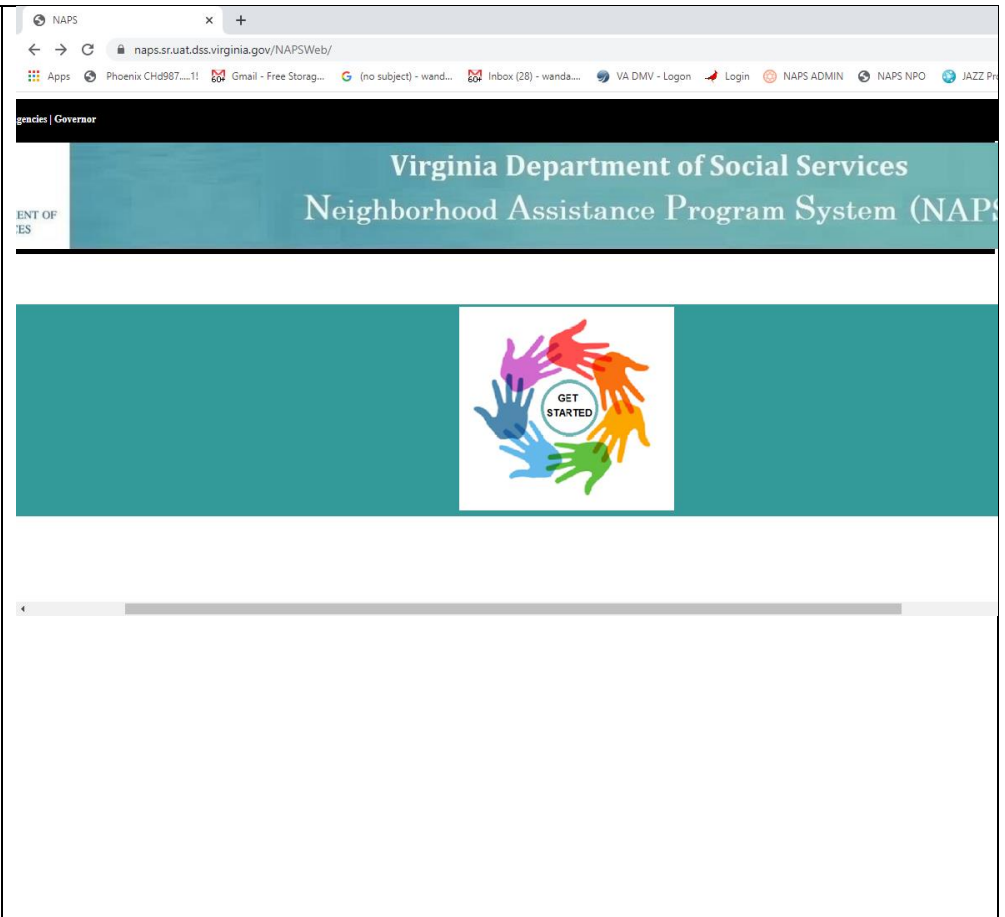


**Virginia Department of Social Services (VDSS)
Neighborhood Assistance Program (NAP) Online Database
Instructions to Create User ID and Password**

