



Consumer Compliance Solutions

HMDA *Wiz*: Log In Procedures

November 2016

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Welcome to HMDA *Wiz*!

HMDA *Wiz*® software from Wolters Kluwer Financial Services includes everything you need to import, collect and edit data, create data scrubbing detail and summaries, and submit reports. The solution is easy to use, quick to implement and always accurate. Since not all institutions have the same compliance needs, you can combine HMDA *Wiz* products and *Wiz* services into a fully customized compliance solution.

If you don't have the time or internal resources to manage HMDA compliance, HMDA *Wiz* and outsourced *Wiz* Services can be combined to fit your institution's exact requirements and budget.

HMDA *Wiz* lets you:

- ✓ Accurately prepare and submit data. It includes compliance-grade geocoding, editing, assessment area delineation and all necessary tools to comply with HMDA reporting requirements.
- ✓ Create custom reports to help communicate lending activity. The solution has pre-programmed reports to help you analyze, monitor and audit performance. The optional Executive Dashboard lets you design and execute custom reports.
- ✓ Do real-time auditing. Browser-based data entry and editing allows real-time auditing of all your HMDA data.

For information on how to sign into HMDA *Wiz*, refer to the following topics:

[Contact Information](#)

[Signing Into HMDA *Wiz*](#)

[User Management Overview](#)

[Recovering Login Credentials](#)

[Changing Password](#)

About Us

Phone

(800) 261-3111

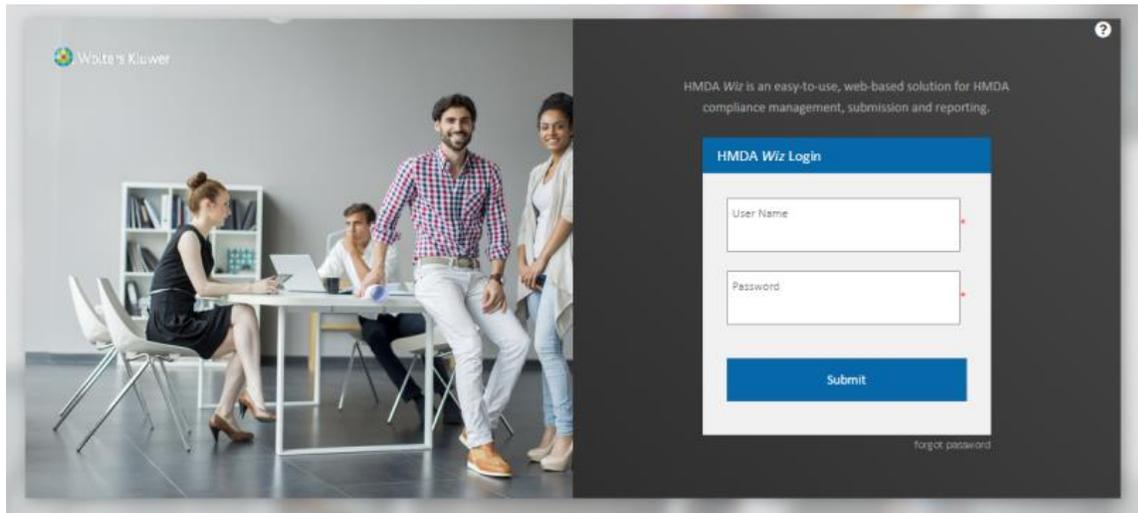
Email

support@pciwiz.com

Address

Wolters Kluwer Financial Services
130 Turner Street
Building #3, 4th Floor
Waltham, MA 02543

Signing Into HMDA *Wiz*



Note: The following procedures are for customers with existing HMDA *Wiz* accounts. If you do not have an account, contact your HMDA *Wiz* Account Representative.

To sign into the software, follow these steps:

1. In the log in page, enter your **User Name** and **Password** in the provided fields:

HMDA *Wiz* is an easy-to-use, web-based solution for HMDA compliance management, submission and reporting.

