## DevCo Quick Guide: Document Import Feature Feature added to DevCo March 2017

The **Document Import** feature gives owners and management at properties a way to share documents related to site reviews directly with OHFA staff. This guide shows how the feature works for the online users.

- 1. Select the Property that documents related to the review are being submitted to OHFA.
- 2. Click on the **Upload Documents** button on the right side of the Property Details page.

West Lafayette Townhomes							19:54
Property Details							
West Lafayette Townhomes						Utility Allowances	
DBA: Lafayette Mills						Export Events	
600 Plainfield Road		Compliance	Analyst	Robin	Dotson	Receipt	
West Lafayete OH, 43845		Scattered Sit	Ð:	No		Annual Certification	
Program	Award Number	Award Date	Building	ļs	Units	Remove Property	
HDAP-LIHTC(HOME)	N-B-97-493-1	1/1/1998		5	10	Upload Documents	
LIHTC - Competitive	970083			5	40	Jacobi Marcana South Science of Street	

- 3. Click **Browse** and find the correct file being uploaded.
- 4. Select the **Document Type** from the dropdown list.

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Return to Property Listing Manage Users	Document Im	port		
West Lafayette Townhomes	Instructions for using • Allowable File • "Maximum File File Name:	this feature are the following: Types = PDF,Word,Excel,bd,jpg,tiff,png Size = 25 MB" Browse No file selected.		
	Document Type:	Select	Year (ie. 2006)	
	Sucess: Tenant Sele	Select Lease (Current) Lease (Original) Affirmative Fair Housing Marketing Plan Utility Allowance Completed 8609 8609A Tenant Selection Plan	irea for utility Allowance Umy)	
	FileNar	Restrictive Covenant	DateUploaded	
	Tenant Selection.pdf PHA UA 2015.pdf	Funding Agreement Other	13 Feb 2017 13 Feb 2017	
	PHA UA 2016.pdf	Utility Allowance 2016	13 Feb 2017	

- 5. Review the **Uploaded Files** table to ensure the document was uploaded.
  - Table includes your file name, the document type selected, and the date uploaded.

Return to Property Listing Manage Users ■ West Lafayette Townhomes ■ 0H-97-00205 ■ 0H-97-00207 ■ 0H-97-00208 ■ 0H-97-00209	Document Import         Instructions for using this feature are the following:         • Allowable File Types = PDF,Word,Excel,bt,jpg,ttf,png         • "Maximum File Size = 25 MB"         File Name:       Browse         No file selected.					
	Document Type:	Delect	(Rec	real for Utility Alle	awance Only)	
	Upload Sucess: Tenant Selection.pdf Uploaded Files					
	File!	lame	Document Typ	be	Date Uploaded	
	Tenant Selection.pd	lf A	Tenant Selection Plan		13 Feb 2017	
	PHA UA 2015.pdf		Utility Allowance 2015		13 Feb 2017	
i la	PHALIA 2016 ndf		I Itility Allowance 2016		13 Eab 2017	

Note: That the analyst's review time for the documents uploaded may vary.