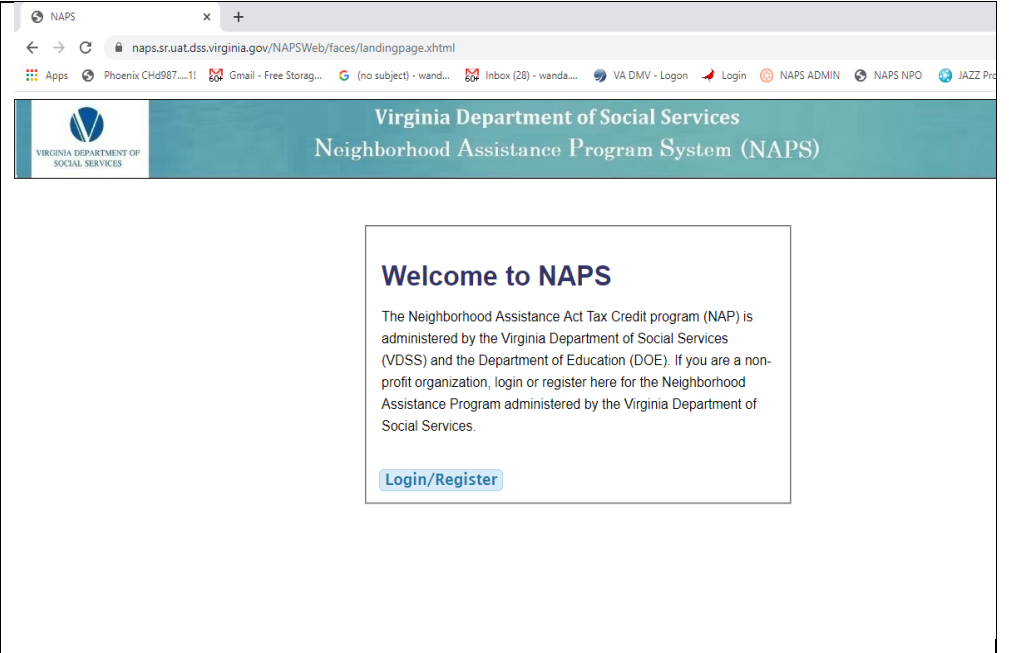
The database is **ONLY** to be used by an organization applying for NAP tax credits to the Virginia Department of Social Services.

NOTE:

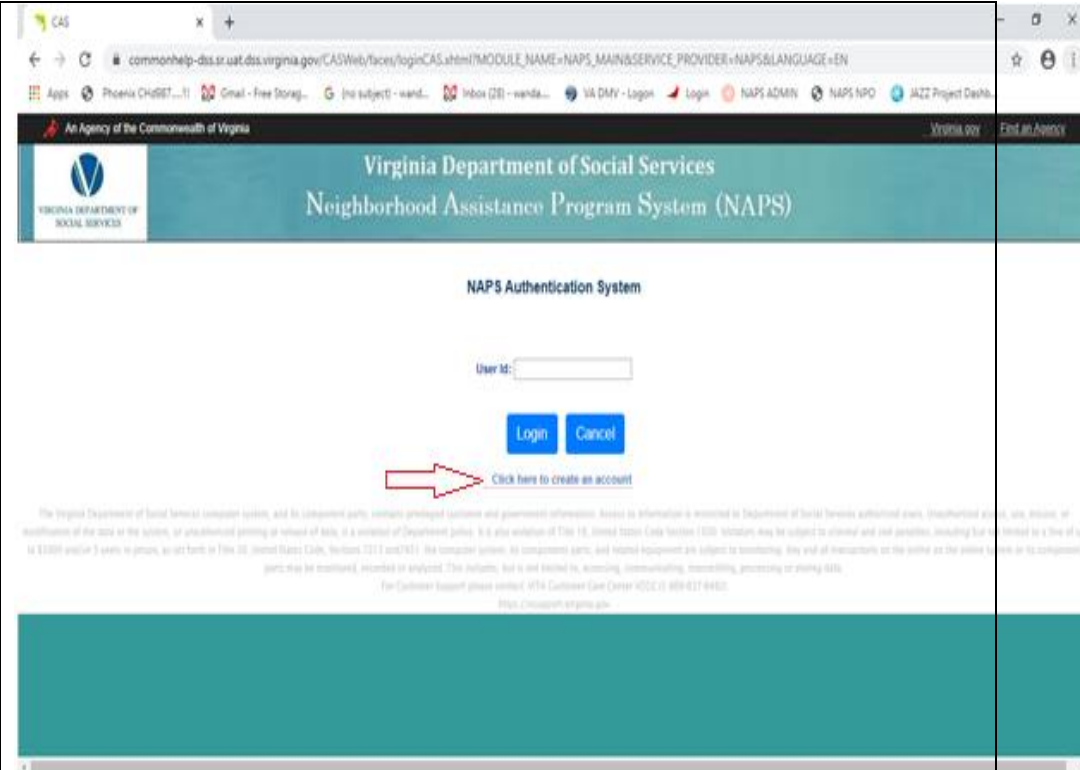
- ✓ NAP database user account information is **confidential** and should NOT be shared with another person.
 - ✓ The user account is assigned to a specific employee of the organization.
 - ✓ The account is made “inactive” when the employee has left the organization or no longer needs access to the NAP database.
 - ✓ To access the NAP database, a new employee must create a user account and connect their user account to the organization.
 - ✓ The organization’s profile should be updated to add the new user as a NAP contact person.
 - ✓ Each organization is limited to two active database user accounts.
- Go to:
<https://naps.dss.virginia.gov/NAPSWeb/faces/landingpage.xhtml>
 - Click on “**Get Started**”



