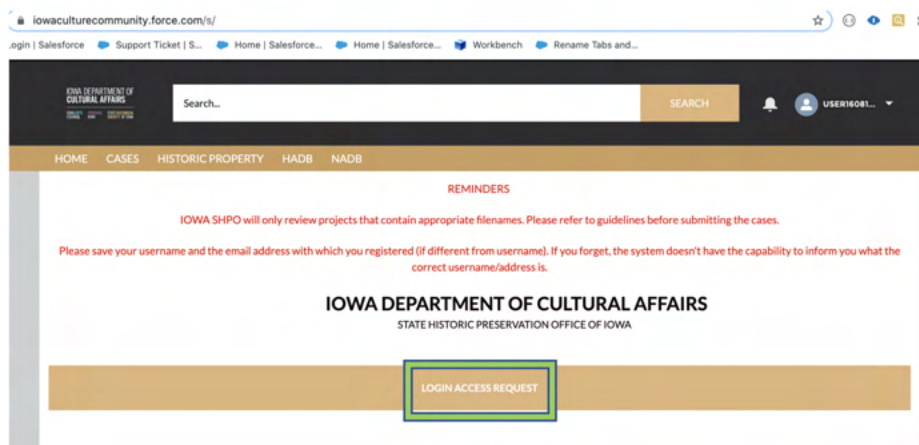


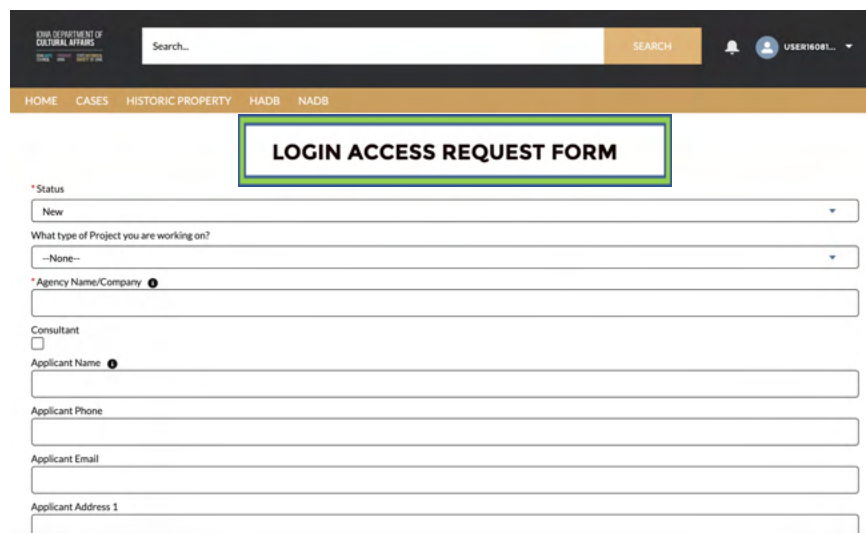
## STATE TAX CREDIT

You will need to create a Case whenever you would like to submit a **State Tax Credit Project**.

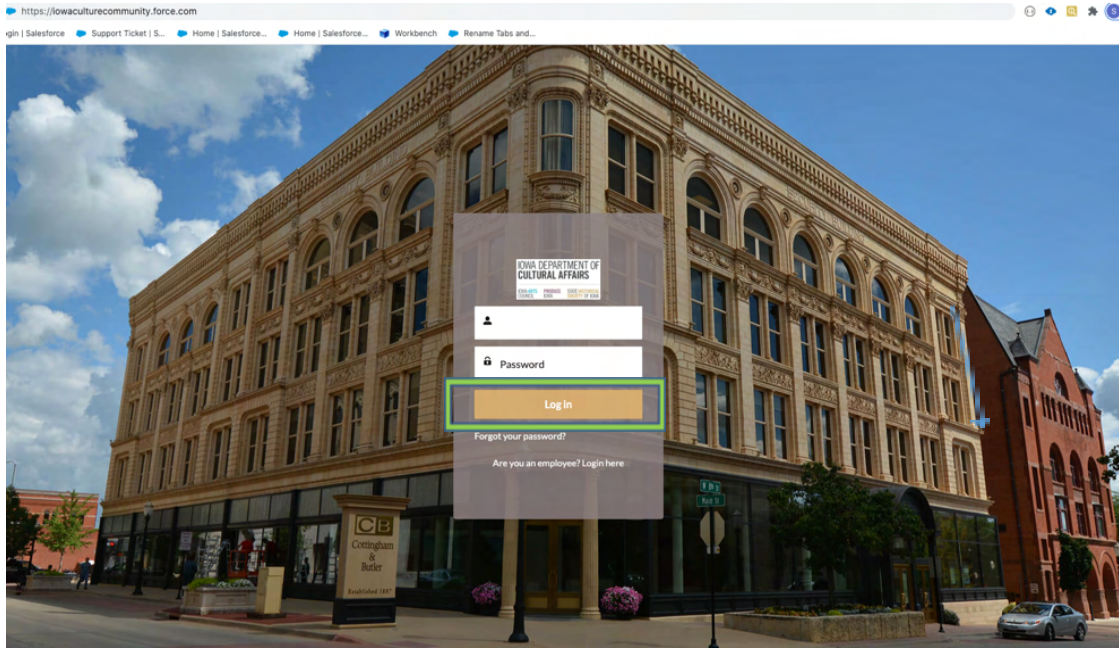
1. First, you will need to navigate to the Community webpage.
  - a. Go to <https://iowaculturecommunity.force.com>



