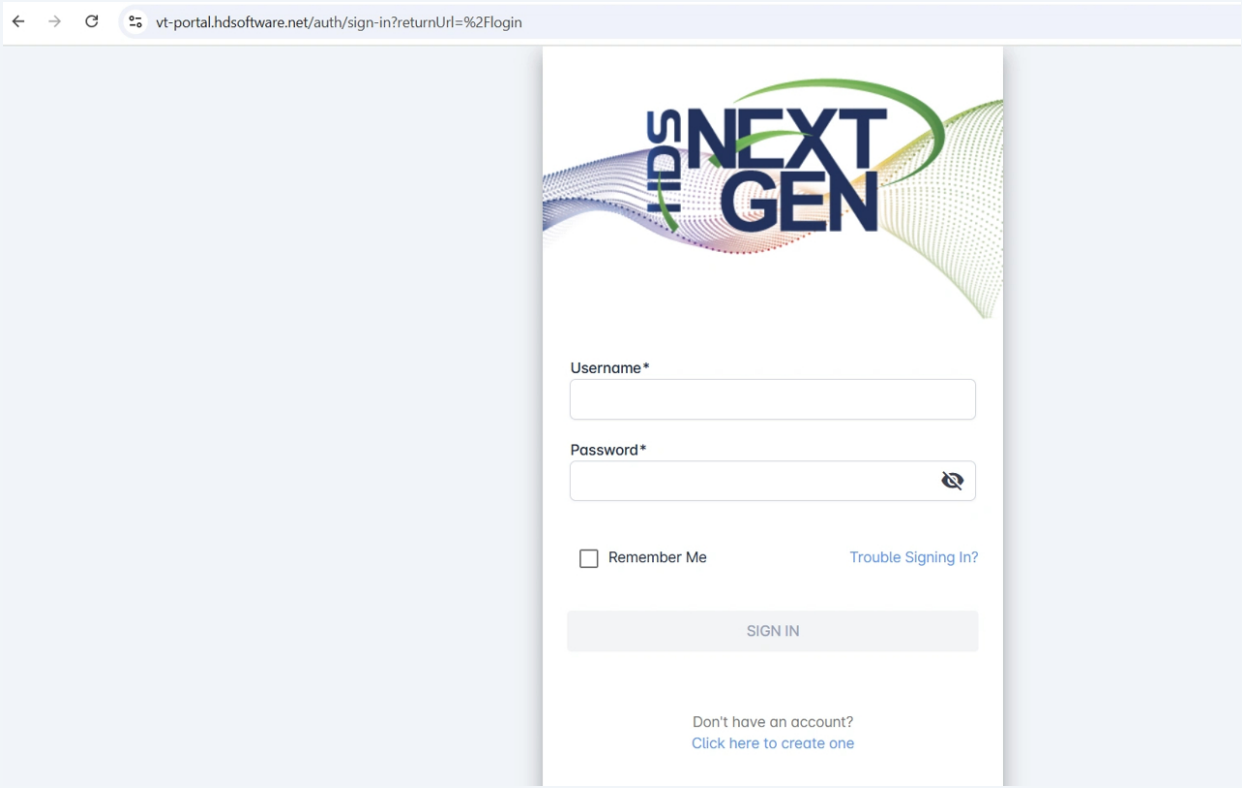
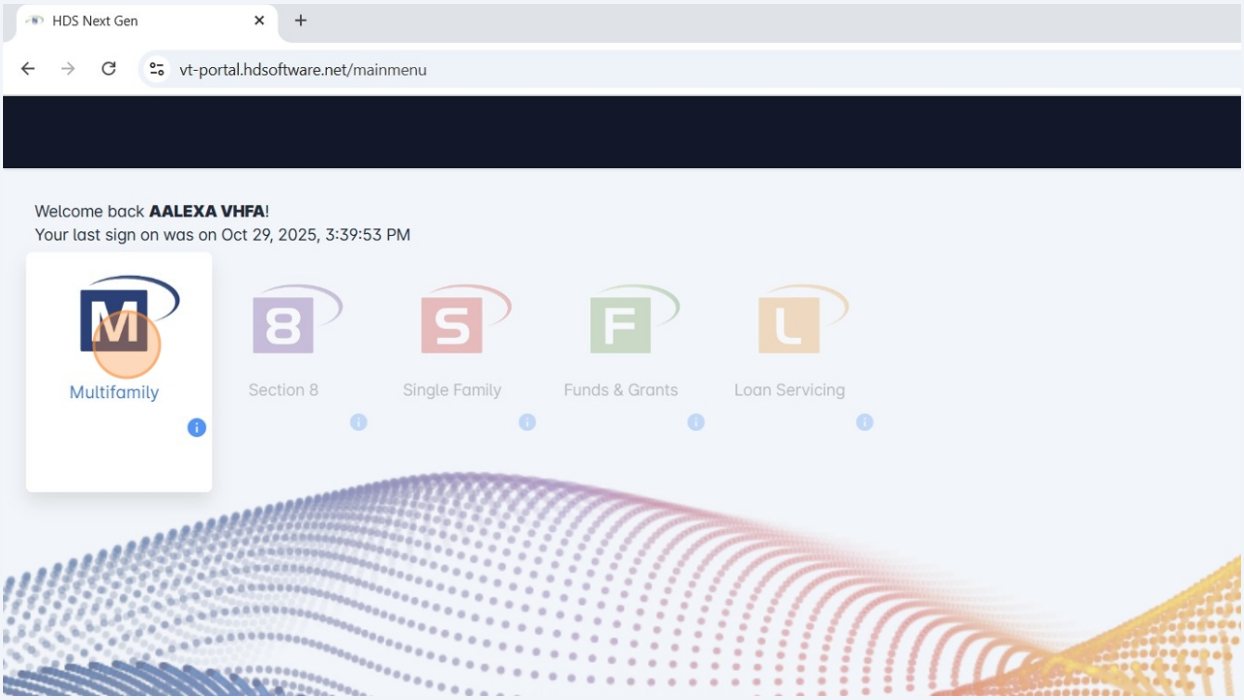
How to Upload Tenant Files to a Project in "Property Group"

