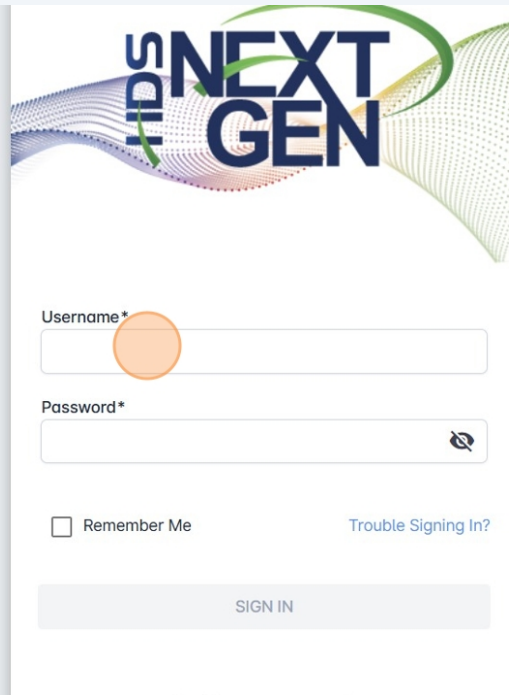


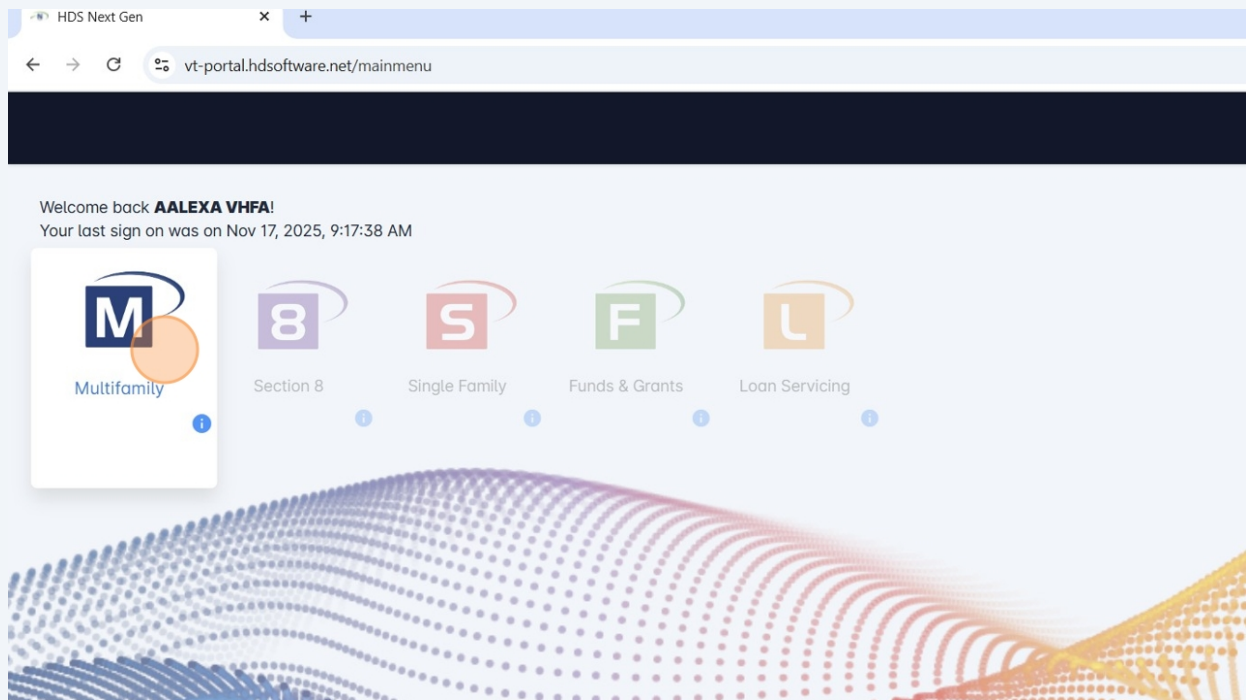
How to Upload Files to a Project in Financial Monitoring

