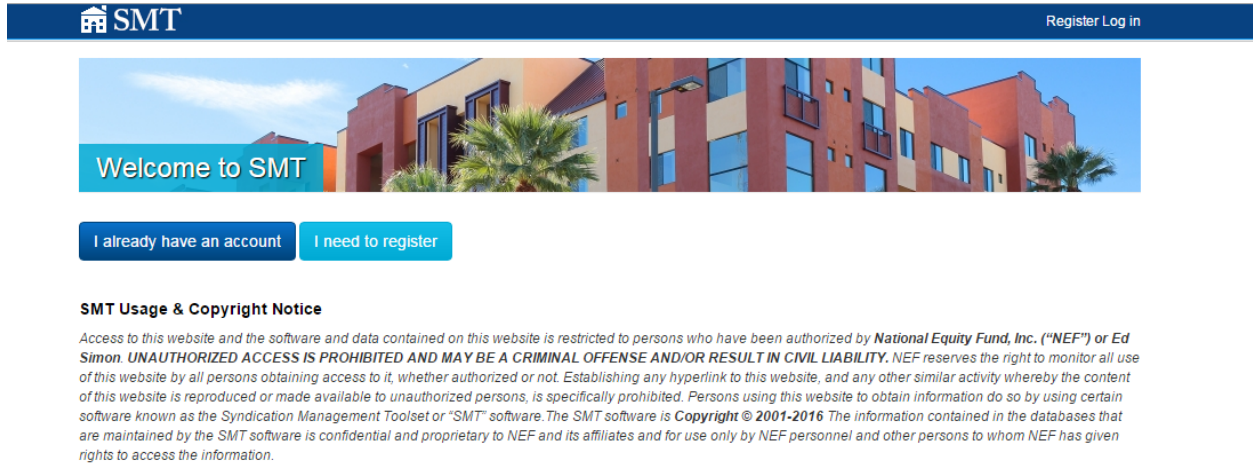


Instructions for new CPA Portal

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



SMT Usage & Copyright Notice

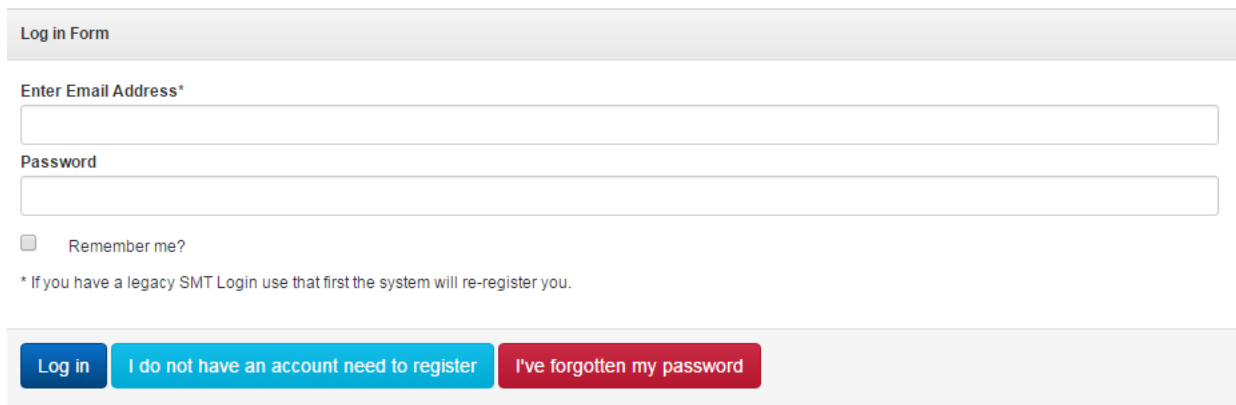
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[I already have an account](#)

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


[I've forgotten my password](#)

forgot it try the and try getting your login emailed to you if it cannot find the account email smtAdmin@nefinc.org for assistance.

Once you log in you should see a list of the projects that you are the acting CPA on

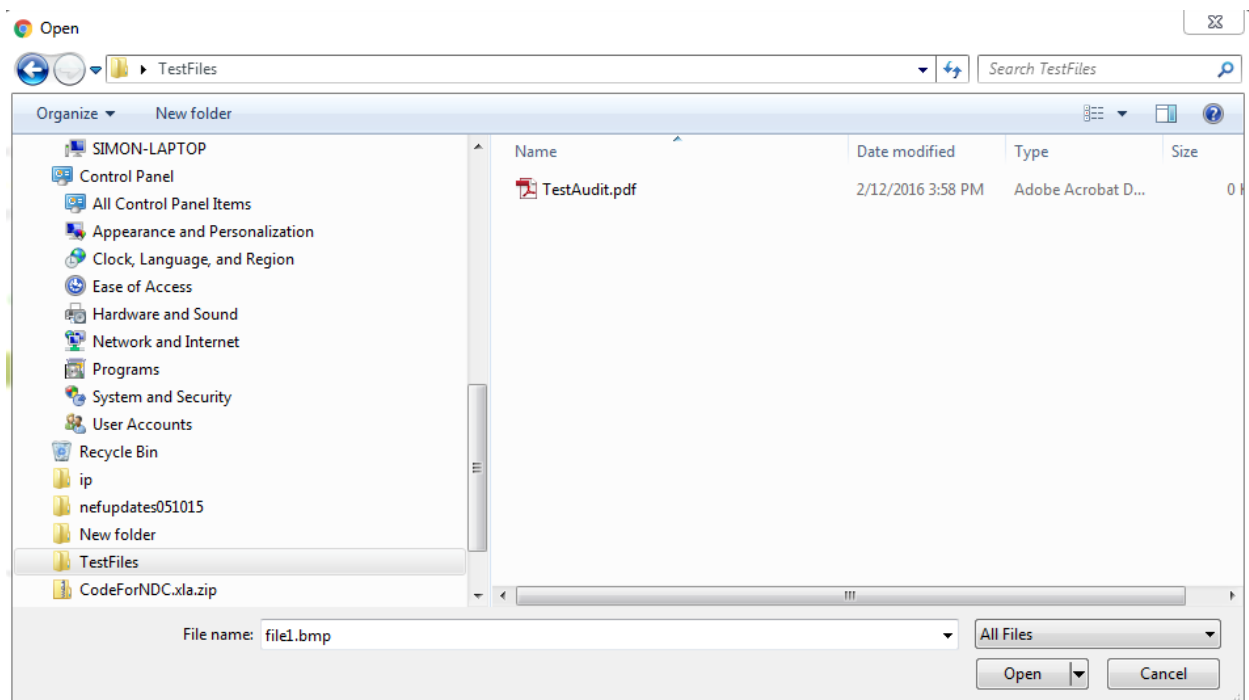
▼ **Allegan LDHA, L.P.**
Allegan County Supportive Housing Project (60257)
(Received 60%) (AM Reviewed 0%) (Tax Preparer Reviewed 0%)

▼ **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 .

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			
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.