MyCDFIFund Users:
Access Privileges and Reponsibilities

THIS DOCUMENT CONTAINS IMPORTANT INFORMATION. PLEASE PRINT THE DOCUMENT OUT, READ IT CAREFULLY, AND SAVE IT FOR YOUR RECORDS.

When any individual first logs into myCDFIFund using his/her e-mail address and an organization's EIN (Employer Identification Number), that individual has the status of a potential ***User*** of that organization's myCDFIFund Account. Any individual that has an e-mail address and a valid EIN of an organization that they are representing may log in to myCDFIFund as a User.[1]

Users of myCDFIFund may do one or more of the following:

1) Register an organization that is previously unregistered with myCDFIFund.

   If the EIN that a User enters is not currently within the myCDFIFund database, the User will be prompted to register that organization by filling out an Organization Profile.

   Important: After a User registers an organization by filling out an Organization Profile, he or she is automatically designated as the ***Account Administrator*** for that organization's myCDFIFund account and all the information therein. Account Administrators have a larger set of access privileges and responsibilities than Users. To designate a different person as an Account Administrator, the default Administrator will need designate the new person and disable their own Administrator status using the appropriate fields under the "Manage Users" tab.

2) Access the myCDFIFund Account of an organization that is already registered with myCDFIFund.

   If the EIN that a User enters is verified within the myCDFIFund database, the User will asked if they wish to contact the organization's Account Administrator to be granted access to the account. If the User chooses "Yes," an e-mail will be automatically sent to the Account Administrator, requesting access to the account for the User (identified by his/her e-mail address). The User is then granted access to one or more sections of the Organization's myCDFIFund account at the discretion of the Account Administrator.

   Important: If you receive no reply from the Account Administrator for the Organization you are attempting to access or if the designated Account Administrator no longer works for the organization, contact the ***I.T. Help Desk*** for assistance.

3) Update his/her own User Profile information.

[1] Note that submitting fictitious EINs or submitting the EIN of an organization with which you have no affiliation constitutes fraud and is prosecutable according to federal law.

Under the “Manage Users” tab, individual Users will be able to update their own contact data. This is particularly important if an individual User is serving as a Contact person or Authorized Representative for a CDFI Fund Award, Allocation or Certification Application

4) Open, complete and submit applications on behalf of the Organization (with the permission of the Account Administrator).

   Any User may complete these activities who has been granted access to the “Applications” section of the organization’s myCDFIFund Account by the Account Administrator. The ability of a User to fill out an Application on-line will also depend upon whether the Application for a particular CDFI Fund Program is available on-line. Please read individual Program Notices of Funding or Allocation Availability (NOFAs or NOAAs) on the CDFI Fund’s Website (www.cdfifund.org) for more detail.

5) Designate, test, save and edit qualifying geographic areas for the Fund’s Programs (with the permission of the Account Administrator).

   Because several of the CDFI Fund’s Programs and/or Award Components required applicants to designate geographic areas that meet certain distress criteria, the CDFI Fund has provided the ***CDFI Fund Information and Mapping System (CIMS)*** under the “Mapping” tab of each organization’s myCDFIFund Account.[2]

   Users that has been granted access to the “Mapping” section of an organization’s myCDFIFund account will have the ability to electronically designate, test, save and edit geographic areas to determine:

   a) Whether the organization’s lending or investing activities fall within a qualifying geographic area;
   b) Which geographic areas meet the distress criteria of the Fund’s Programs; and
   c) What economic distress indicators does a particular area exhibit.

   Saved geographic areas will then be listed on a separate page and will be available for editing or uploading into electronic CDFI Fund Program Applications.

[2] Note that CIMS will be available through the myCDFIFund beginning in February 2004. Prior to the launch of CIMS, Applicants will need to designate, test and save geographic areas through the CDFI Fund Help Desk (www.cdfifundhelp.gov).