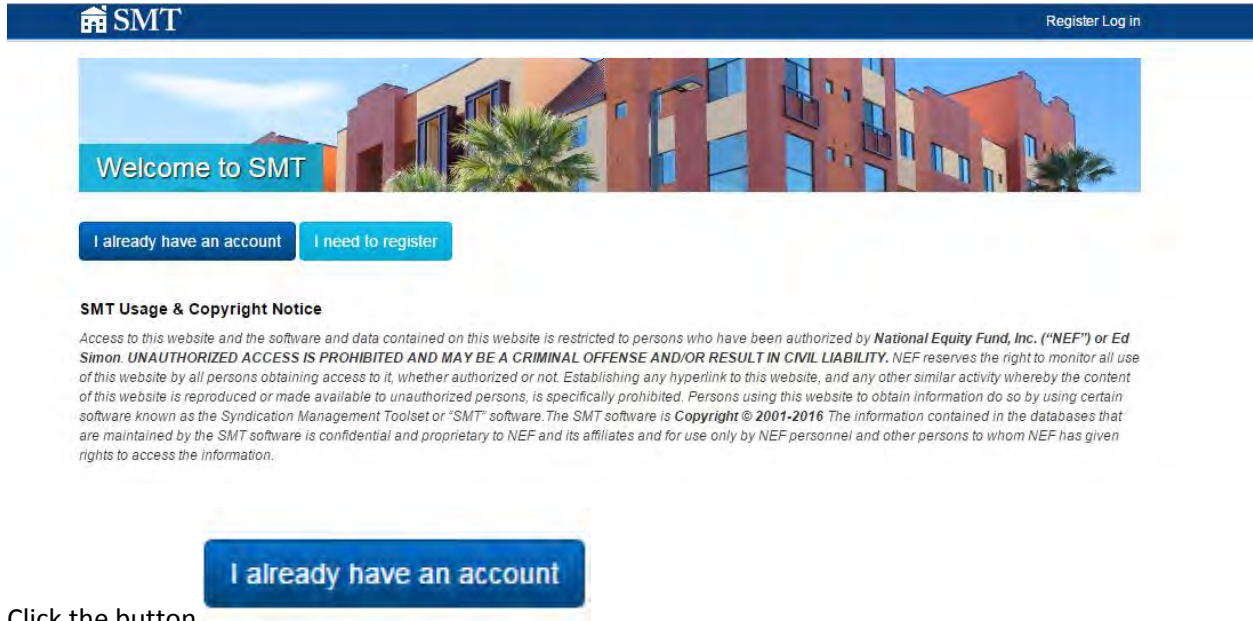


## Instructions for New CPA Portal

First go to <https://cpa.nefinc.org> it should redirect you to the following screen  
<https://smtmvc.nefinc.org/Home/Index>



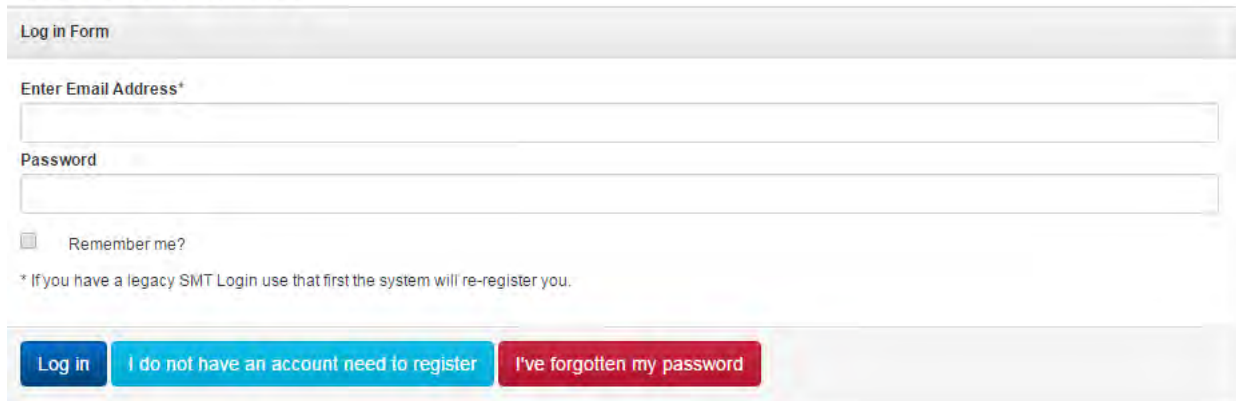
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Click the button

This will redirect you to the following screen

Please log in to continue



Log in Form

Enter Email Address\*

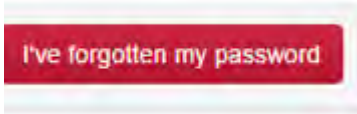
Password

Remember me?

\* If you have a legacy SMT Login use that first the system will re-register you.

Log in I do not have an account need to register I've forgotten my password

Enter your current Login and password (Hint it may not be your Email address) to the CPA Site if you



forgot it try the [forgot password link](#) and try getting your login emailed to you if it cannot find the account email [smtAdmin@nefinc.org](mailto:smtAdmin@nefinc.org) for assistance.