2. Click on Login Access Request.
  - a. Please fill the Login Access request form to get access to the community page.

A screenshot of the 'LOGIN ACCESS REQUEST FORM' on the iowaculturecommunity.force.com website. The form is titled 'LOGIN ACCESS REQUEST FORM' in a green-bordered box. It contains several input fields: a dropdown menu for 'Status' (set to 'New'), a dropdown menu for 'What type of Project you are working on?' (set to '--None--'), a text input field for 'Agency Name/Company', a checkbox for 'Consultant', a text input field for 'Applicant Name', a text input field for 'Applicant Phone', a text input field for 'Applicant Email', and a text input field for 'Applicant Address 1'. The website's header and navigation menu are visible at the top of the page.

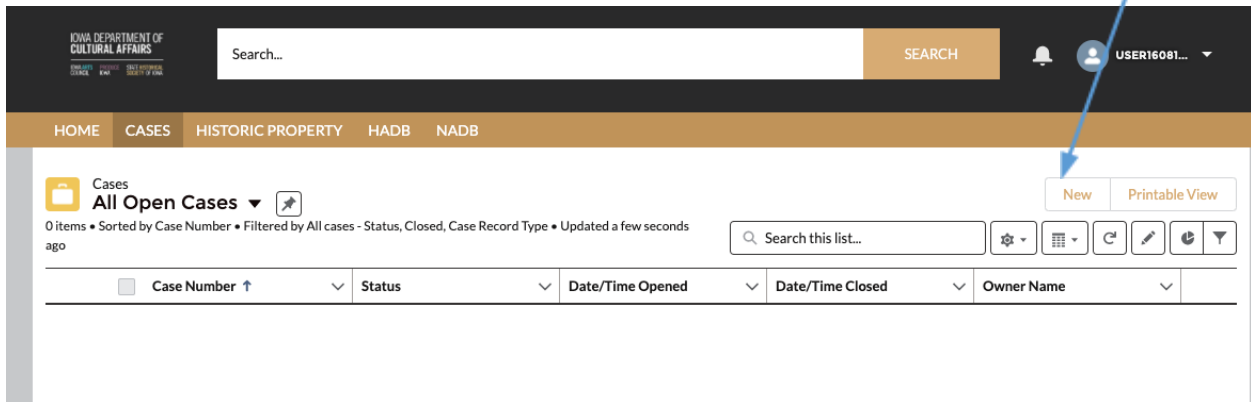
3. Enter the username and password that you have been emailed and click Log in



4. Then, you will need to navigate to the **Cases** tab.

- a. Click on the Tab Launcher
- b. Select the **Case**

To create a New case click "New"



5. In this a list view will be displayed, where you can see previous cases that you have worked on. To create a new Case, click on the “**New**” button in the upper righthand corner.

6. Once you have clicked “New”, you will be prompted to choose the Case Record Type, which indicates which type of Case you are creating.

- a. Click on **State Tax Credit Project**.
- b. Click **Next**

**New Case**

Select a record type

- Federal Tax Credit Project
- National Register Nominations
- Request Login Access
- Section 106
- State Tax Credit Project
- Technical Assistance

Cancel Next

7. User should be presented with the screen with all the details about the new Project you are creating.

- a. Any fields with a red asterisk next to them must be filled out before you can create a new Case.