1

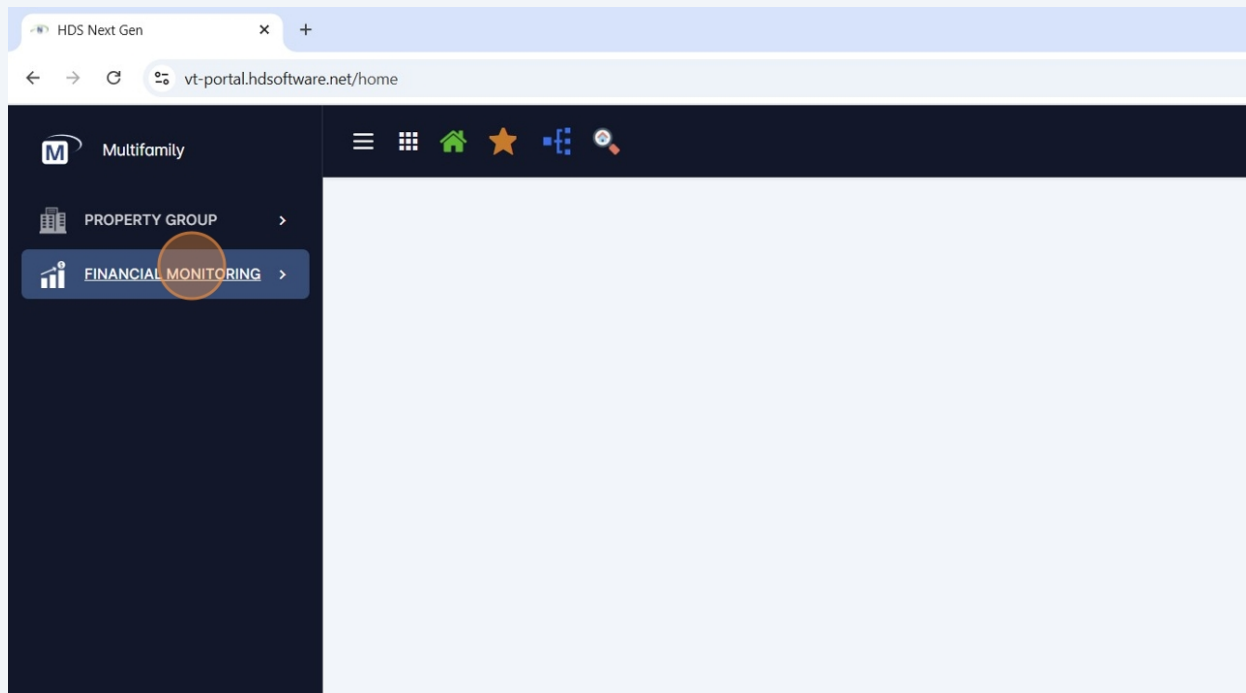
Visit <https://vt-portal.hdsoftware.net/auth/sign-in> and Login

The image shows a login interface for 'HD Software Next Gen'. At the top, the logo features the text 'HD SOFTWARE' in a vertical orientation and 'NEXT GEN' in a large, bold, blue font, set against a background of colorful, wavy, dotted lines. Below the logo, there are two input fields: 'Username*' and 'Password*'. The 'Username*' field has an orange circle icon to its right. The 'Password*' field has a small eye icon to its right. Below these fields, there is a checkbox labeled 'Remember Me' and a link that says 'Trouble Signing In?'. At the bottom, there is a grey button labeled 'SIGN IN'.