- Click on “Login/Register”



- Click on **“New to NAPS? Click here to create an account”**
 - ✓ Click on new to NAPS if you are a new user requesting access to the VDSS NAP database.



STEP 1

- Create a User ID
 - ✓ The user id must be between 6-30 characters and can have a combination of characters from a-z, A-Z, 0-9 or special characters such as ! * @ # \$ % ^
 - ✓ Do not use the same user ID that was assigned to another person at your organization.
- Create a Password
- Enter the following:
 - ✓ First Name
 - ✓ Middle Initial
 - ✓ Last Name
 - ✓ Email Address
 - ✓ Phone Number (Enter only numbers beginning with the area code)
- Answer all Security Questions
- Create a new security question.
- Click on “Submit”
- Exit out of the NAP database.
 - ✓ A system generated email will be sent to you to activate your user account within ten minutes.
 - ✓ Check the spam or junk folder for the message.
 - ✓ Click on the web link listed in the email to complete your registration.

STEP 2 – THIS STEP MUST BE COMPLETED FOR ACCESS TO THE DATABASE

Connecting the user account to the organization

- Click on “Go to Neighborhood Assistance Program”

commonhelp-dss.sr.uat.dss.virginia.gov/CASWeb/faces/loginCAS.xhtml

Create a New Account

Please fill out all the information requested on this page. Fields marked * are required.

User Id*

Your user id must be between 6-30 characters and can have a combination of characters from a-z, A-Z, 0-9 or special characters such as ! * @ # \$ % ^

Password*

Your password must be between 6-16 characters and contain at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character such as ! * @ # \$ % ^

Re-enter Password*

First Name*

Middle Initial:

Last Name*

Email Address:

Confirm Email Address:

Phone Number:

If you forget your password, NAPS can email you a temporary password. If you choose to provide an email address, an email with an account activation link will be sent to your email address. Your account will not be activated until you click on the account activation link.

commonhelp-dss.sr.uat.dss.virginia.gov/CASWeb/faces/loginCAS.xhtml

Your answers to all secret questions must be at least 2 characters long whereas your question at the bottom must be at least 10 characters. All answers and your question are NOT case sensitive.

Question # 1:*

Answer # 1:*

Question # 2:*

Answer # 2:*

Question # 3:*

Answer # 3:*

Question # 4:*

Answer # 4:*

Question # 5:*

Answer # 5:*

Your Question:*

Your Answer:*

donotreply@dss.virginia.gov

to me ▾

Please click the following link or copy and paste the link in a browser to activate your NAPS account.

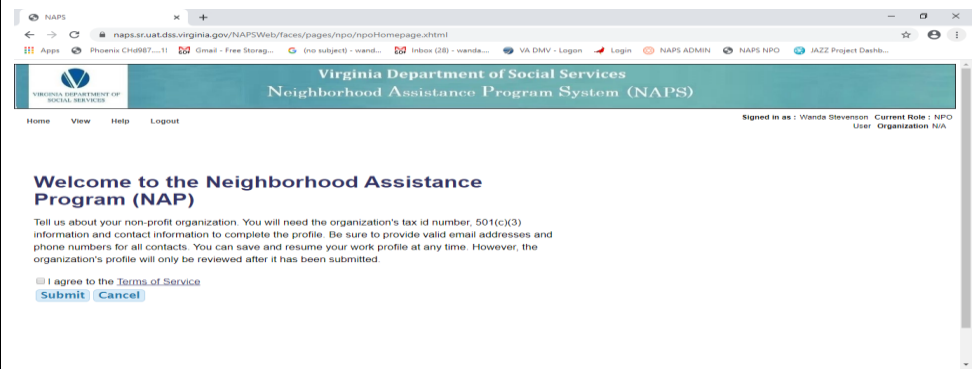
https://commonhelp-dss.sr.uat.dss.virginia.gov/CASWeb/faces/RegistrationVerify.xhtml?id=1b2f27ee-d8bd-461e-be82-d0abe91d1593&SERVICE_PROVIDER=NAPS&

