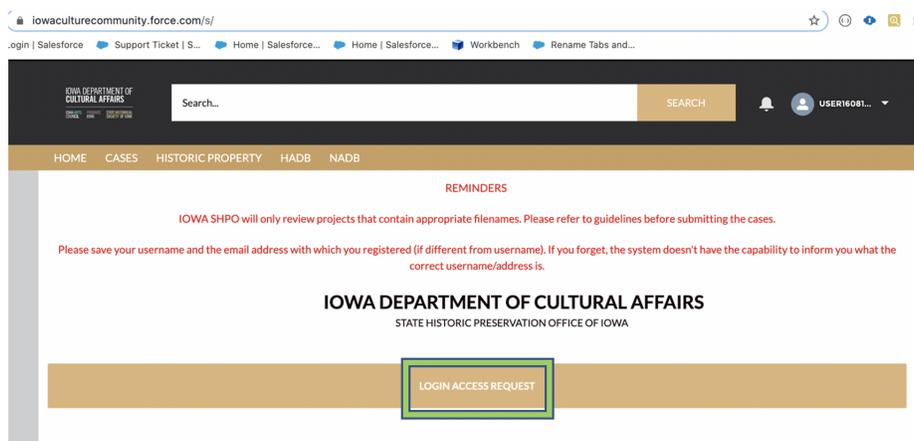## STATE TAX CREDIT

You will need to create a Case whenever you would like to submit a **State Tax Credit Project.**
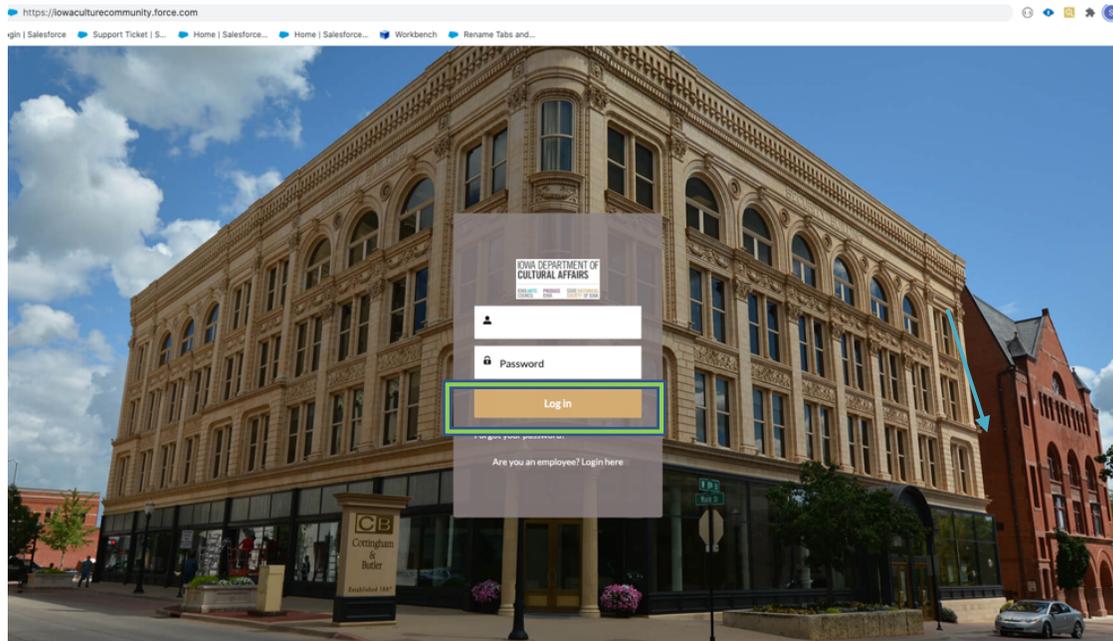
1. First, you will need to navigate to the Community webpage.
   a. Go to https://iowaculturecommunity.force.com

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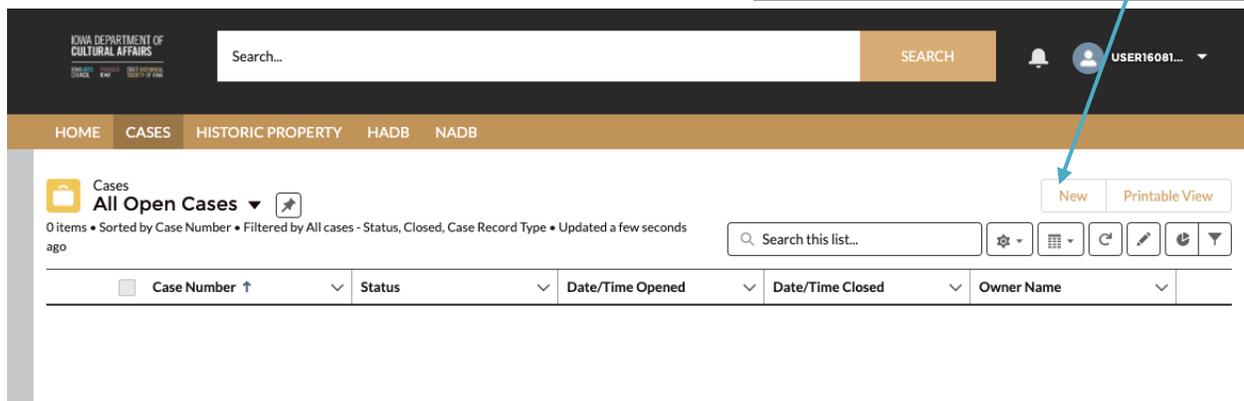   a. Please fill the Login Access request form to get access to the community page.

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**

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 & Ne..] [Save]

9. Case is saved and case# generated.

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 Propertie**s 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**
    a. 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.

Tax Parts (4)			New
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	▼
			View All

Cases > 00003376
Tax Parts
4 items • Updated a few seconds ago   New

	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

📁 00003360   ✕

Historic Property

🔍 Search Historic Properties...

HADB

🔍 Search HADB...

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

📁 00003357 ✕

Historic Property Name

Search Historic Properties... 🔍

R&C Number

Smithsonian trinomial

Site Suffix

Historic Site Inventory ID

Cancel   Save & New   Save

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

New NADB

NADB-Citation

NADB

R&C Number

```
|
```

Type

Case

📁 00003357   ×

Doc

Pubtype

--None--   ▼

Author1

Cancel   Save & New   **Save**

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 ℹ

HADB # ℹ

Source of Study ℹ

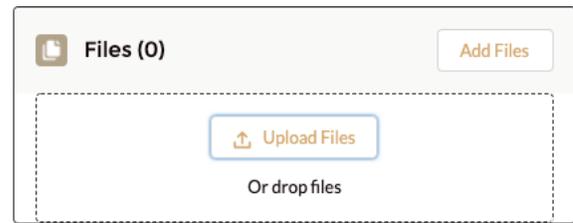--None--   ▼

Source Reference # ℹ

Cancel   Save & New   **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.

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.