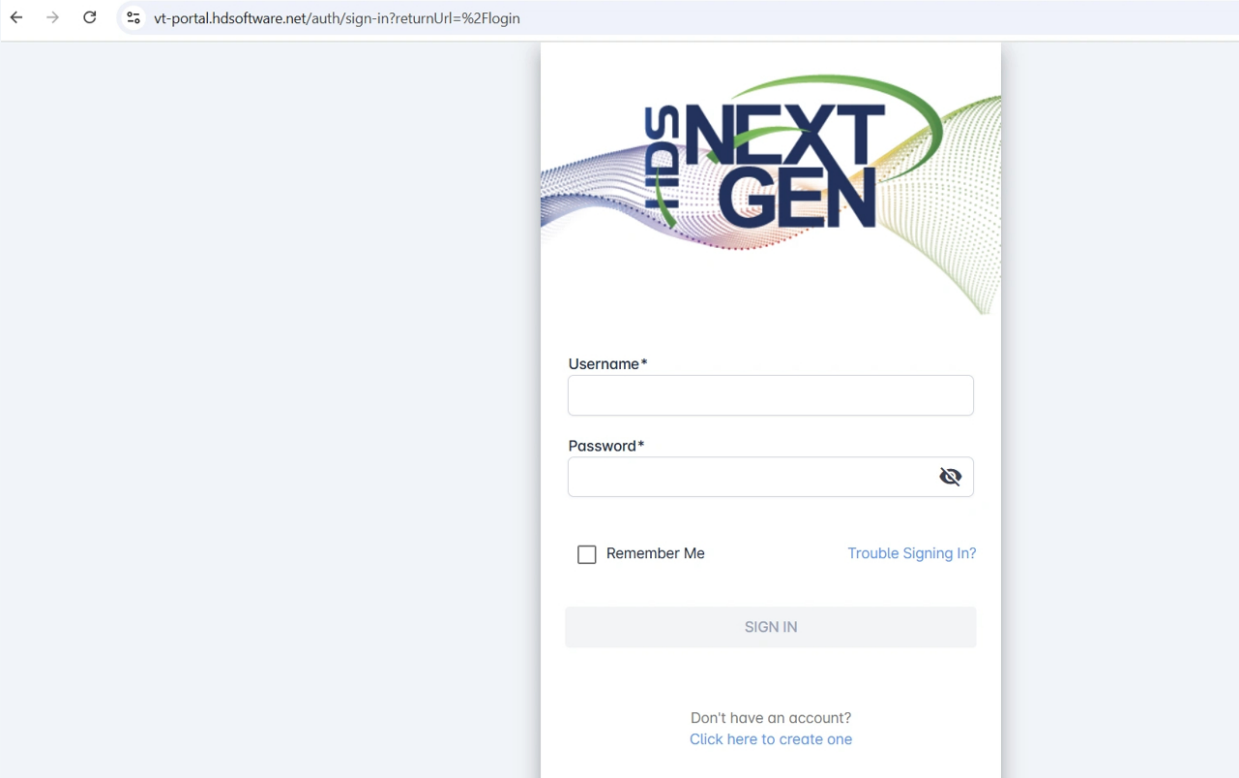


How to Upload Tenant Files to a Project in "Property Group"

1

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

A screenshot of a web browser showing the login page for the VT Portal. The browser's address bar displays the URL "vt-portal.hdsoftware.net/auth/sign-in?returnUrl=%2Flogin". The login page features a header with the "SDI NEXT GEN" logo, which includes a stylized green and blue wave graphic. Below the logo, there are two input fields: "Username*" and "Password*". The password field has a toggle icon for visibility. Under the password field, there is a checkbox labeled "Remember Me" and a link "Trouble Signing In?". A "SIGN IN" button is positioned below these options. At the bottom of the page, there is a link "Don't have an account? Click here to create one".

