

Dear HPD Direct User,

In an effort to enhance our user experience and provide a safe digital platform, we are implementing the use of DOITT's NYC.ID authentication for security purposes to access HPD LIHTC Direct, our online tax credit application.

Detailed instructions on how to create a NYC.ID are attached to this email and will also be available on our website at: <https://www1.nyc.gov/site/hpd/services-and-information/lihtc.page>

It is very important that when you create your NYC.ID username and password, that it is the same email address and password as your LIHTC Direct application. Failure to do so will result in loss of access to your tax credit application portfolio.

Beginning **Thursday September 2<sup>nd</sup>**, through **Thursday September 16<sup>th</sup>** you will have the opportunity to create a NYC.ID account.

**If you do not create a NYC.ID account by COB 9/16/21, you will lose your access to the tax credit application or your tax credit portfolio.**

After COB 9/16/2021, the current LIHTC Direct application URL will be replaced with a new URL using the NYC.ID authentication. Please refer back to the HPD Low Income Housing Tax Credits page via the URL below after 9/16/2021:

<https://www1.nyc.gov/site/hpd/services-and-information/lihtc.page>  
to access the new NYC.ID LIHTC Direct application URL.

For questions or if you are experiencing technical difficulties please contact:

Christina Duran, Executive Director [Wrayc@hpd.nyc.gov](mailto:Wrayc@hpd.nyc.gov)  
Ann Mary Labib, Deputy Director [labiba@hpd.nyc.gov](mailto:labiba@hpd.nyc.gov)

Regards,

Tax Credit Allocations Unit  
Tax Credits and Incentives – Office of Development  
100 Gold Street NY, NY 10038 Rm 9Y7

NYC.ID Account Creation for the Low Income Housing Tax Credit Online Application (LIHTC)

URL to the LIHTC Direct application (NYC.ID):

<https://a806-tco.nyc.gov/taxcredits/login.aspx>

If you are an EXISTING LIHTC Direct application user, then you must follow the steps below to create a new NYC.ID account.

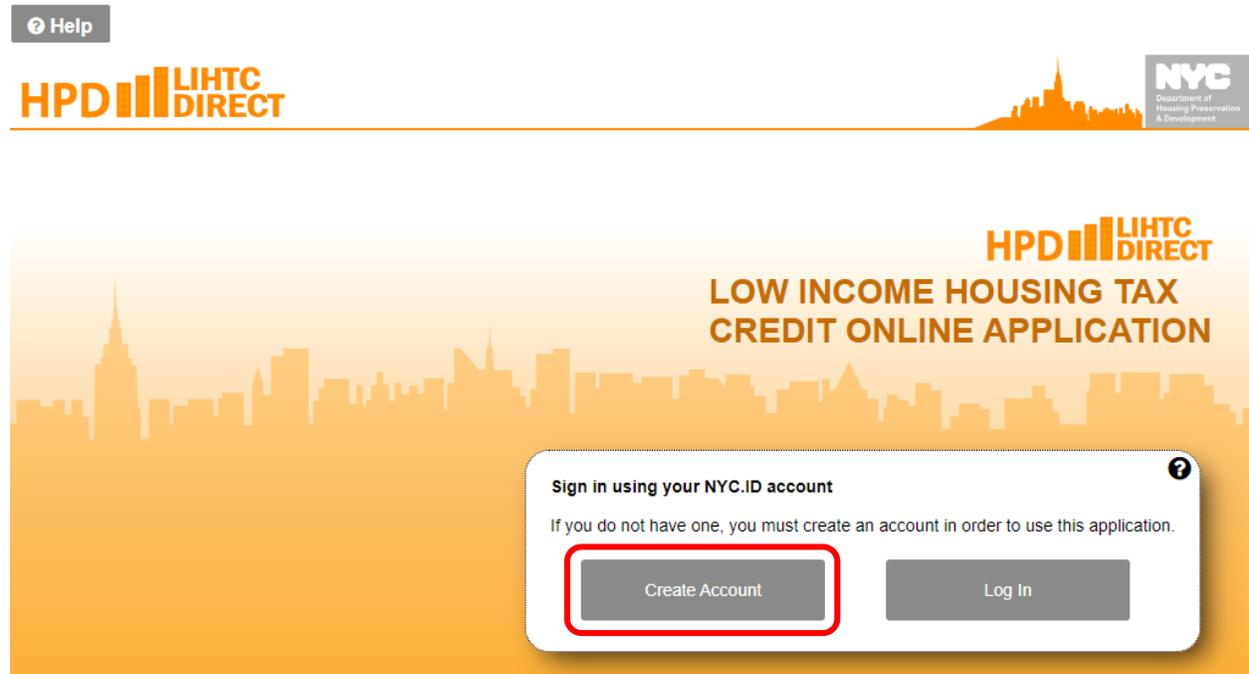
**IMPORTANT:** If you are an EXISTING LIHTC Direct user, when you create your NYC.ID account, you must use the same email address as your username and password for your NYC.ID account as your LIHTC Direct application account. Otherwise, you will not have access to your existing account information or project portfolio.

