

How to Attach a Document using CMTS

1. Log Onto CMTS: http://www.tdhca.state.tx.us/comp_reporting.htm

Austin, Texas 7/6/11 5:34:11

Compliance Monitoring & Tracking System

Overview

Welcome to the Compliance Monitoring and Tracking System (CMTS). This system allows developments to submit required reports, such as the Unit Status Reports and the Housing Sponsor Report and other information directly to the Department through online reporting.

Login to the CMTS

If you have already received your user id and password from the Department, login to review or enter required information.

[Login to CMTS](#)

Read the User Guidelines

2. From the Property Listing screen, you will now see an option for Electronic Document Attachment:

Your Property Listings

PROPERTIES								
Property ID	Property Name	Annual Owners Compliance Reports	8609 Part II Report	Unit Status Report	Update Contact Information	Edit Manager Password	Reports	Electronic Document Attachment
4651	Bowie Garden Apartments			Unit Status Report	Update Contact Information		Reports	Attachments (0)

[Logout](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

3. To upload a document, click on the [Attachments](#) link; which will take you to:

Electronic Document Attachments for Bowie Garden Apartments (4651)

ATTACHMENTS	Type	Description	TDHCA Contact	Path	Delete
					Attach a Document

[Return to Your Property Listings](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

4. Click on [Attach a Document](#), which will take you to:

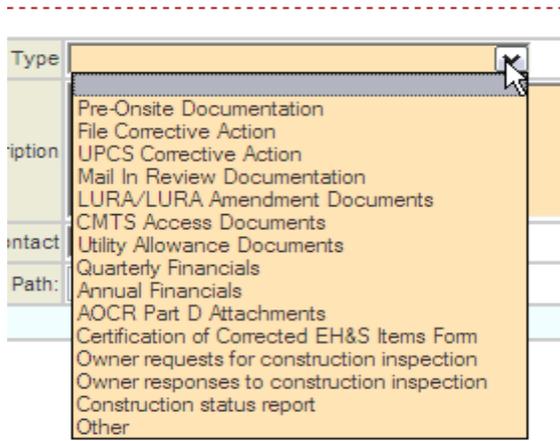
Add Electronic Document Attachments for Bowie Garden Apartments (4651)

DOCUMENT DETAILS	
Type	<input type="text"/>
Description	<input type="text"/>
TDHCA Contact	<input type="text"/>
File Path	<input type="text"/> Browse...
Maximum file size is 10 MB	
Save	

[Return to List of Document Attachments](#)

[Texas Department of Housing and Community Affairs \(TDHCA\)](#)

5. To upload a document, you will need to complete the following field:
 - a. **Type:** Select the Type of document you are attaching from the drop down box
 - i. If you do not see the Type of document you are attaching, choose Other and be sure to include a detailed description of the document



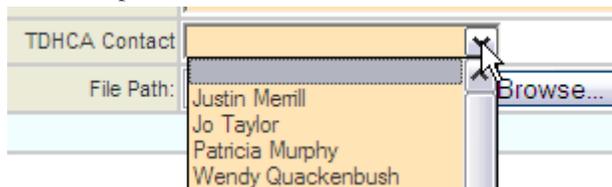
b. Description: Include a brief description of the document in the field provided

- i. For example, the Type may be File Corrective Action and the Description could be Corrective action submitted in response to the onsite monitoring review conducted mm/dd/yyyy



c. TDHCA Contact: Select the TDHCA Contact to whom your document needs to be sent to from drop down box

- i. This is the way that a TDHCA staff member will be notified that there is a document that has been uploaded for them. If you do not assign a TDHCA staff member, your document may not get to the correct person.



d. File Path: Select Browse to find the document you would like to upload

- i. All file types are accepted
- ii. No special characters in the name of the file
- iii. Maximum file size is 15 MB



e. Save: Your file is not attached until you click on SAVE!

Maximum file size is 15 MB.

file sizes that are unnecessarily large. For example, a (PI) or less. If you convert files from Word or Excel to l

