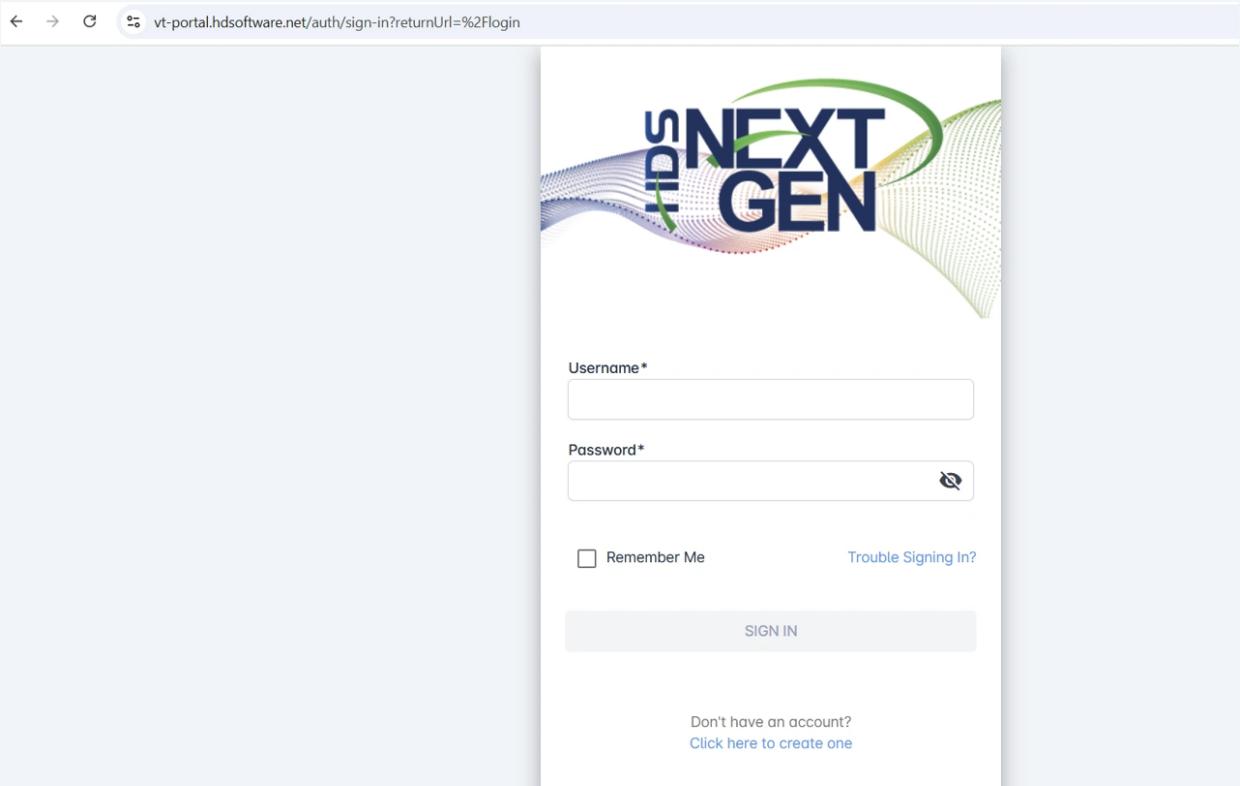


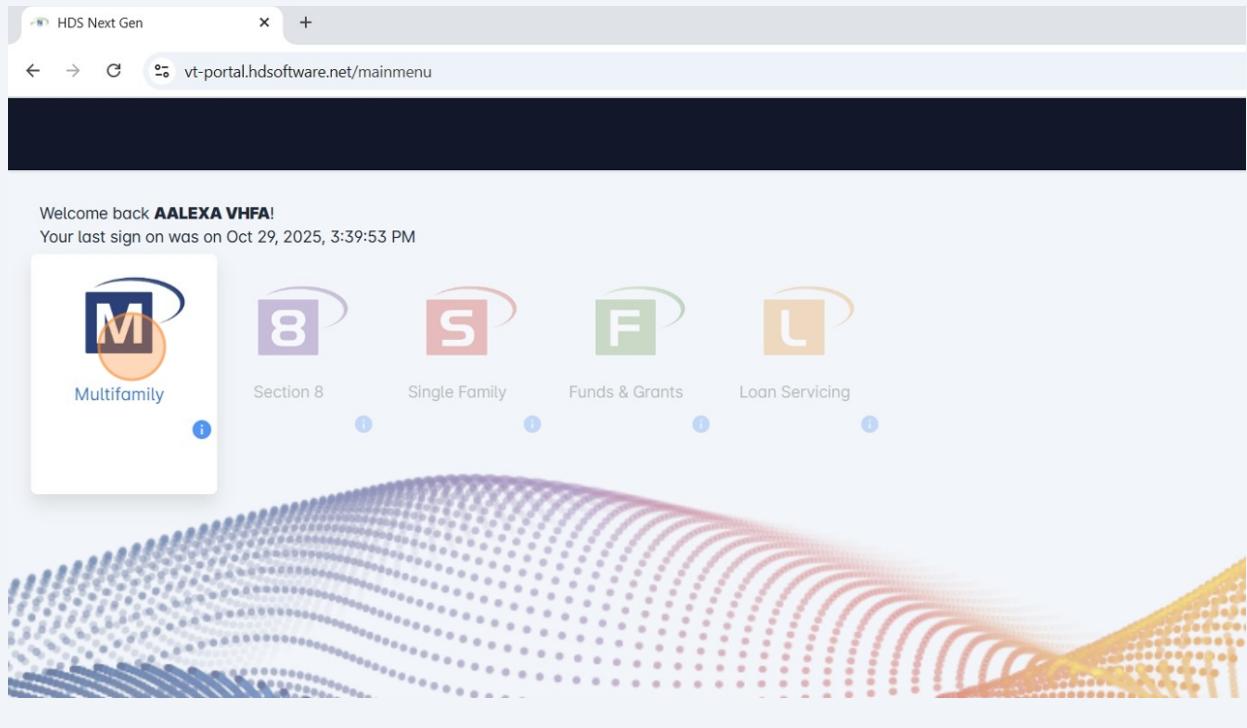
How to Upload Tenant Files to a Project in "Property Group"