vt-portal.hdsoftware.net/auth/sign-in?returnUrl=%2Flogin

SDI NEXT GEN

Username*

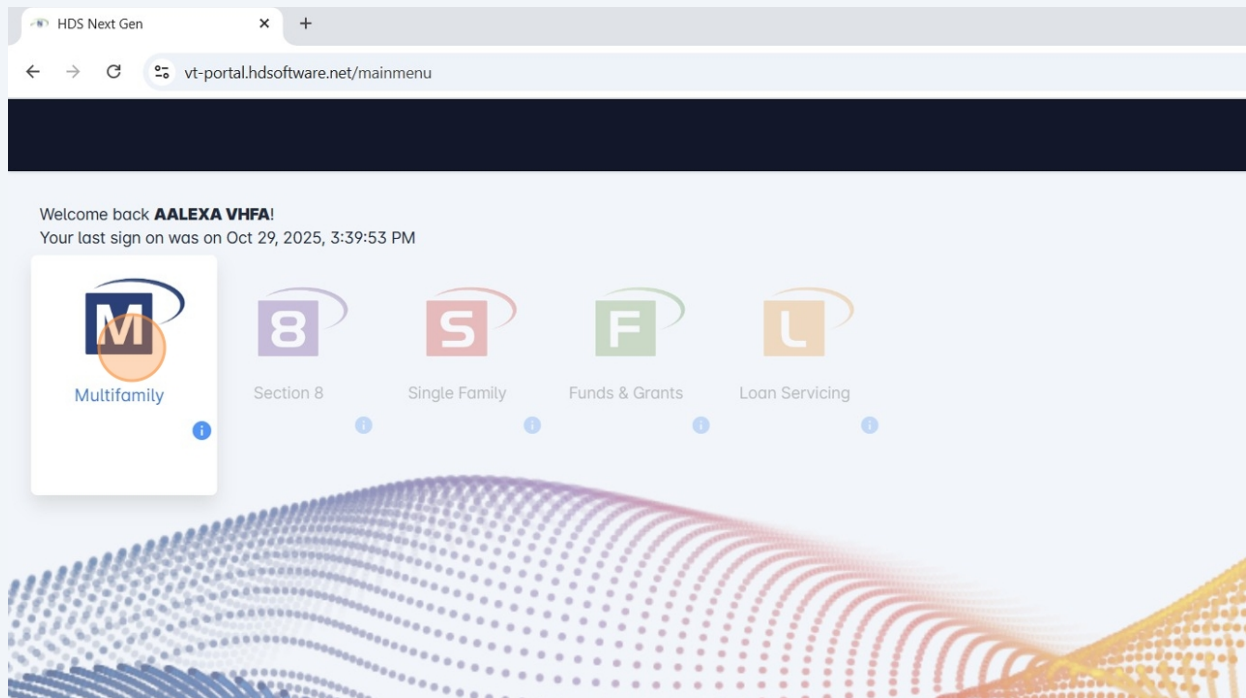
Password*

☐ Remember Me [Trouble Signing In?](#)