8. Once all the fields are filled click **Save** under the **State Tax Credit Project**.

**New Case: State Tax Credit Project**

**Property Information**

\*Status  
Draft

Iowa Tax Credit Project Number

\*Property Name

\*Property Address

\*Property City

\*Property County  
--None--

Property State  
IA

\*Property Zip

\*Agency Name/Company

\*Preparer Email

Cancel Save & Next Save

## 9. Case is saved and case# generated.

HOME
CASES
HISTORIC PROPERTY
HADB
NADB

Case

**00003374**

+ Follow
Printable View
Submit for Approval

Case Record Type: State Tax Credit Project

Days Open for Review: \_\_\_\_\_

**Property Information**

Status: New

Iowa Tax Credit Project Number: \_\_\_\_\_

Property Name: Test State

Property Address: 123 Wacker drive

Property City: Johnston

Property County: Polk

Property State: \_\_\_\_\_

Property Zip: 50071

Agency Name/Company: Test Agency State

Preparer Email: test@gmail.com

**Contact Information**

Project Contact Name: \_\_\_\_\_

Project Contact Phone: \_\_\_\_\_

**Tax Parts (1)** New

Review	Record Type	SHPO Determin...
PR-00018	State Tax Credit ...	View All

**Related Historic Property (0)** New

**National Register Status (0)** New

**NADB (0)** New

**HADB (0)** New

**Files (0)** Add Files

Upload Files

Or drop files

10. Tax Parts by clicking **New** under Tax Parts

11. Create a **New Historic Properties** by clicking **New** under Related **Historic Property** tab

12. **Search for Historic Properties**

- a. User will be able to **Search for Historic Properties** in Search this list

13. Create a **New National Register Status** by clicking **New**

14. Create a New **NADB** by clicking **New**

15. Create a New **HADB** by clicking **New**

16. User will be able to **Upload Files**

- KB Click **Upload Files** on the right side on the Attachments section of the case page

17. To create a new Tax Parts, click on the “New” button in the upper righthand corner.

18. Now, you will be prompted to choose the Case Record Type, which indicates which type of Case you are creating.

- a. Click on Tax Parts options
- b. Click Next

19. All Tax Parts can be viewed by clicking View All. A list view will be displayed, where you can see previous tax parts that you have worked on.

Review	Record Type	SHPO Determin...
PR-00018	State Tax Credit ...	

Or drop files

**New Tax Parts**

- Select a record type
- Federal Tax Credit part 1
  - Federal Tax Credit Part 2
  - Federal Tax Credit Part 3
  - State Tax Credit 2B
  - State Tax Credit Part 1
  - State Tax Credit Part 2
  - State Tax Credit Part 3

Cancel Next

Review	Record Type	SHPO Determin...
PR-00037	State Tax Credit ...	Approved
PR-00034	State Tax Credit ...	Approved
PR-00035	State Tax Credit ...	Approved
PR-00036	State Tax Credit ...	Part 2C Signed

Cases > 00003376

### Tax Parts

New

4 items • Updated a few seconds ago



Review	Record Type	SHPO Determination	
1 PR-00037	State Tax Credit Part 3	Approved	▼
2 PR-00034	State Tax Credit Part 1	Approved	▼
3 PR-00035	State Tax Credit Part 2	Approved	▼
4 PR-00036	State Tax Credit 2B	Part 2C Signed	▼

20. User will be able to Attach multiple Historic Properties and Search Historic Property related to the particular case under Related Historic Property Tab. Click Save

### New Related Historic Property

#### Information

Related Historic property #

Owner

Saikal Community user

Case

Historic Property

Cancel Save & New Save

21. Community user will be able to create National Register Status Form Click Save

### New National Register Status

**Information**  
National Register Status

Case

Historic Property Name

R&C Number

Smithsonian trinomial

Site Suffix

Historic Site Inventory ID

22. Community user will be able to create New **NADB** form Click Save

### New NADB

**NADB-Citation**  
NADB

R&C Number

Type

Case

Doc

Pubtype

Author1

23. Community user will be able to create New **HADB** form Click **Save**

**New HADB**

Details

-HADB

Case

00003357

Historic Property

Search Historic Properties...

Title

HADB #

Source of Study

--None--

Source Reference #

Cancel Save & New Save

24. User will be able to **Upload Files**

KB Click **Upload Files** on the right side on the Attachments section of the case page

Files (0) Add Files

Upload Files

Or drop files

25. Once all the fields are filled and Saved and all required Forms attached and Saved

a. Please Click **Submit for Approval** Tab.

HOME CASES HISTORIC PROPERTY HADB NADB

Case 00003374

+ Follow Printable View Submit for Approval

Case Record Type State Tax Credit Project

Days Open for Review




---

## Submit for Approval

---

Comments



---

Cancel

Submit

24. **StateTax Credit Project** submissions notifies IOWA SHPO team that you project is ready for review.