How to Upload Files to a Project in Financial Monitoring

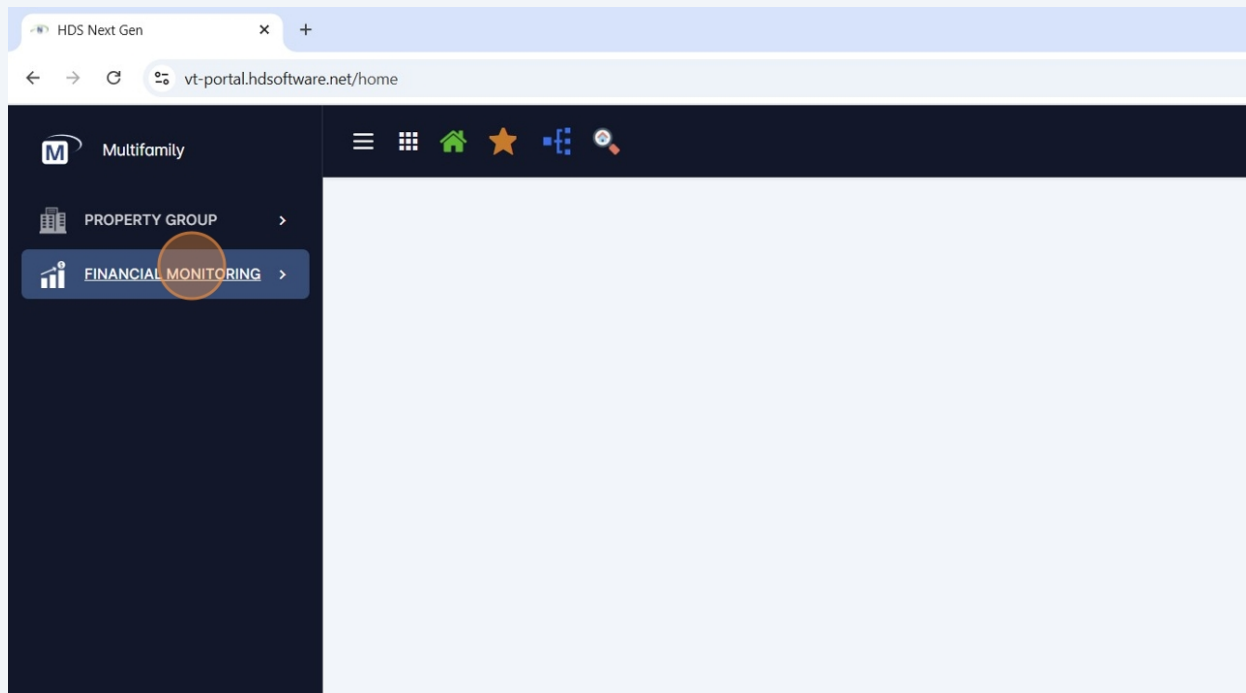**1**   Visit **https://vt-portal.hdsoftware.net/auth/sign-in** and Login

2   Click "Multifamily"

3   Click "FINANCIAL MONITORING"

Contact your VHFA Asset Manager for Assistance.