HMDA *Wiz* Login

User Name
My User Name

Password
.....|

Submit

[forgot password](#)

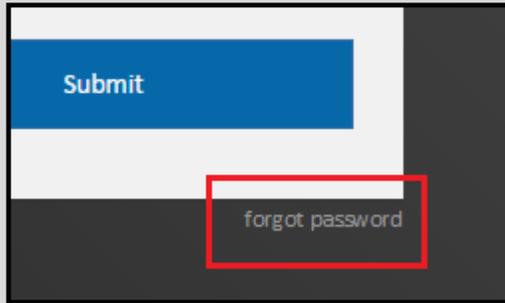
2. Click the **Submit** button:

Password
.....|

Submit

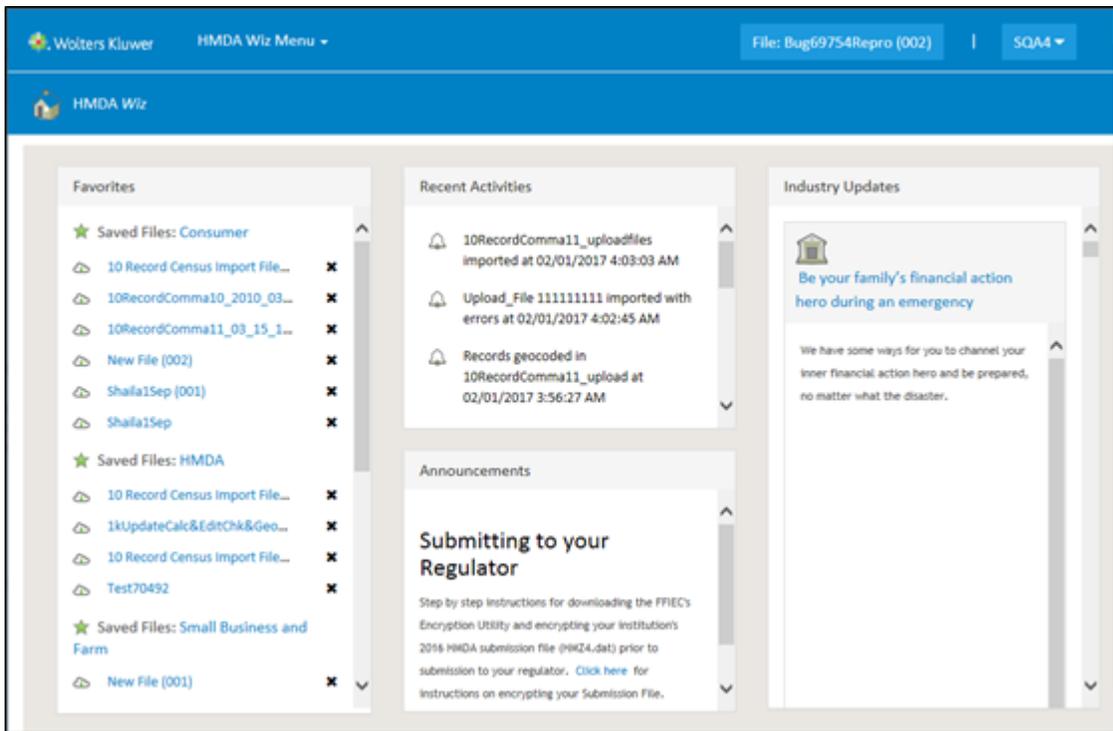
[forgot password](#)

Note: If you have forgotten your password, click the **forgot password** link located below and to the right of the Submit button:



Refer to the [Recovering Login Credentials topic](#) for password recovery procedures.

