

# ZEUS-SHFC Portal Guide

## Login Page

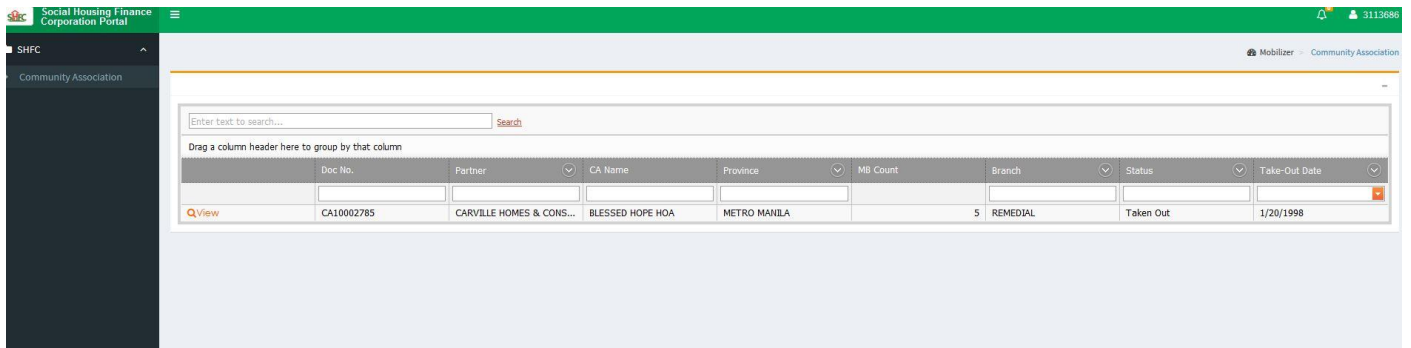
1. **Logging on ZEUS-SHFC Portal**, enter account number as username then enter the CA enrolled password.

You may change the password after login, it is located on the upper right corner under your profile name after you clicked.



The login form for the Social Housing Finance Corporation (SHFC) portal. It features the SHFC logo at the top left and the text 'SOCIAL HOUSING FINANCE CORPORATION' at the top center. Below the logo, there are two input fields: one for 'CA/MB Code' with the placeholder text 'Input your CA or MB Code', and another for 'PIN' with the placeholder text 'Input your 4 Digit PIN'. A green 'Login' button is positioned at the bottom of the form.

2. **Main Menu Page**, Click the  beside the basic info of the CA to view the full profile about your CA and status.

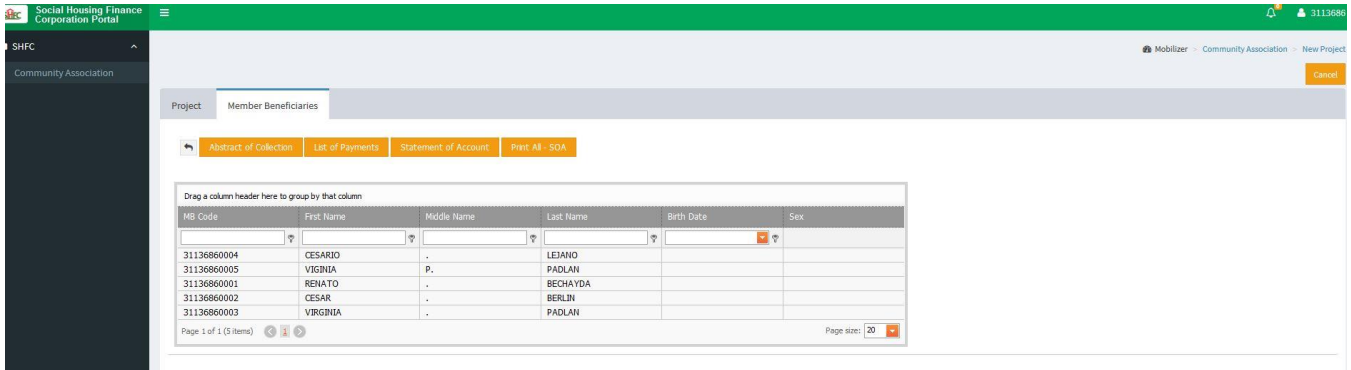




The main menu page of the SHFC portal. It features a green header with the SHFC logo and the text 'Social Housing Finance Corporation Portal'. A search bar is located at the top left of the main content area. Below the search bar, there is a table with columns for Doc No., Partner, CA Name, Province, MB Count, Branch, Status, and Take-Out Date. A 'QView' button is located to the left of the first row of the table.

Doc No.	Partner	CA Name	Province	MB Count	Branch	Status	Take-Out Date
CA10002785	CARVILLE HOMES & CONS...	BLESSED HOPE HOA	METRO MANILA	5	REMEDIAL	Taken Out	1/20/1998

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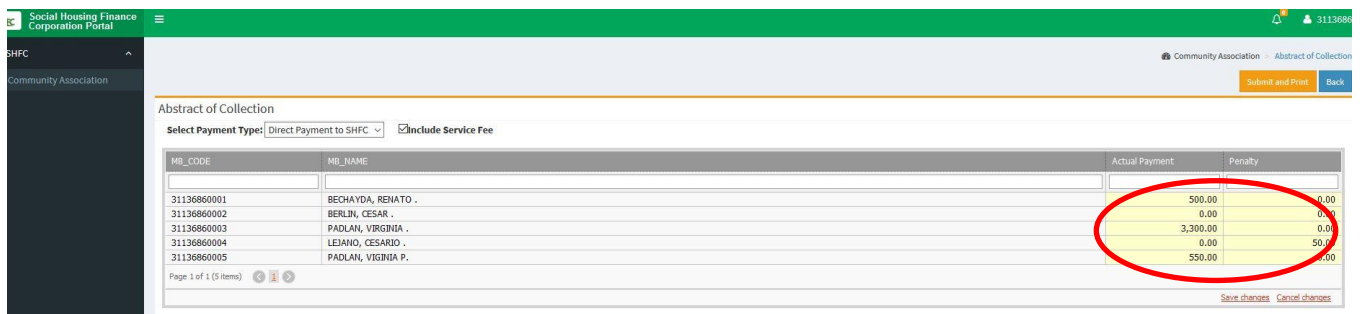
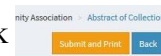
3. **CA Project Profile**, You may scroll for complete viewing of the CA profile. By clicking on the Member Beneficiaries tab. You may completely create transactions and generate MB account status.



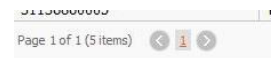
- 3.1. **Abstract Of Collection**, input Actual Payment and Penalty at the right of corresponding MB on the row. After every entries or changes click Save Changes   at the right lower part of the window.

Choose from Payment Type: Direct Payment to SHFC or Thru Bank Payment, and if service fee is needed just check the box.   **Include Service Fee**

After completing the encoding, Submit and Print your work



If MB list is long, use pagination at the lower left part of the window.



**4.2 List of Payments and Statement of Account**, Choose MB first then select List of Payments or Statement of account button at the top.

**4.3 Print All – SOA**, will generate all the SOA of the MB on the list. Please wait until print preview is generated.