



How to Access the Community Investment Information System (CIIS)

Create an AMIS Account

1. Navigate to: amis.cdfifund.gov. The AMIS Landing page displays.
2. Click the **LOGIN TO AMIS** tab.

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AMIS HOME | AMIS NEWS | AMIS TRAINING MATERIALS | AMIS FAQs | **LOGIN TO AMIS**

AWARDS MANAGEMENT INFORMATION SYSTEM

AMIS functionality will be released to users as it becomes available. With the current version of AMIS (released September 18, 2015), you may:

- Register an organization and manage the organization profile
- Register a user
- Manage a program profile (CDE Certification only)
- Apply for and review a CDE Certification (A, B and C)
- Submit service requests

For all other business with CDFI Fund, you will still log-in to AMIS via the "Login to AMIS" link at top but will be re-directed to our legacy systems (e.g., [myCDFIFund](#)). For more detail, please access the AMIS training manuals from the link at top and review "Navigating AMIS."

Please see the [AMIS FAQs](#) for additional information.

For AMIS IT support, contact us at AMIS@cdfi.treas.gov or (202) 653-0422.

3. The AMIS Login page displays. Click the **Join our Community** link.

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AMIS HOME | AMIS NEWS | AMIS TRAINING MATERIALS | AMIS FAQs | LOGIN

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SIGN IN

Forgot your password? **Join our Community**



4. Complete every field and click the **Submit** button.



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[AMIS HOME](#) | [AMIS NEWS](#) | [AMIS TRAINING MATERIALS](#) | [AMIS FAQs](#) | [LOGIN](#)

NEW USER REGISTRATION

Submit

5. After submitting your Registration you will receive an email with your username and a link to create a password.
6. After you create a password, follow the steps below to access CIIS.



Accessing CIIS

1. To access CIIS, you must first log in to AMIS at amis.cdfifund.gov.
2. Click the **LOGIN TO AMIS** tab and type in your username and password.

The screenshot shows the top portion of the AMIS website. At the top left is the CDFI Fund logo. To its right is a dark blue header bar with the text "U.S. DEPARTMENT OF THE TREASURY" and "COMMUNITY DEVELOPMENT FINANCIAL INSTITUTIONS FUND". Below this bar is a navigation menu with links: "AMIS HOME", "AMIS NEWS", "AMIS TRAINING MATERIALS", "AMIS FAQs", and "LOGIN TO AMIS". The "LOGIN TO AMIS" link is highlighted with a red rectangular box. Below the navigation menu is the main content area, which is titled "AWARDS MANAGEMENT INFORMATION SYSTEM". The text below the title states: "AMIS functionality will be released to users as it becomes available. With the current version of AMIS (released September 18, 2015), you may:" followed by a bulleted list of actions: "Register an organization and manage the organization profile", "Register a user", "Manage a program profile (CDE Certification only)", "Apply for and review a CDE Certification (A, B and C)", and "Submit service requests". Below the list, it says: "For all other business with CDFI Fund, you will still log-in to AMIS via the 'Login to AMIS' link at top but will be re-directed to our legacy systems (e.g., myCDFIFund). For more detail, please access the AMIS training manuals from the link at top and review 'Navigating AMIS.'" It then says: "Please see the [AMIS FAQs](#) for additional information." and "For AMIS IT support, contact us at AMIS@cdfi.treas.gov or (202) 653-0422."

3. Use the **App Launcher** to navigate to myCDFIFund (Any updates you make in AMIS will migrate to myCDFIFund within a half hour).

The screenshot shows the myCDFIFund application interface. At the top left is the CDFI Fund logo. To its right is a search bar with the text "Search..." and a "Search" button. Below the search bar is a navigation menu with links: "Home", "Organizations", "Contacts", "Service Requests", "App Launcher", "Awards", and "Reporting Schedule". The "App Launcher" link is highlighted with a red rectangular box. Below the navigation menu is a sidebar on the left with a "Create New..." dropdown menu and a "Recent Items" section. The "Recent Items" section lists "Test Organization 2-Bank" with ID "P-066410". The main content area is titled "My Tasks" and has a "New" button. Below the title, it says: "You have no open tasks scheduled for this period."