1

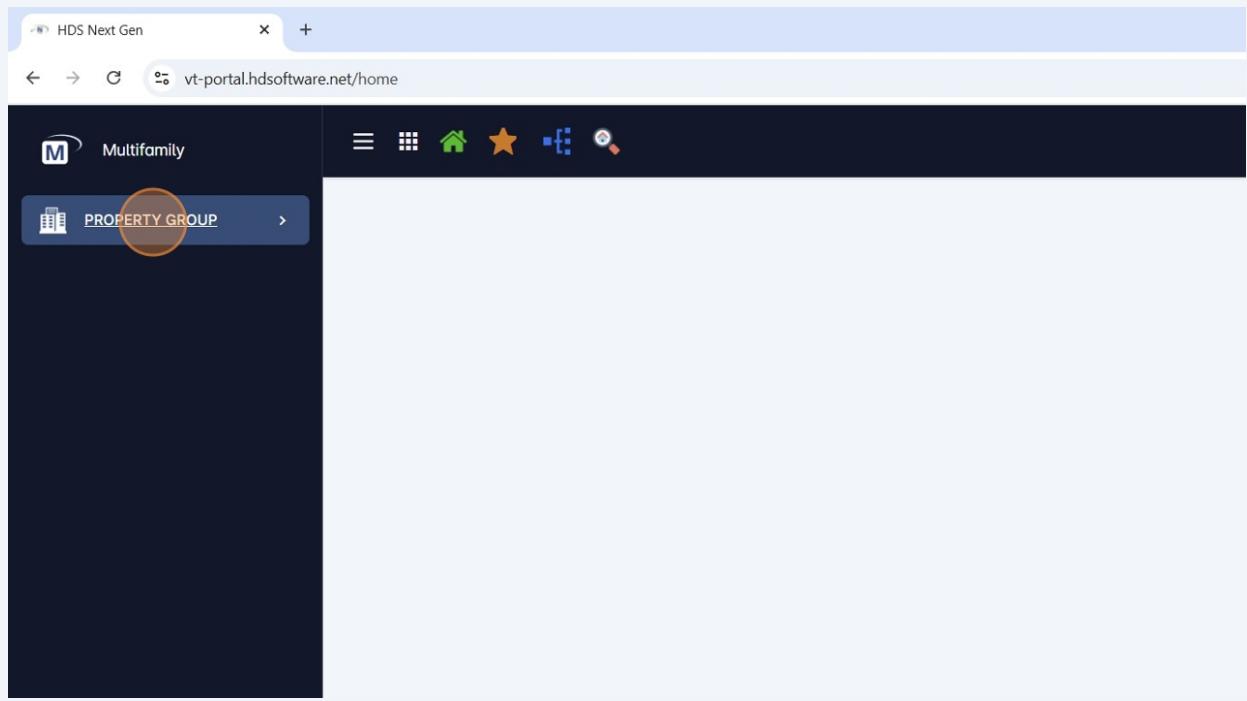
Visit <https://vt-portal.hdsoftware.net/auth/sign-in> and Login