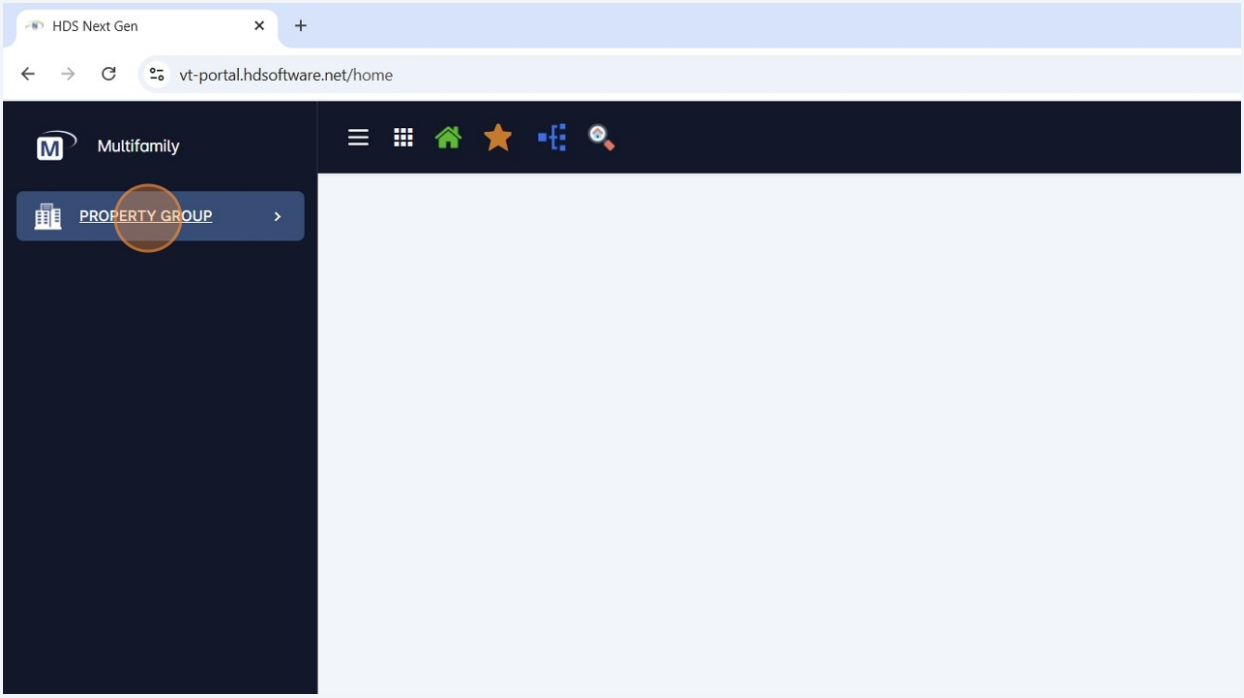
1 Visit https://vt-portal.hdsoftware.net/auth/sign-in and Login