- Choose the Organization you want to log into through the drop down menu and then click the **“Access Organization”** button.

The screenshot shows the myCDFI-Fund home page. At the top right, it says "Test user" and "Log Out". Below this are navigation buttons for "Home", "Organization", and "Help". On the left, there is a sidebar with "CDFI Home Page" and "User Profile". The main content area is divided into three columns. The first column has a red header "MyCDFI Fund Systems Status" and contains two bullet points: one about the transition to AMIS (listing Primary Information, Organization Profile, Affiliates, Users, and Contacts) and another about the CIIS Help Desk (providing phone and email contact info). The second column has a blue header "Organization Access" and contains a "Choose An Organization:" section with a dropdown menu showing "492222222 - CIMS 3 Test Organization" and a red-bordered "Access Organization" button. The third column has a blue header "Options:" and contains two links: "Register an Organization" and "Request Access to an Organization".

- You will then be asked to enter the **Organizations EIN** number.
- After entering your EIN, click on the link on the left hand side that says **Applications**.

The screenshot shows the myCDFI-Fund organization profile page for "CIMS 3 Test Organization". At the top right, it says "Test user" and "Home Organization". Below this are navigation buttons for "Home" and "Organization". On the left, there is a sidebar with "Organization Home", "Organization Profile", "Applications" (highlighted with a red box), and "Mapping". The main content area is divided into three columns. The first column has a blue header "Announcements & Communication" and contains three bullet points: one about workshops and information sessions, one about registering as a reviewer, and one about updating personal profile information. The second column has a blue header "Activity" and contains a "User" section with "Test user" listed. The third column has a blue header "Quick Links" and contains two links: "Access Another Organization" and "CDE Online Certification Registrati".

- An **Account Administrator** will click the link that says **“Community Investment Impact System”** and that will take you to CIIS. (If you have a pop-up blocker, please add mycdfi.cdfifund.gov to your pop-up blocker. CIIS will open in a new window.)



A screenshot of the myCDFI-Fund web application interface. The page title is "myCDFI-Fund". In the top right corner, there is a user profile for "test user" and a "Log Out" link. Below this are navigation buttons for "Home", "Organization", and "Help". On the left side, there is a navigation menu with options: "Organization Home", "Organization Profile", "Applications" (expanded), "Applications Home", "Submitted Applications", and "Mapping". The main content area is titled "CIMS 3 Test Organization" and is divided into three sections: "New Applications" (containing "Qualified Issuer Application", "Guarantee Application- Qualified Issuer Portion", and "Guarantee Application- Eligible CDFI Portion"), "Open Applications" (containing "Community Investment Impact System (CIIS)" which is highlighted with a red box, and "CDFI Certification Signature Page"), and "Options Menu" (containing "Submitted Applications", "Downloadable Applications (.PDF)", and "Administer User Access to Applications"). At the bottom of the page, a yellow banner contains the text: "Pop-Up Blockers will prohibit Users from entering any electronic application (including CIIS):".

8. After the CIIS Application is opened, all myCDFIFund Users that have been enabled to use the Organization Account AND have been granted access to CIIS by the account administrator may connect to the CIIS Home Page.

AMIS Help:

In September 2015, the Awards Management Information System (AMIS) became the system of record for the CDFI Fund's users and organizations. Since then, new users and changes to existing user and organization accounts are initiated in AMIS, and a synchronization process updates myCDFIFund periodically.

Note: When making changes in AMIS, please allow around a half-hour for the information to be transferred to myCDFIFund. If you do not see the change in myCDFIFund after a half-hour, please contact the AMIS Help Desk at AMIS@cdfi.treas.gov or (202) 653-0422.

Guidance for using AMIS is available on the AMIS public home page at <https://amis.cdfifund.gov>.
ress in the service request.