If this is the first time logging into the new site you will be asked to confirm your contact information.



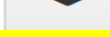
Please confirm or update your information and click

### My Profile

Contact Details			
Name *(Prefix / First Name / Last Name / Suffix)			
<input type="text"/>	Ed	Simon	<input type="text"/>
Maiden Name	Title	Formal Greeting	
<input type="text"/>	Senior Manager of Project Applications	<input type="text"/>	
Email Address	Email Address (Other)		
esimon@nefinc.org	<input type="text"/>		
Business Phone 1	Business Phone 2		
312-697-6449	<input type="text"/>		
Mobile Phone 1	Other Phone 1	Fax Number	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

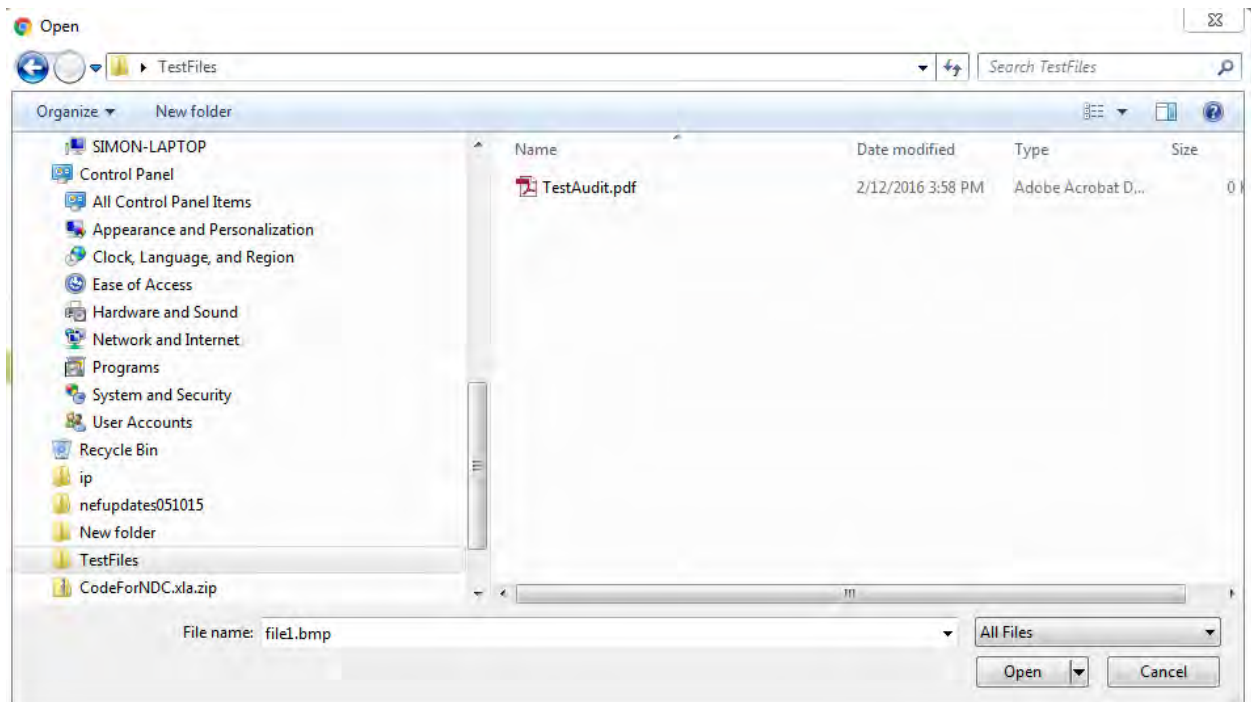
Once you log or update your information you should be redirected to a page that looks like below in you should see a list of the projects that you are the acting CPA on

- ▼ **Allegan LDHA, L.P.**  
**Allegan County Supportive Housing Project (60257)**  
(Received 60%) (AM Reviewed 0%) (Tax Preparer Reviewed 0%)
- ▼ **Allegan Limited Dividend Housing Association Limited Partnership II**  
**Allegan II/Heritage Meadows in Otsego (60411)**  
(Received 67%) (AM Reviewed 0%) (Tax Preparer Reviewed 0%)


Click the down arrow (  ) to the left of the Limited Partnership when you are ready to upload reports f.

Audit						
Analytical Review Work Papers (Over Audit Questionnaire...	02/29/2016	* required				Choose File No...en
Audit Waiver Request	12/16/2015	* required				Choose File No...en
Audit Waiver Work Papers	01/30/2016	* required				Choose File No...en
Component Auditor Letter / Peer Review	12/16/2015	Received * required	01/22/2016 Hyun, Juan			Choose File No...en
Draft Audit	02/14/2016	* required				Choose File No...en
Final Audit	02/29/2016	* required				Choose File No...en

To upload a report, Click the “Choose File” button to the right of the report type that you are ready to upload and choose the file.



The line will look like below when complete

Audit Waiver Work Papers	01/30/2016	Received * required	02/12/2016 Simon, Ed			Choose File No...en
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Please repeat on all the projects necessary.

