

# 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.

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### Property Details

West Lafayette Townhomes  
DBA: Lafayette Mills  
600 Plainfield Road  
West Lafayette OH, 43845

Compliance Analyst: Robin Dotson  
Scattered Site: No

Program	Award Number	Award Date	Buildings	Units
HDAP-LIHTC(HOME)	N-B-97-493-1	1/1/1998	5	10
LIHTC - Competitive	970083		5	40

- Utility Allowances
- Export Events
- Receipt
- Annual Certification
- Remove Property
- Upload Documents

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

Return to Property Listing  
Manage Users  
West Lafayette Townhomes

### Document Import

Instructions for using this feature are the following:

- Allowable File Types = PDF,Word,Excel,txt,jpg,tiff,png
- \*Maximum File Size = 25 MB\*

File Name:  No file selected.

Document Type:  Year (ie. 2006)

Success: Tenant Selection

#### Uploaded Files

FileName	Document Type	DateUploaded
Tenant Selection.pdf	Tenant Selection Plan	13 Feb 2017
PHA UA 2015.pdf	Utility Allowance 2015	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.

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- \*Maximum File Size = 25 MB\*

File Name:  No file selected.

Document Type:  Year (ie. 2006)

Success: Tenant Selection.pdf

#### Uploaded Files

FileName	Document Type	DateUploaded
Tenant Selection.pdf	Tenant Selection Plan	13 Feb 2017
PHA UA 2015.pdf	Utility Allowance 2015	13 Feb 2017
PHA UA 2016.pdf	Utility Allowance 2016	13 Feb 2017

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