

SCSHFDA WCMS

Annual LIHTC Tenant Data Collection

In September of every year we are required to submit annual tenant data to HUD per the Housing and Economic Recovery Act of 2008.

The **last Tenant Income Certification for 2018 in WCMS for each household** will be pulled from our Web Compliance Management System (WCMS) for properties that have received Low Income Housing Tax Credits.

The deadline for having all 2018 certifications up to date in WCMS is the close of business August 27, 2019.

If you have questions concerning this requirement please contact us at WCMS.Registration@schousing.com

For information concerning this federal mandate visit <https://www.congress.gov/110/plaws/publ289/PLAW-110publ289.pdf>

Security

We would also like to remind all users that system security and protection of the Personally Identifiable Information (PII) of the tenants in WCMS is every user's responsibility.

Under no circumstance should a WCMS user password be shared. Even when working through processes with SC Housing staff (Compliance Monitoring Department or Information Technology Department), your password remains private and must be protected. Everyone that needs to use the system should have their own account and password. Sharing your password compromises the security of the WCMS and results in WCMS losing value since it becomes vulnerable to fraud, misuse, inaccurate reporting and sabotage.

WCMS Accounts and Assistance

Please contact us via WCMS Registration at WCMS.Registration@schousing.com for

- New account questions (please note new registrations are not automatically activated. Our agency will need to validate the request before the account is activated.)
- Password resets
- Disabled accounts

- Technical assistance with manual data entry or uploading Extensible Markup Language (XML) files
If you need to send us an XML file that contains tenant data for our use in assisting you with WCMS upload errors – **DO NOT EMAIL** – the XML file. Please see below for information about secure file upload functionality.
- **Please note that it is the responsibility of the owner or agent to contact SC Housing when a WCMS account needs to be activated, reactivated, disabled or modified.**

[Secure File Uploads](#)


Our website now features Secure File Upload functionality - please use this feature to upload XML files to us. This is a separate account from WCMS and can be used to send files to any of our departments. Instructions for its use can be found on the webpage.

<https://www.schousing.com/Home/PartnerLogin>

Secure File Exchange Login

Email Address

Password

 [Register New Account](#)

[Login](#)

[Review the File Upload Instructions for more information.](#)