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.
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**

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

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

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

Related Historic Property

National Register Status

NADB

HADB

Files

Upload Files
Add 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**
   - 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.
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
21. Community user will be able to create National Register Status Form Click Save

**New National Register Status**

**Information**
National Register Status

Case
00003357

Historic Property Name
Search Historic Properties...

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

24. User will be able to Upload Files
   a. Click Upload Files on the right side on the Attachments section of the case page

25. Once all the fields are filled and Saved and all required Forms attached and Saved
   a. Please Click Submit for Approval Tab.
24. **StateTax Credit Project** submissions notifies IOWA SHPO team that your project is ready for review.