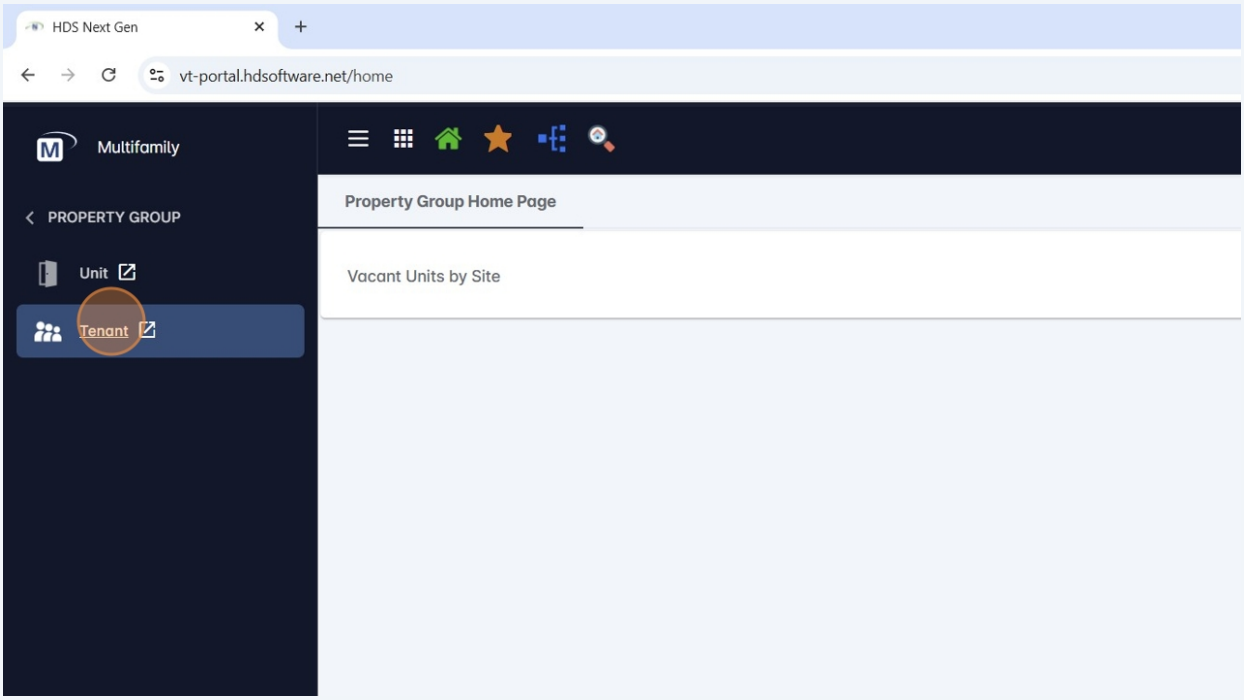
2 Click "Multifamily"



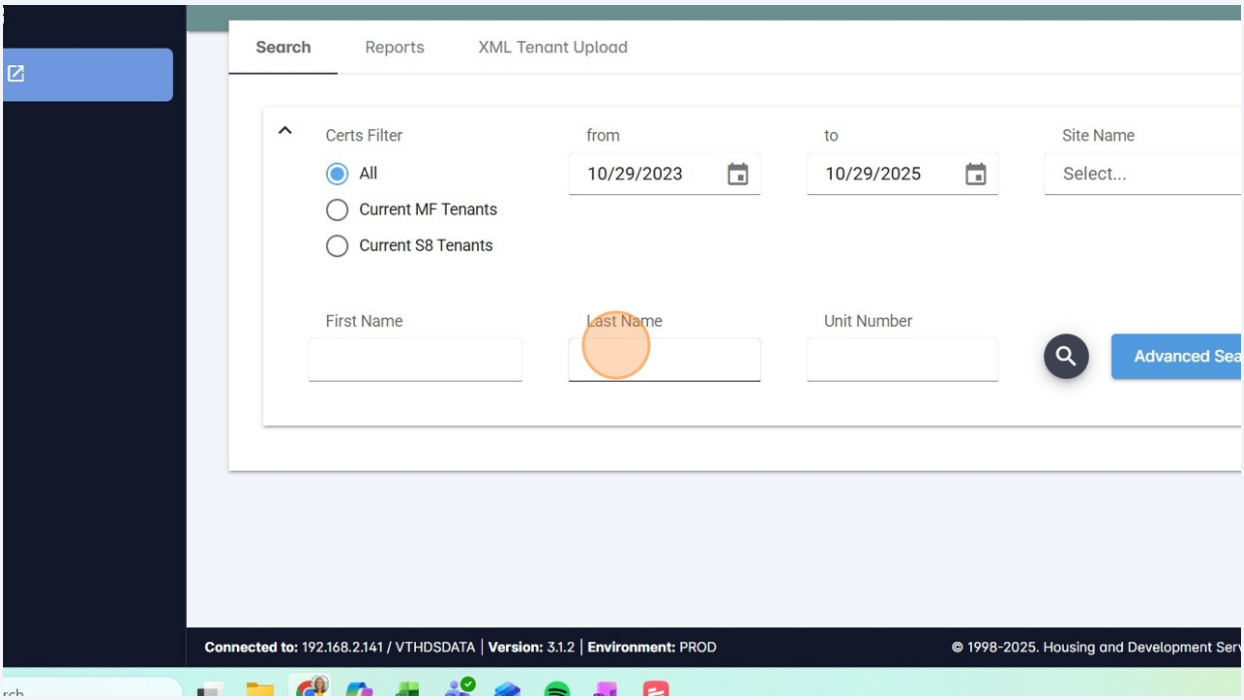
3 Click "PROPERTY GROUP"