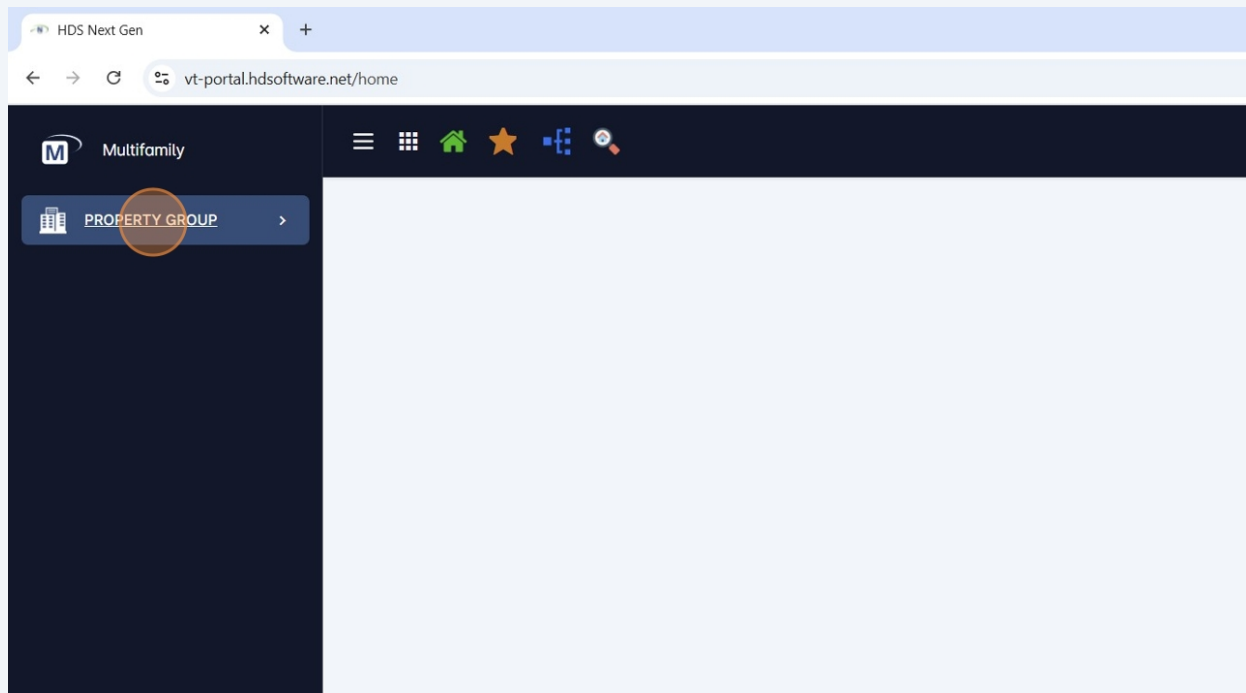
SIGN IN

Don't have an account?
[Click here to create one](#)

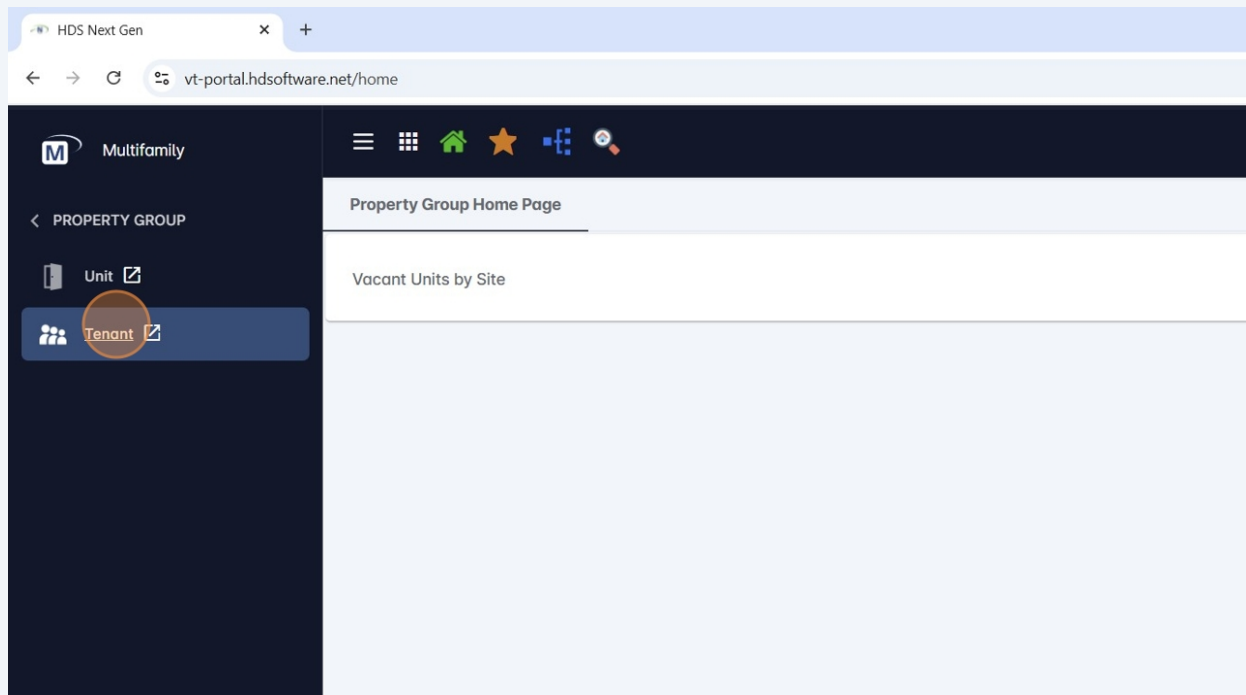
2 Click "Multifamily"