This is a system generated message. Please do not reply to this email.

- Click on “Get Started”
- Click on “Login/Register”
- Enter the user ID.
- Click on “Login”
- Enter the password
- Click on “Login”
- Review the Terms of Service
- Check (v) “I agree to the Terms of Service”.
- Click on “Submit”
- Enter the Organization’s Federal Tax ID Number
- Click On “Search”

Previous NAP Organization with VDSS

- ✓ The organization’s name will automatically populate in the **Non-Profit organization name** field.
 - Follow the instructions below beginning at “enter an email address”.
- ✓ If the organization’s name does not automatically populate in the **Non-Profit organization name** field and the organization has received NAP tax credits in a previous year.
 - Confirm the federal ID number is correct.
 - **STOP – DO NOT CONTINUE** if the federal ID number is correct and the organization’s name does not populate in the **Non-Profit organization name** field.
 - Contact the NAP administrator at nap@dss.virginia.gov to research the issue.
 - The NAP administrator will contact you when the issue has been resolved.
- ✓ Enter an email address.
- ✓ Enter a phone number.



If this is your first time logging in to NAPS, you will need to submit a request to access your non-profit organization's profile. Complete the following steps and click the submit button. Complete the profile data, description and mission. Upload the attachments and click the submit button. An email will be sent to you after the decision has been made.

Non-Profit Organization Profile

Search for your non-profit organization:

* Enter the Federal Tax ID Number, click search:

Note: If your non-profit organization is not found in the NAPS system, please enter the name of your non-profit organization in the information section below.

Complete the following information:

* Non-Profit Organization Name:

* User ID:

* First Name:

* Last Name:

* Email:

* Phone#:

- Click on “Submit”
 - ✓ A system generated email will be sent to you after the NAP Administrator has reviewed and approved your user access request.
 - ✓ Review and approval of the request may take up to three business days.
 - ✓ If you do not receive an approval email within three business days, send an email to nap@dss.virginia.gov.

New organization – An organization that has not participated in the VDSS NAP program will be required to complete the profile data, description and mission pages; and upload the organization’s 501 (c) (3) documentation.

- ✓ Confirm the federal ID number is correct.
- ✓ Enter the organization’s name as listed on the 501 (c) (3) document or the name change document in the **Non-Profit organization name** field.
- ✓ Enter an email address.
- ✓ Enter a phone number (Enter only numbers beginning with the area code).

- Click on “Submit”

New organization – an organization not associated with the VDSS NAP program in a previous fiscal year.

Enter the profile data:

- ✓ The date the organization received their 501(c) (3) designation
- ✓ Mailing Address
- ✓ Suite/Room/Unit/FI/etc.
- ✓ City
- ✓ State
- ✓ Zip code
- ✓ Phone # (Enter only numbers beginning with the area code).
- ✓ Fax # (Enter only numbers beginning with the area code).
- ✓ City/County of Main Office
- ✓ Web Address

If this is your first time logging in to NAPS, you will need to submit a request to access your non-profit organization's profile. Complete the following steps and click the submit button. An email will be sent to you after the decision has been made.

Non-Profit Organization Profile

Search for your non-profit organization:

* Enter the Federal Tax ID Number, click search:

Note: If your non-profit organization is not found in the NAPS system, please enter the name of your non-profit organization in the information section below.

