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.

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

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.

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