4   Click "Financial Monitoring" sub-menu item
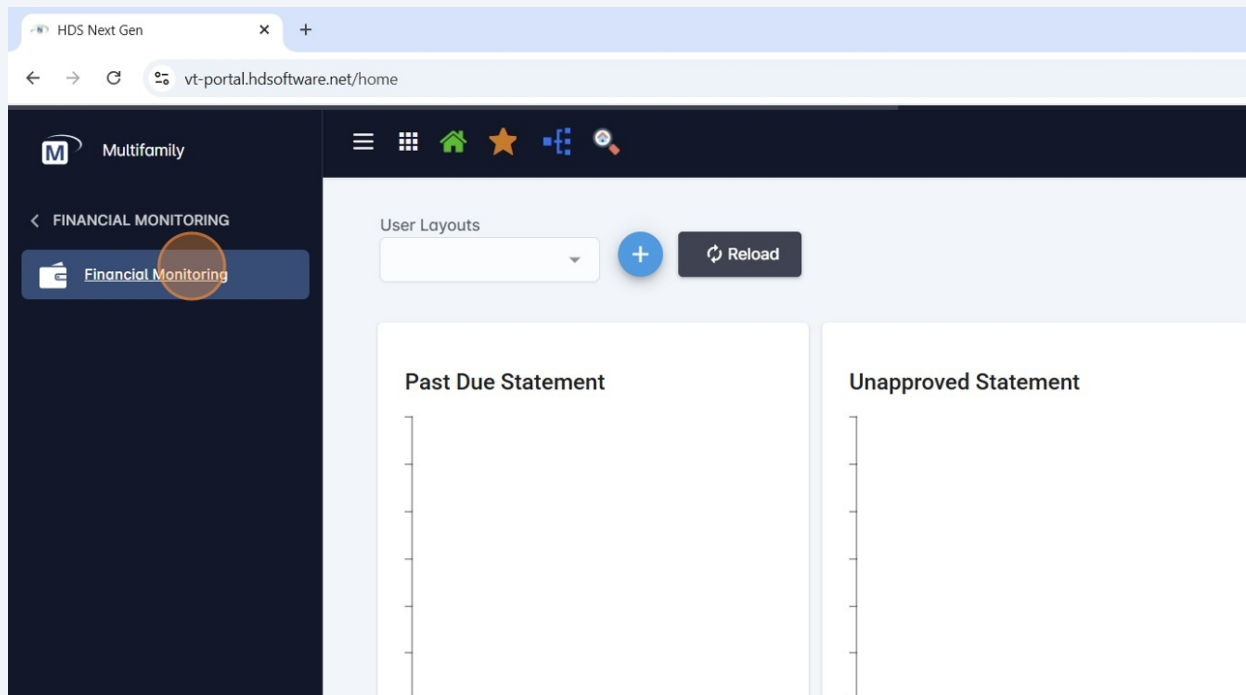
5   Click "Site Name" to search by Site Name
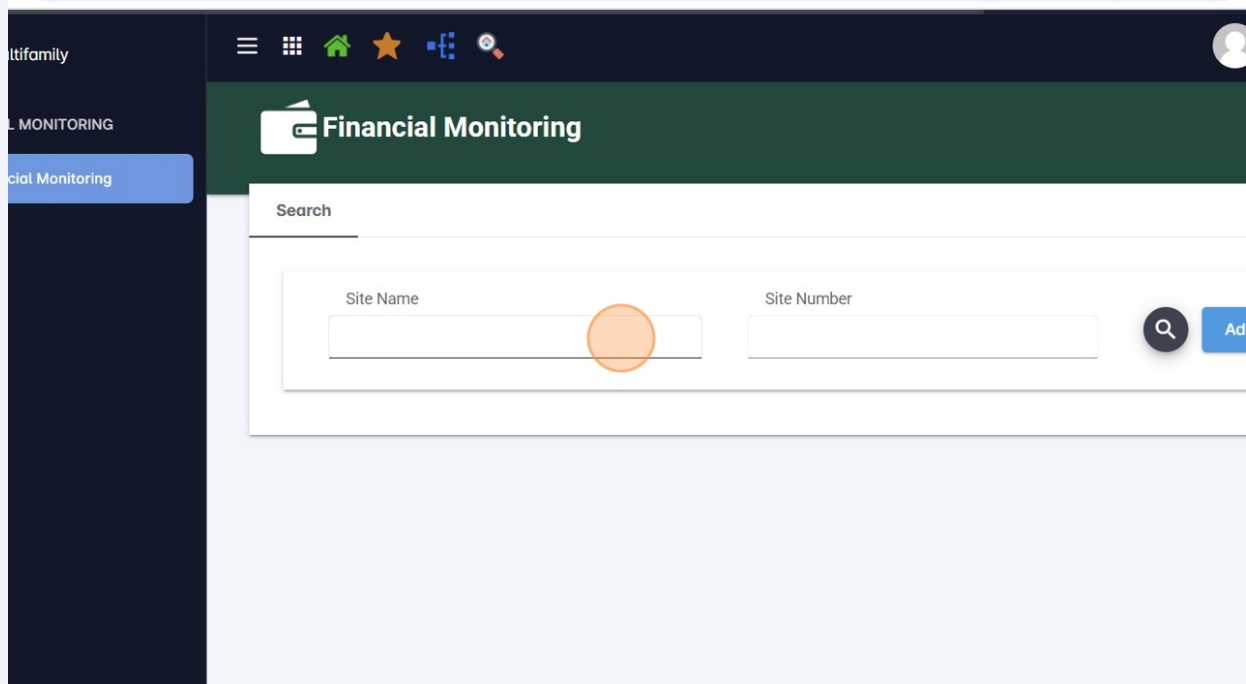
6   Click the search icon

**7**   Find the property and click the pencil icon to "Edit"

8   Click "Files"

9   Click "Upload files" and select the file you would like to upload to the property.