Complete the following information:

* Non-Profit Organization Name:

* User ID:

* First Name:

* Last Name:

* Email:

* Phone#:

USER ACCESS REQUEST - NAPS Inbox x



donotreply@dss.virginia.gov

8:52 AM (0 minutes ago)

to me ▾

Dear User,

Your User Request has been Approved. You will now be able to log on to NAPS system with your Password.

Thanks,
NAPS team

This is a system generated message. Please do not reply to this email.

Virginia Department of Social Services

- ✓ NPO Contact 1 information (Executive Director or CEO)
 - Prefix
 - First Name
 - Middle Initial
 - Last Name
 - Suffix
 - Job Title
 - Phone # (Enter only numbers beginning with the area code).
 - Ext.
 - Fax # (Enter only numbers beginning with the area code).
 - Email
- ✓ NPO Contact 2 information, if applicable (person responsible for entering NAP donations).
 - Prefix
 - First Name
 - Middle Initial
 - Last Name
 - Suffix
 - Job Title
 - Phone # (Enter only numbers beginning with the area code).
 - Ext.
 - Fax # (Enter only numbers beginning with the area code).
 - Email
- ✓ Click on **“Description”** - Describe the organization’s programs.
 - Limited to 2000 characters, use additional pages as needed.
 - Upload all additional pages in a PDF format in the **“Attachments”** section.
- ✓ Click on **“Mission”** - List the mission statement.
 - Limited to 1000 characters, use additional pages as needed.
 - Upload all additional pages in a PDF format in the **“Attachments”** section.

The screenshot shows the 'Profile Data' form in the NAP Online Database. The 'Edit' button is highlighted with a red box. The form includes the following sections:

- Profile Data:** Name/ID, Federal Tax ID (51-9236844), Date 501(c)(3) status was received (mm/dd/yyyy), NPO Name (Jerry's House), Print, Submit, Cancel buttons.
- Address:** Mailing Address, Suite/Room/Unit/Floor, City, State (Select One), Zip Code, Phone#, Fax#, City/County of Main Office, Web Address.
- NPO Contacts:** NPO Contact 1 and NPO Contact 2, each with fields for Prefix, First Name, Middle Initial, Last Name, Suffix, Job Title, Phone#, Ext., and Fax#.

- ✓ Click on “Attachments”
- ✓ Click on “Choose File”
- ✓ Double Click on the selected file.
 - Upload a copy of the organization’s 501(c) (3) documentation.
 - Upload a copy of the name change document if the name of the organization has changed and does not match the 501(c) (3) document.
 - Upload all documents in a PDF format.
- ✓ Click on “Upload” to upload the selected document.
 - It may take several minutes to upload the document.
 - The word “remove” will be listed after the document name once the document has been uploaded.
- Click on “Submit” after the document has been uploaded.
 - ✓ Always review the message at the top left-hand side of the page to ensure the information is saved.
 - ✓ The error must be fixed to continue.
- Click on “Submit” after correcting the error.
 - ✓ A message will populate at the top of the screen “Profile is submitted successfully” once the information has been submitted.
- Click on “Log out”
 - ✓ Review and approval of the request may take up to three business days.
 - ✓ Send an email to nap@dss.virginia.gov if you cannot sign into your user account within three business days.

The image displays three sequential screenshots of the 'Profile Data' form in the NAP Online Database. Each screenshot shows a different tab: 'Description', 'Mission', and 'Supporting Documentation'. The 'Description' tab contains a text area for 'NPO Description' with a placeholder text: '(Describe the organization's programs. Explain how the organization is meeting the requirement of the primarily providing assistance for low-income people in Virginia.)'. The 'Mission' tab contains a text area for 'NPO Mission' with a placeholder text: '(List the mission statement for the organization and date adopted by Board. Does the mission statement reflect the purpose of the organization? If this is different from the description shown in the audit, review or compilation, please explain.)'. The 'Supporting Documentation' tab features a note: 'Please submit the Organization's 501(c)(3) documents' and three 'File to Upload' fields, each with a 'Choose File' button and the text 'No file chosen'. An 'Upload' button is located below the third field. Each screenshot also includes navigation tabs ('Profile Data', 'Description', 'Mission', 'Attachments') and action buttons ('Edit', 'Print', 'Submit', 'Cancel').