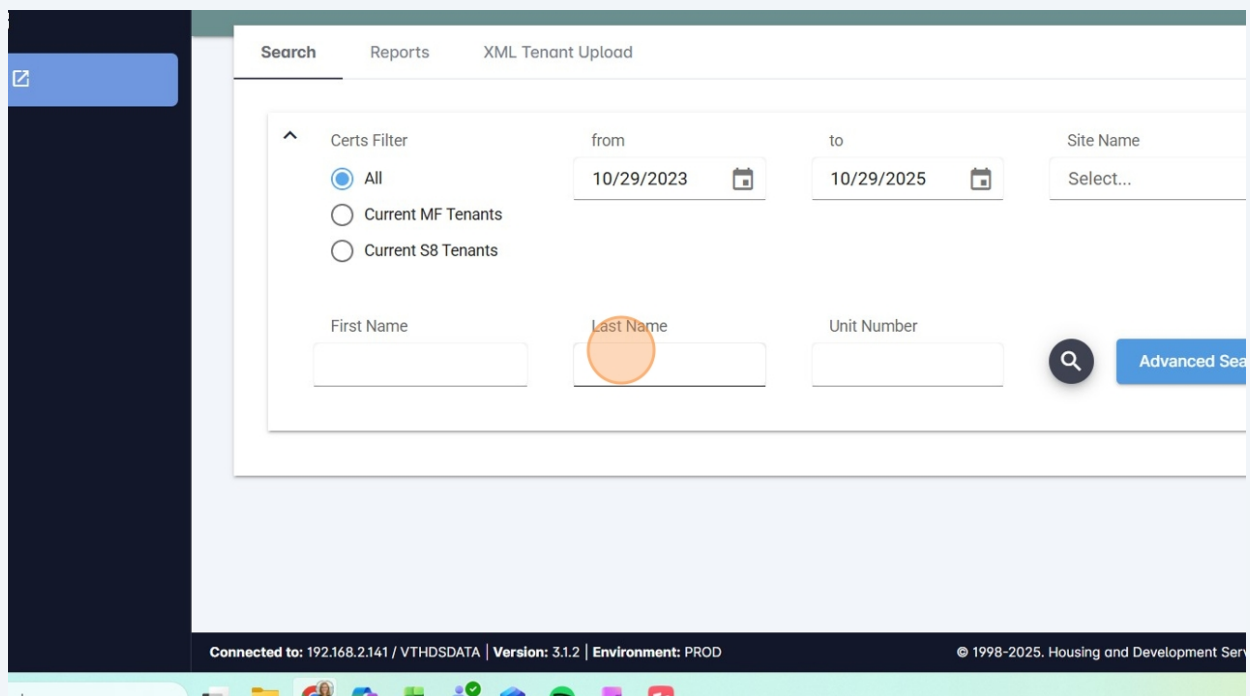
3 Click "PROPERTY GROUP"



4 Click "Tenant"



5 Search for the tenant using the fields available. In this example, search by "Last Name" is used



6 Click the magnifying glass "Search" button

Reports XML Tenant Upload

Filter from to Site Name

All 10/29/2023 10/29/2025 Select...

Current MF Tenants

Current S8 Tenants

Name Last Name Unit Number

Test

Advanced Search Clear

Search

341 / VTHDSDATA | Version: 3.1.2 | Environment: PROD © 1998-2025. Housing and Development Services, Inc. All Rights Reserved. POWERED BY HDS 53°F 4:15 PM

7 Click "... " menu next to the tenant you would like to select

Unit Tenant

Search Reports XML Tenant Upload

Drag a column header here to group by that column

Actions	First Name	Last Name	Program	Cert Date	Cert Type	Is Correction
More ...	Kelly	Test	LIHTC	12/01/2024	AR	No
...	Kelly	Test	LIHTC	12/01/2023	AR	No

8 12 20

☐ Wrap Text ☐ Show all Rows

Connected to: 192.168.2.141 / VTHDSDATA | Version: 3.1.2 | Environment: PROD © 1998-2025. Housing and Development Services, Inc. All Rights Reserved.

8 Click "Edit"

Search Reports XML Tenant Upload

Drag a column header here to group by that column

Actions	First Name	Last Name	Program	Cert Date	Cert Type	Is Correction
...	Kelly	Test	LIHTC	12/01/2024	AR	No
...		Test	LIHTC	12/01/2023	AR	No

8 Cert Actions

☐ Wrap Text ☐ Show all Rows

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

9 Click "Files"

vt-portal.hdsoftware.net/tenant/certificationDetails/197992

LIHTC - 12/1/2024 AR
Test Kelly
BROOKSIDE I - SAINT ALBANS | VT-09-00090 | 108, MF Program # 108

← Certification Cert Actions TIC Report Errors

> Details Notes Email Files

Summary Cert Information Member Financials Other Programs

Household

Household Members

1 1

Household Type

Move-In Date

05/01/2019

Social Services

10 Click "Upload files"