Or,

If you already have a NYC.ID account however it is NOT the same as your LIHTC Direct account, then you must create a new account using your LIHTC Direct account email address as your username and password in order to access your existing account information and project portfolio.

Using the URL above, open the 'Sign In' page to the LIHTC Direct application. For users who do NOT have a NYC.ID account, select the 'Create Account' button. See Screen #1.

Screen #1:



After clicking 'Create Account', you will be directed to the 'Create Account' page where you will need to fill out all required fields.

IMPORTANT: If you are an existing LIHTC Direct account holder but do NOT have a NYC.ID, you must use the SAME email address as your username and password as you used for the LIHTC Direct application. If not, you will not be able to access your existing account information or project portfolio.

Screen #2:

[◀ Back](#)

## Create Account

All fields are required.

### EMAIL OR USERNAME



Email Address or Username:

Confirm Email Address or  
Username:

### PASSWORD



Password:

Confirm Password:

### NAME

First Name:

Middle Initial:

Last Name:

### SECURITY

Select a security question and provide an answer to it. The answer is not case sensitive and must be between 3 and 255 characters. If you are on a public computer, we recommend you mask your answers by selecting *Hide* below.

Security Question:

Answer:

Display Answers:

 Show Hide

### TERMS

Check the box to indicate that you understand and agree to the [NYC.ID Terms of Use](#), the [overall Terms of Use for NYC.gov](#), and the [Privacy Policy for NYC.gov](#).

[CREATE ACCOUNT](#)

Following the successful completion of your NYC.ID account creation, you will receive a notification that a confirmation email has been sent (See screen #3).

Screen #3:

**NYC** NYC.ID Profile

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The Official Website of the City of New York  Select Language | Text Size

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## Confirmation Email Sent

**Welcome! Your account was created. You cannot log in until your email address is confirmed. To confirm your email address, click on the link in the email that was sent to you. If you have not received the email, check your spam/junk folder.**

You must go to your email account that you used to create the account to confirm the email address by clicking on the link provided in the email.

Once the email is confirmed, you will see the email address confirmation message (see screen #4).

Screen #4:

**NYC** Profile

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## Email Address Confirmed

**Congratulations, we successfully confirmed your email address. You may now log in.**

**CONTINUE**

[Report an Issue](#)

After the successful creation of your NYC.ID account, go back to the login page for LIHTC Direct and click on the 'Log In' button (see Screen #5).

Screen #5:

[Help](#)

**HPD** **LIHTC**  
**DIRECT**

**NYC**  
Department of  
Housing Preservation  
& Development

**HPD** **LIHTC**  
**DIRECT**

**LOW INCOME HOUSING TAX  
CREDIT ONLINE APPLICATION**

**Sign in using your NYC.ID account** ⓘ  
If you do not have one, you must create an account in order to use this application.

Create Account Log In

You will be directed to the Login page (see Screen #6). Take note that the Login page now has NYC.ID along the header. Enter the username and password and click the blue 'Log In' button.



## Login

Log in using your NYC account.

Email Address or Username: \*

**This field is required.**

Password: \*

**This field is required.**

Log In

[Create Account](#)  
[Forgot Password](#)

[Report an Issue](#)

**WARNING:** This system and network belong to the City of New York and are intended solely for users and uses authorized by the City of New York. Unauthorized access or use is strictly prohibited. By using this system you expressly consent to the City of New York monitoring all use of this system, regardless of the purpose. If monitoring reveals possible evidence of criminal activity, damage or other unauthorized use, the City of New York may provide that evidence to law enforcement or others. Systems and networks accessed or used may be subject to additional terms and policies.

Upon successful completion of the NYC.ID account and Log In, you will now be able to access the LIHTC Direct application and you will see your existing portfolio of projects listed in the Current Applications section (see Screen #7).

Screen#7:

**TAX CREDIT - PORTFOLIO**

**START NEW APPLICATION**

Start a new Tax Credit application, select from the below available options

Tax Credit 9% Tax Credit 4%

**CURRENT APPLICATIONS**

Application Type	Project Name	Date	Application Status
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