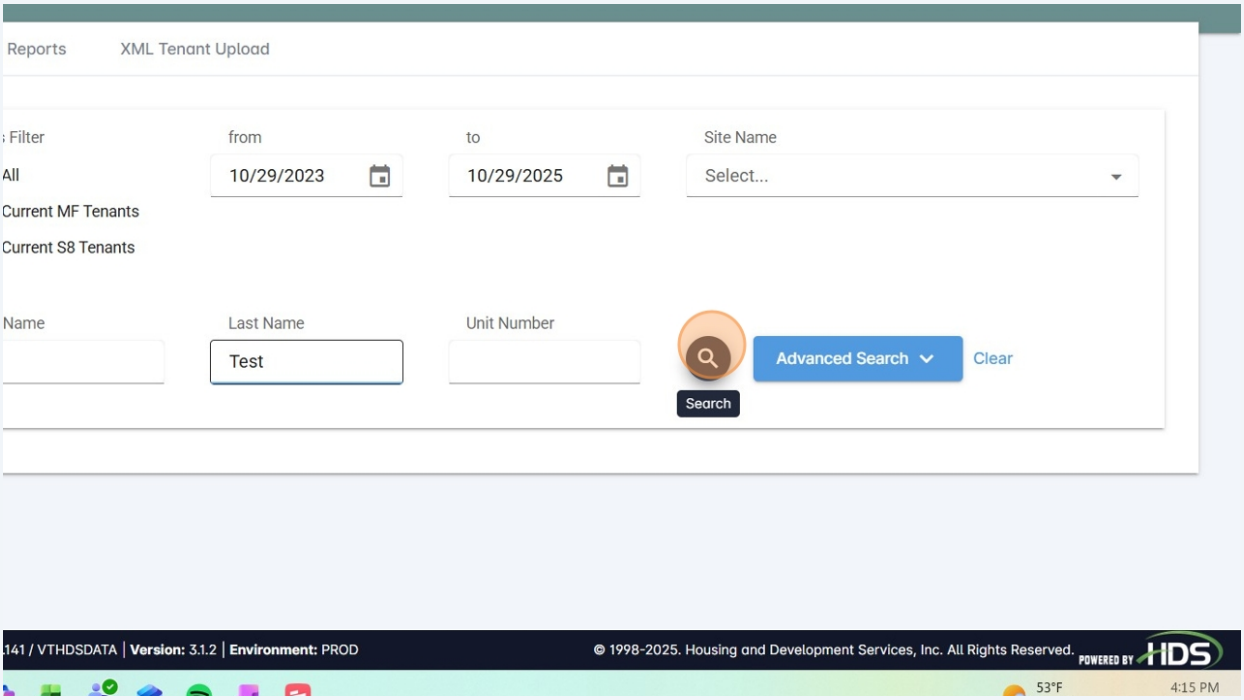
4 Click "Tenant"



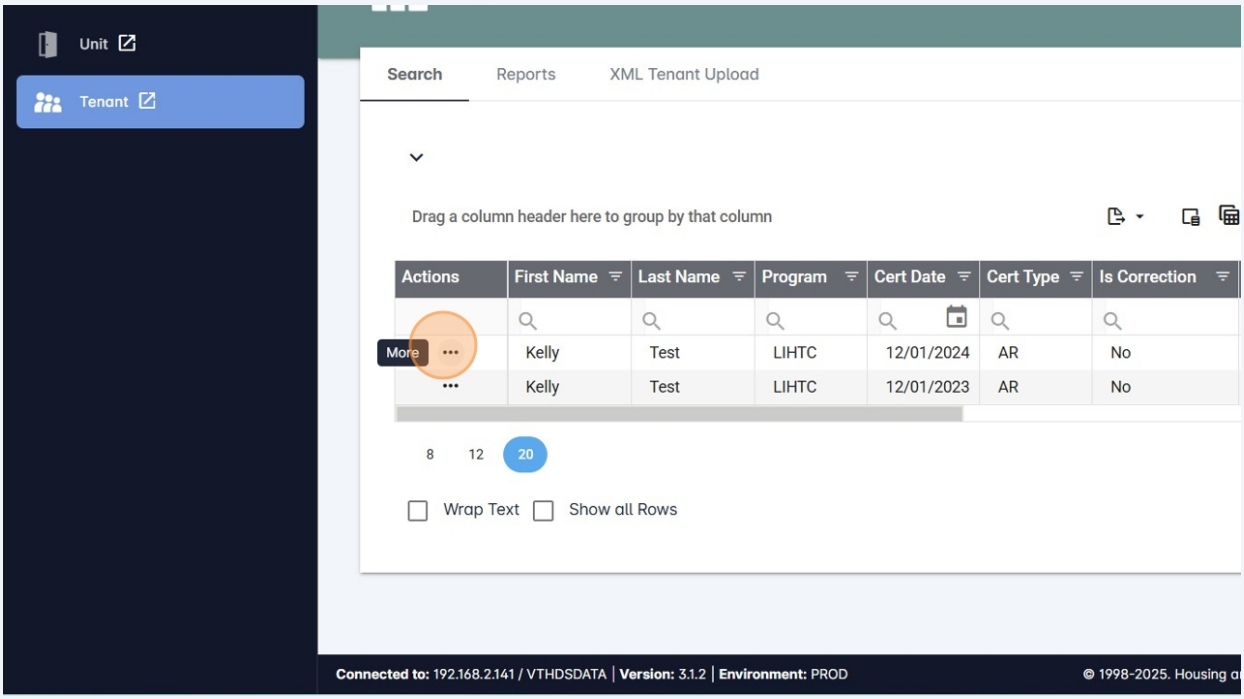