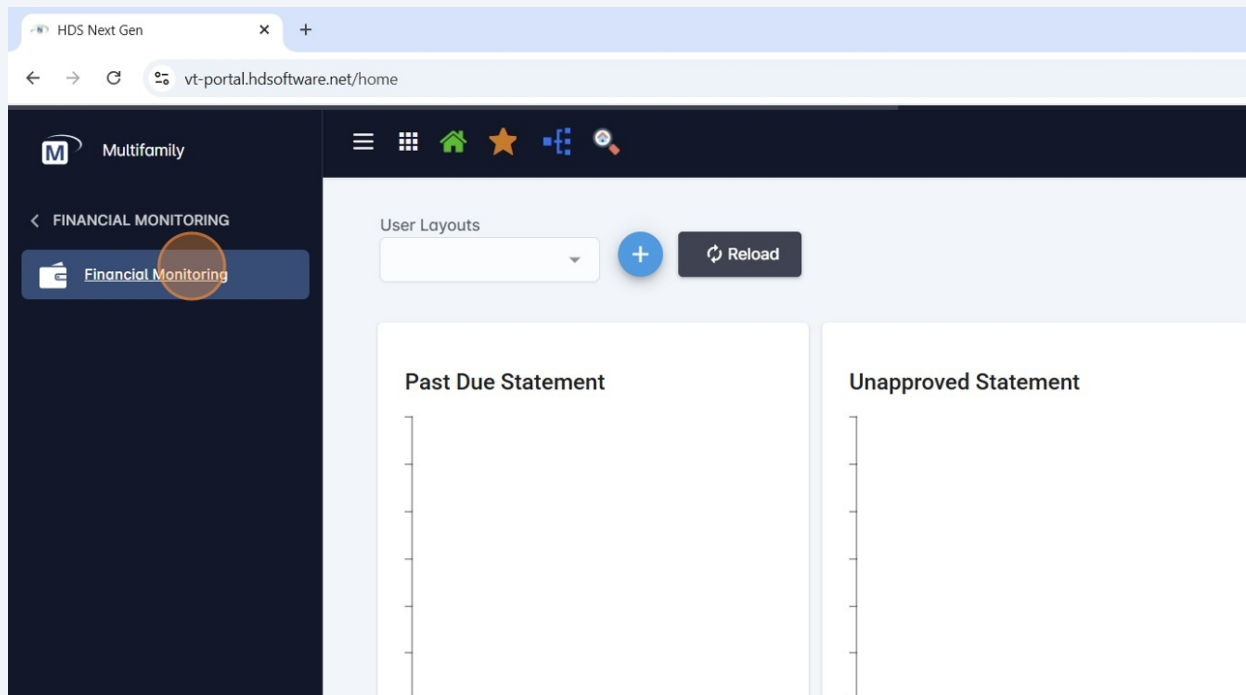
2 Click "Multifamily"



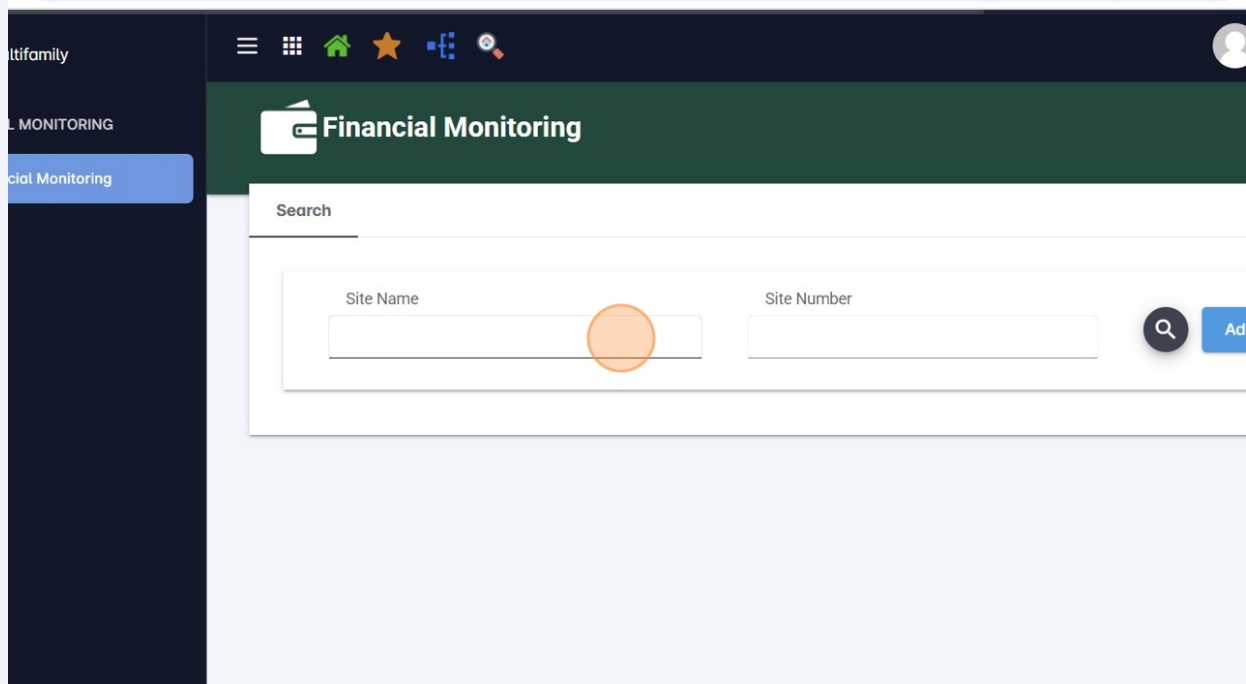
3 Click "FINANCIAL MONITORING"