The software displays your HMDA *Wiz* home page:



User Management Overview

For information on managing your HMDA *Wiz* user account information, including changing/resetting your account password, refer to the following topics:

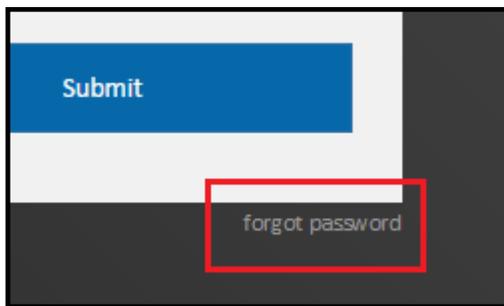
[Recovering Login Credentials](#)

[Changing Password](#)

Recovering Login Credentials

If you forgot your HMDA *Wiz* account **user name** and/or need to **reset your password**, follow these steps:

1. In the **Log in** screen, click the **forgot password** link:



The system displays the **Password Recovery** screen.

2. In the **Email** text field, enter your email address.

Note: If you enter your email address incorrectly, or use an address that does not match your account information, the system displays an error.

3. Click the **Next** button.

The system displays the **Security Question** screen.

The system sends an email to the email address you provided in **Step 2**. This email contains your account user name.

4. In the Security Question screen, answer the provided **security challenge question**.

Note: If you do not answer the security challenge question correctly after three attempts, the system locks your account. Contact your system administrator if this happens.

5. Click the **Next** button.

If you answered the question correctly, the system displays the **Password Reset** screen.

6. Re-enter your new password in the **Repeat Password** field.

Important: Passwords must include numbers, symbols, upper and lowercase letters, and must be a minimum of 8 characters in length. If your password does not follow these guidelines, the software will display an error message when you log on.

7. Click the **Save** button.

The system displays the **Log in** screen.

8. If necessary, in the **User Name** text field, enter the recovered user name provided in the system email sent to you in **Step 3**.
9. In the **Password** text field, enter your new password.
10. Click the Log In button.

Changing Password

You use the **Change Password** screen to change/reset your HMDA *Wiz* account password.

Your new password must adhere to the following requirements:

- Passwords must be 8 to 28 characters in length
- Passwords must contain at least 1 of the following character types:
 - a lower case letter (a-z)
 - an upper case letter (A-Z)
 - a number (0 - 9)
 - a symbol (such as !@#\$%^&*)

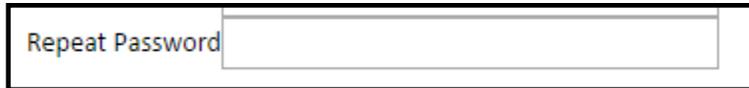
If you need to change/reset your password, follow these steps:

1. Following the password requirements listed on the screen, enter a new password in the **New Password** text field:



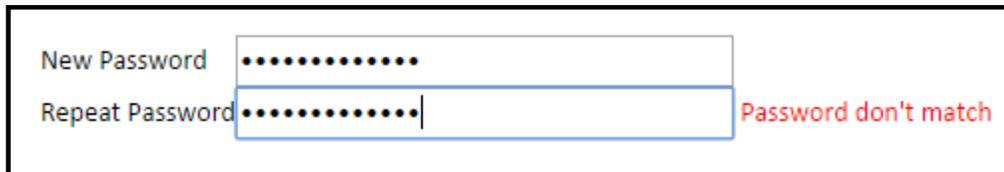
A screenshot of a web form showing a text input field labeled "New Password". The field is empty and has a light gray border.

2. To confirm your new password, re-enter the password in the **Repeat Password** text field:



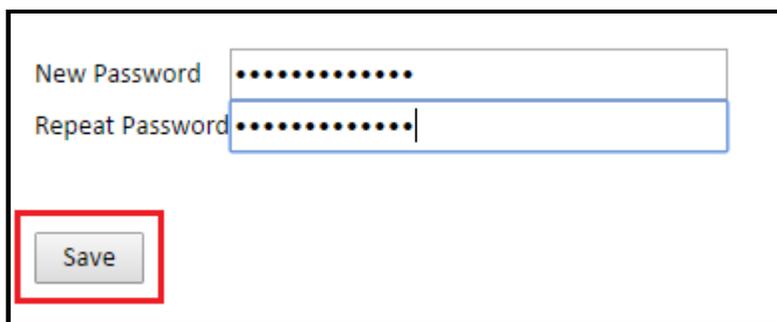
A screenshot of a web form showing a text input field labeled "Repeat Password". The field is empty and has a light gray border.