5 Search for the tenant using the fields available. In this example, search by "Last Name" is used



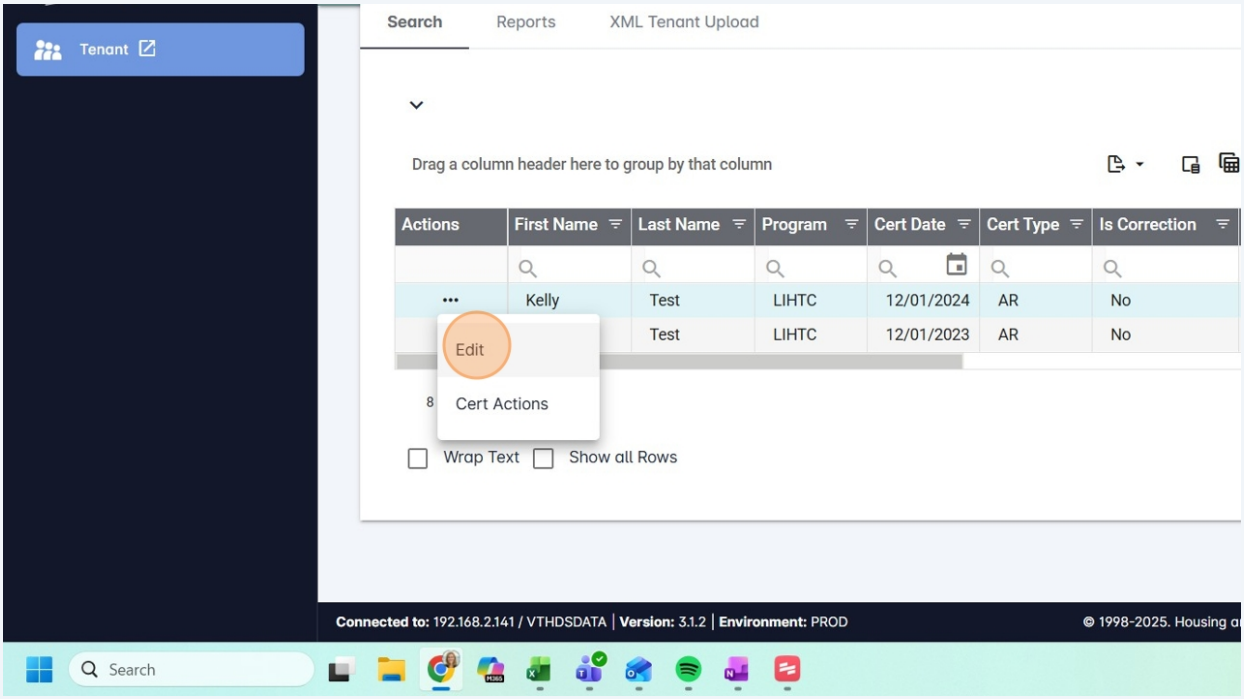
