GL: The GL template is the standardized tool that managing agents will use to submit actual quarterly financial information. It is designed to capture detailed line items, ensuring consistency and accuracy across all submissions.

Subject to Change in Future Phases

GOALS Rent Roll: The Rent Roll template is used by managing agents to provide tenant and rent information, report arrears, and document any related litigation details.

Create a Submission

1. Click on the tab “Create Submission”



1. Click the magnifying glass button next to the box labeled “Project.” Next click the checkmark next to the project the upload is for. Then click the box “Select.”

A screenshot of a search input field. The label 'Project Name *' is positioned above the input box. To the right of the input box is a magnifying glass icon, which is highlighted with a red box.

Subject to Change in Future Phases

Lookup records ×

Search

Choose one record and click Select to continue

<input checked="" type="checkbox"/> <u>Project Name</u> ↑	<u>Project Number</u> ↑	<u>Created On</u>
<input type="checkbox"/> Project 1	00001	5/6/2024 12:38 PM
<input type="checkbox"/> Project 2	00002	5/6/2024 12:39 PM

1. Click on the dropdown menu for “Submission type” and select the option that matches the template being uploaded.

Submission type *

Select ▼

Select

Budget

General Ledger

GOALS Rent Roll

Collection Loss Projection

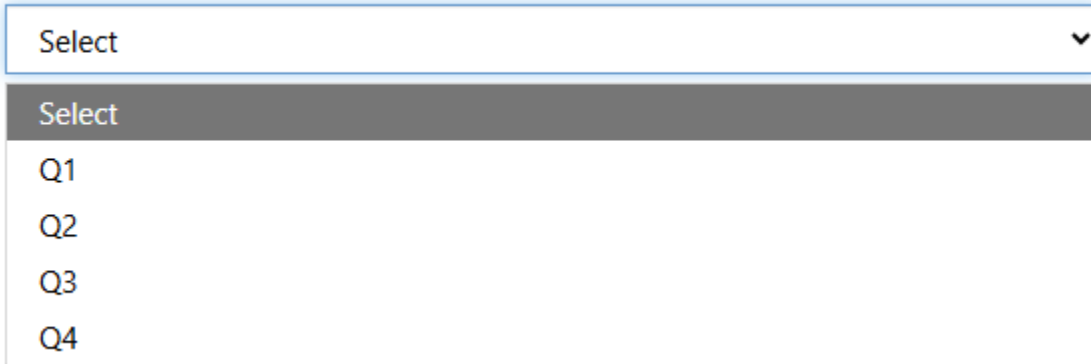
2. Enter the year the upload pertains to in the box titled “Submission Year.”

Submission Year *

Subject to Change in Future Phases

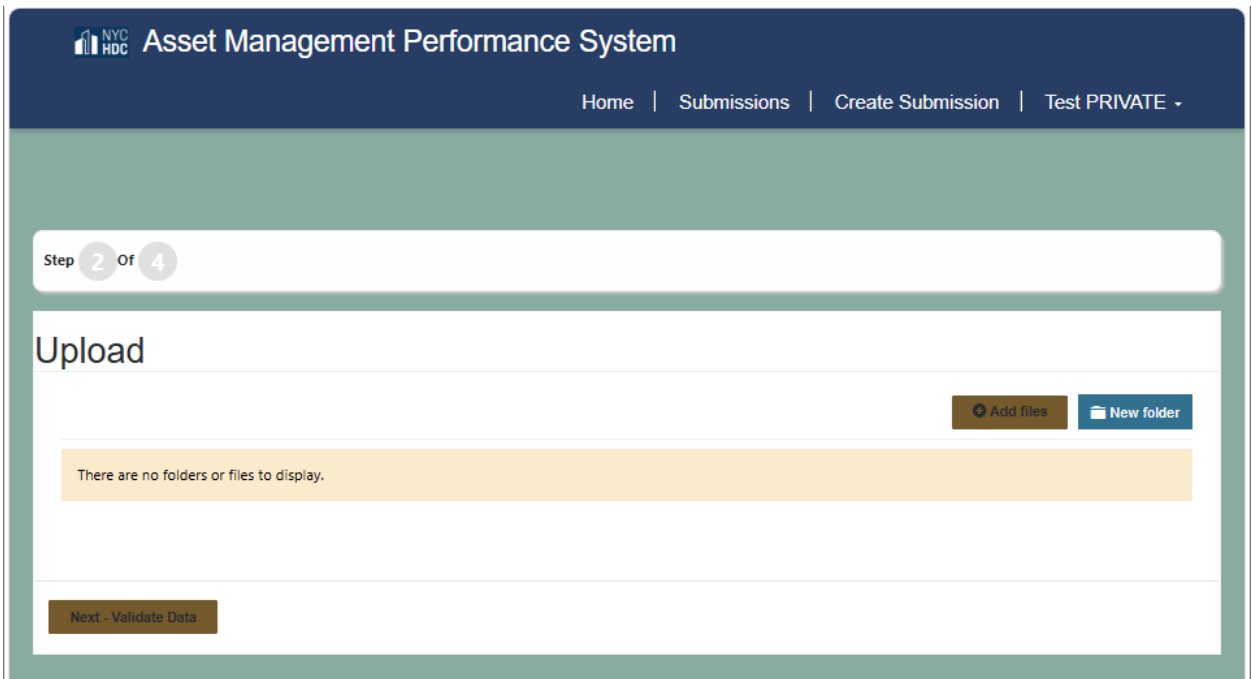
3. If the upload is a GL or Rent Roll submission, click on the dropdown menu for “Quarter” and indicate what quarter is being reported.