Note: if the password instances do not match, the software displays an error message:



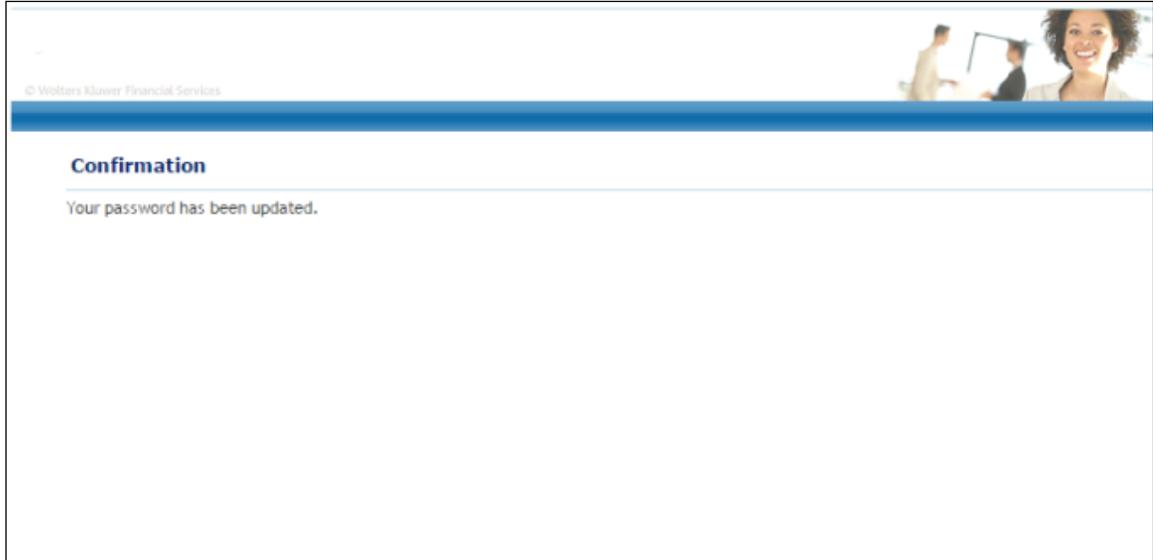
A screenshot of the password change form. The "New Password" field contains ten black dots. The "Repeat Password" field also contains ten black dots. To the right of the "Repeat Password" field, the text "Password don't match" is displayed in red.

3. Click the **Save** button:



A screenshot of the password change form. The "New Password" field contains ten black dots. The "Repeat Password" field also contains ten black dots. A red rectangular box highlights the "Save" button located at the bottom left of the form.

The system changes your password and displays a confirmation screen:



About Wolters Kluwer Financial Services - Wolters Kluwer Financial Services provides audit, risk and compliance solutions that help financial organizations improve efficiency and effectiveness across their enterprise. Whether complying with regulatory requirements, addressing a single key risk, or working toward a holistic risk management strategy, more than 15,000 customers worldwide count on Wolters Kluwer Financial Services for a comprehensive and dynamic view of risk management and compliance. With more than 30 offices in over 20 countries, the company's prominent brands include: FRSGlobal, ARC Logics for Financial Services, PCi, Bankers Systems, VMP® Mortgage Solutions, AppOne®, GainsKeeper®, Capital Changes, NILS, AuthenticWeb™ and Uniform Forms™. Wolters Kluwer Financial Services is part of Wolters Kluwer, a leading global information services and publishing company with annual revenues of (2011) €3.4 billion (\$4.7 billion) and approximately 19,000 employees worldwide. Please visit our website for more information.

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