6 Click the magnifying glass "Search" button



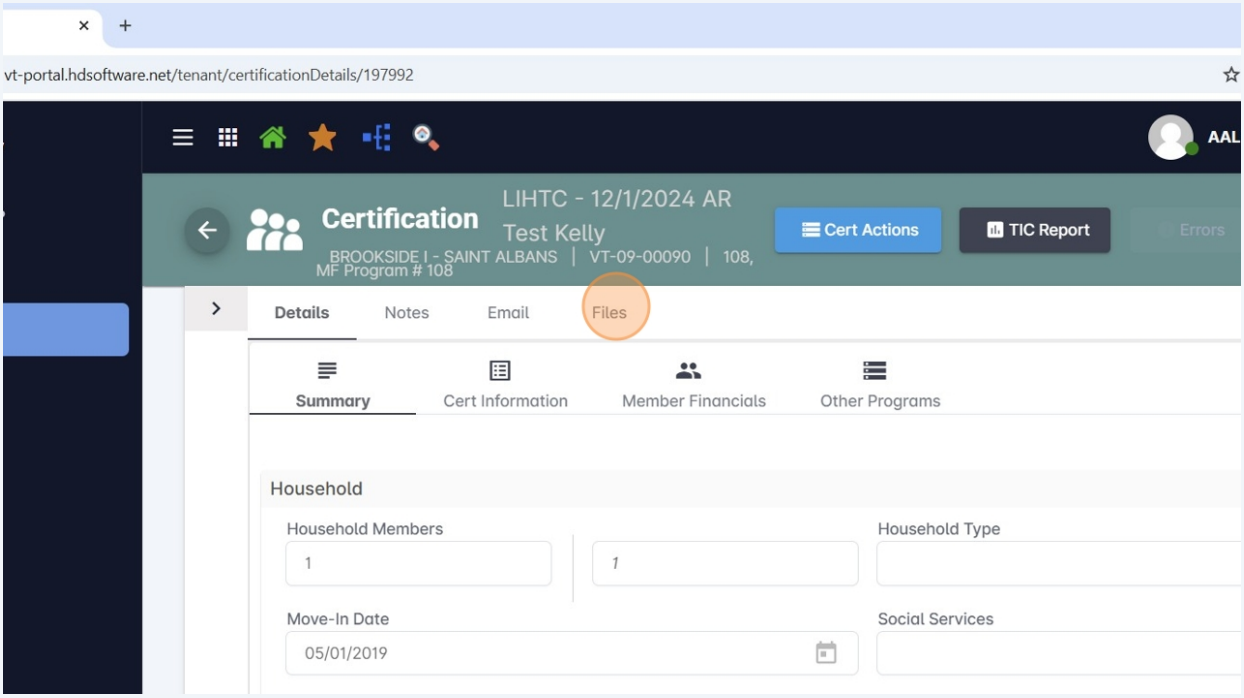
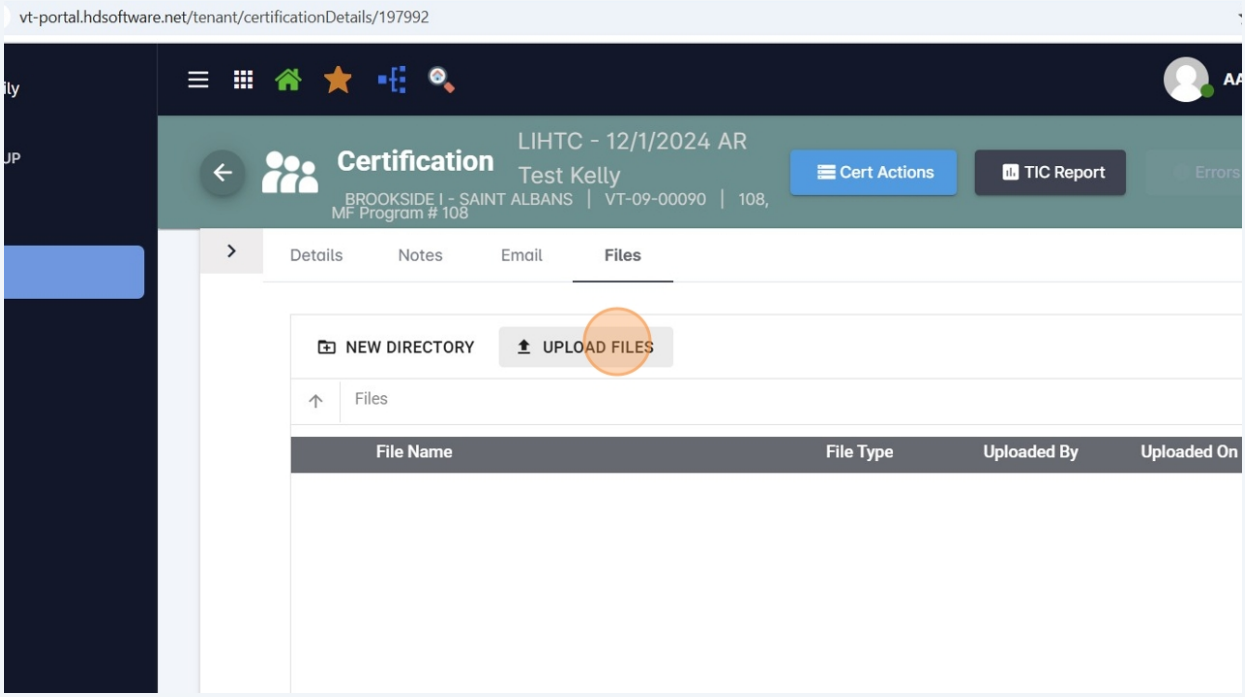
7 Click "..." menu next to the tenant you would like to select



8 Click "Edit"



9 Click "Files"



10 Click "Upload files"