Quarter



A screenshot of a web form showing a dropdown menu. The menu is open, displaying the following options: "Select", "Q1", "Q2", "Q3", and "Q4". The "Select" option is currently selected and highlighted in a dark grey bar.

4. Click “Next - Upload” to move on to the second step of the upload process. You might have to double-click the button to move on.



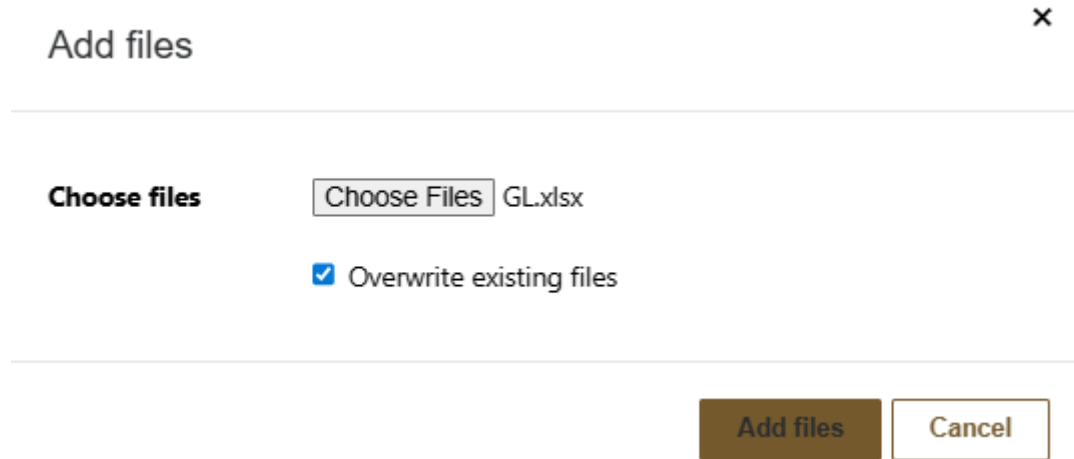
A screenshot of the "Asset Management Performance System" interface. The page title is "Asset Management Performance System" with the NYC HDC logo. The navigation bar includes "Home", "Submissions", "Create Submission", and "Test PRIVATE". A progress indicator shows "Step 2 Of 4". The main section is titled "Upload" and contains two buttons: "Add files" and "New folder". Below the buttons is a message: "There are no folders or files to display." At the bottom of the section is a button labeled "Next - Validate Data".

5. You’ll now be directed to the upload page. Click on the button “Add files” to open the add files popup.



Subject to Change in Future Phases

6. Click on the button “Choose files,” which will prompt you to select the file on your computer you wish to upload. **Please ensure that the template file name has not been changed prior to uploading.**



Add files ×

Choose files Choose Files GL.xlsx

Overwrite existing files

Add files Cancel

7. After you have selected the file, click on the button “Add files” in the popup window.
8. Click the button “Next – Validate Data” to finish the submission process.