4 Click "Financial Monitoring" sub-menu item



5 Click "Site Name" to search by Site Name










6 Click the search icon

The screenshot shows the top of a web application titled "Financial Monitoring". The header includes a user profile for "AALEXA VHFA" and a "Guide" link. Below the header is a search bar with two input fields: "Site Name" and "Site Number". The "Site Name" field contains the text "et". To the right of the input fields is a magnifying glass icon labeled "Search" and a blue button labeled "Advanced Search" with a dropdown arrow. A "Clear" link is also present.

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

The screenshot shows the main content area of the "Financial Monitoring" application. It features a search bar at the top with "Site Name" and "Site Number" fields. Below the search bar is a table of properties. The table has columns for "Actions", "Site Name", "Site Number", "Site Process Type", and "Bu". The "Actions" column contains a magnifying glass icon and a pencil icon labeled "Edit". The "Site Name" column contains the text "Street". The "Site Number" column contains the text "0435". The "Site Process Type" column contains the text "TAX CREDIT, SH...". The "Bu" column contains the text "M".

Actions	Site Name	Site Number	Site Process Type	Bu
	58 BARRE STREET SENIOR HOUSING	0435	TAX CREDIT, SH...	M
	64 SCHOOL STREET	0262	TAX CREDIT, SH...	M
	ARTHUR'S MAIN STREET HOUSING	0446	TAX CREDIT	M
	BARDWELL HOUSE & LAKE STREET APARTMENTS	0572	TAX CREDIT, PER...	Y
	BARRE STREET APARTMENTS - REMAINDER	0416	TAX CREDIT, SH...	M
	BRIGHT STREET (CO-OP)	0488	TAX CREDIT	M
	CANAL STREET VETERANS HOUSING	0405	TAX CREDIT	M

Connected to: 192.168.2.141 / VTHDS DATA | Version: 3.1.2 | Environment: PROD © 1998-2025. Housing a

8 Click "Files"

The screenshot shows a web browser window with the URL `vt-portal.hdssoftware.net/financials/financialDetails/434`. The page title is "Financial Monitoring Details" for "58 BARRE STREET SENIOR HOUSING". The left sidebar shows "Financial Monitoring" as the active section. The main content area has tabs for "Details", "Email", and "Files", with "Files" being the active tab. Below the tabs, there are three sub-tabs: "General Information", "Statement of Operations", and "Statement of Financial Position". The "General Information" sub-tab is active, showing a form with fields for "Site Name*", "Site Number*", "Location Description 1", "Location Description 2", "City", "State", and "Zip Code". The "Files" tab is highlighted with an orange circle.

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

The screenshot shows the same web browser window as the previous one, but now the "Files" tab is active. The "Files" sub-tab is also active, showing a file management interface. At the top of the file management area, there are two buttons: "NEW DIRECTORY" and "UPLOAD FILES". The "UPLOAD FILES" button is highlighted with an orange circle. Below the buttons, there is a table listing files. The table has columns for "File Name", "File Type", "Uploaded By", and "Uploaded". The table contains one row with the file "Blank PDF for testingq.pdf", which is a ".pdf" file uploaded by "AVHFA" on "11/17/2023".

File Name	File Type	Uploaded By	Uploaded
Blank PDF for testingq.pdf	.pdf	AVHFA	11/17/2023