Note: Depending on file size, data may be delayed in appearing in this section.

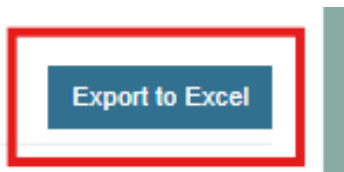
Validate Data

9. Wait up to five minutes and then refresh the page. Any rows with errors that may cause data ingestion issues will be flagged under the section “Failed Rows”.

Subject to Change in Future Phases

The screenshot shows a web application interface with a green border. At the top, it says "Step 3 Of 4". Below that is the heading "GL". Under "GL" is a "Validation Summary" section with a paragraph of text. Below that is a "Submission Status" section with a red box around the word "Uploaded". Below that is a "Failed Records" section with a table header and a "Next" button. The table header has columns for "Validation Summary", "Account Number", "Account Title", "Category", "Amount", and "Notes". Below the table header is a yellow box with the text "There are no records to display." At the bottom right of the "Failed Records" section is a blue button labeled "Export to Excel".

10. Click the button “Export to Excel” to download a spreadsheet listing rows with detected errors.



11. Please correct any errors detected by the system and create a new submission with the corrected data. The system will not allow you to submit until all data errors have been resolved. If no errors have been detected, please click the button “Next” to proceed,

Subject to Change in Future Phases

Step 3 Of 4

GL

Validation Summary

Total Records in Uploaded Excel: 264
Successful: 26
Failed: 238

A submission cannot be processed if it contains any detected errors.

Data errors may include cells with extra values, N/As, special characters, and text when only numbers should be entered.

Submission Status *

Validation Failed

Failed Records

[Export to Excel](#)

<u>Validation Summary</u>	<u>Account Number</u>	<u>Account Title</u>	<u>Category</u>	<u>Amount</u>	<u>Notes</u>
Amount field cannot be blank!	5490	Revenue from Investments - Miscellaneous	Financial Revenue	\$0.00	
Amount field cannot be blank!	5910	Laundry and Vending Revenue	Other Revenue	\$0.00	
Amount field cannot be blank!	5914	Washing Machines	Other Revenue	\$0.00	
Amount field cannot be blank!	5915	Electric Income	Other Revenue	\$0.00	

< 1 2 3 4 5 6 7 8 .. 60 >

[Next](#)

Step 4 Of 4

Submission

If no errors have been detected, the submission has passed initial validation and can be submitted. Please press "Submit" to continue. If errors have been detected in your submission, please address them and then create a new submission with the updated file.

Submission Status *

Validation Failed

[Previous](#) [Submit](#)

12. Press "Submit" to complete the submission process.

Subject to Change in Future Phases

Step 4 Of 4

Submission

If no errors have been detected, the submission has passed initial validation and can be submitted. Please press "Submit" to continue. If errors have been detected in your submission, please address them and then create a new submission with the updated file.

Submission Status *
Validation Success

View Submission

1. Click on the tab "Submissions" to be brought to the submissions window. Every submission you have made will appear.

NYC HDC Asset Management Performance System

Home | **Submissions** | Create Submission | Test PRIVATE -

+ Create Active Submissions

Sub...	Submission t...	Project Num...	Project ...	Managin...	Submissi...	Submission Y...	Submission...
Sub-1297	Budget	002589BHP	Brooklyn B...	Progressive	Q1	2026	Submitted
Sub-1270	Collection Loss P...	002589BHP	Brooklyn B...	Progressive		2026	Submitted
Sub-1269	Collection Loss P...	002589BHP	Brooklyn B...	Progressive		2026	Submitted
Sub-1258	Collection Loss P...	002589BHP	Brooklyn B...	Progressive	Q2	1970	Submitted
Sub-1257	Collection Loss P...	002589BHP	Brooklyn B...	Progressive	Q1	1970	Submitted
Sub-1256	GOALS Rent Roll	002589BHP	Brooklyn B...	Progressive	Q3	1950	Submitted
Sub-1230	GOALS Rent Roll	002589BHP	Brooklyn B...	Progressive	Q2	1945	Submitted