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

2 Click "Multifamily"

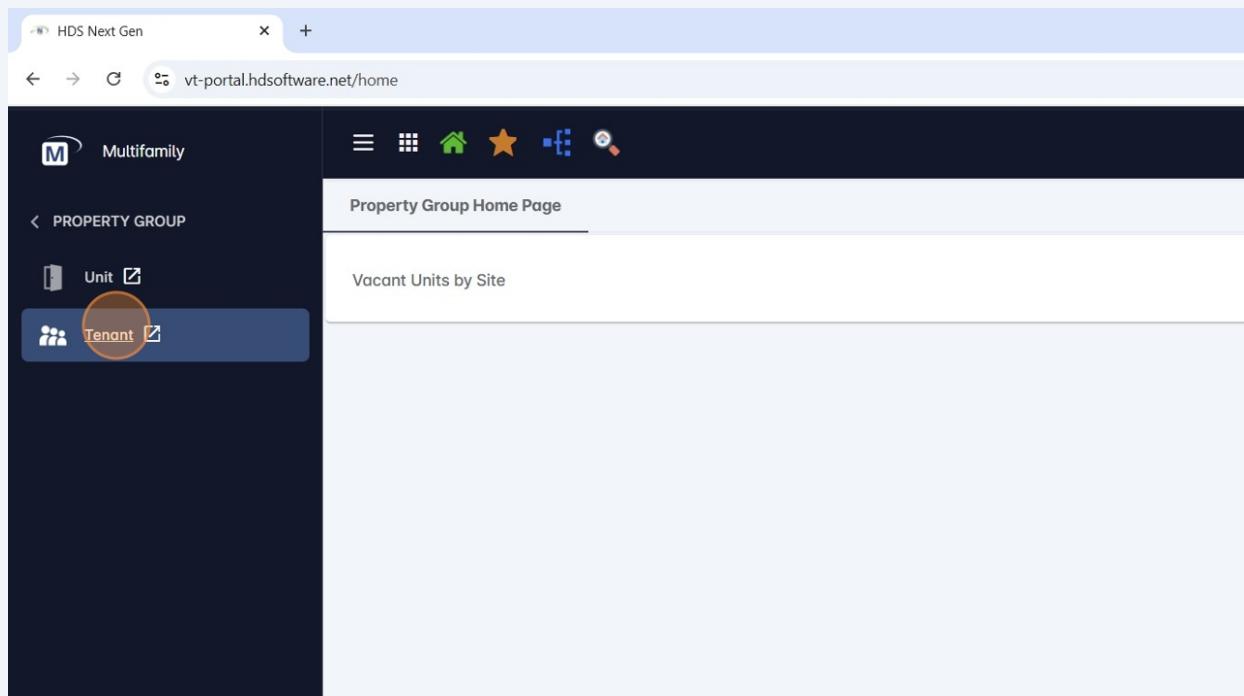


3 Click "PROPERTY GROUP"



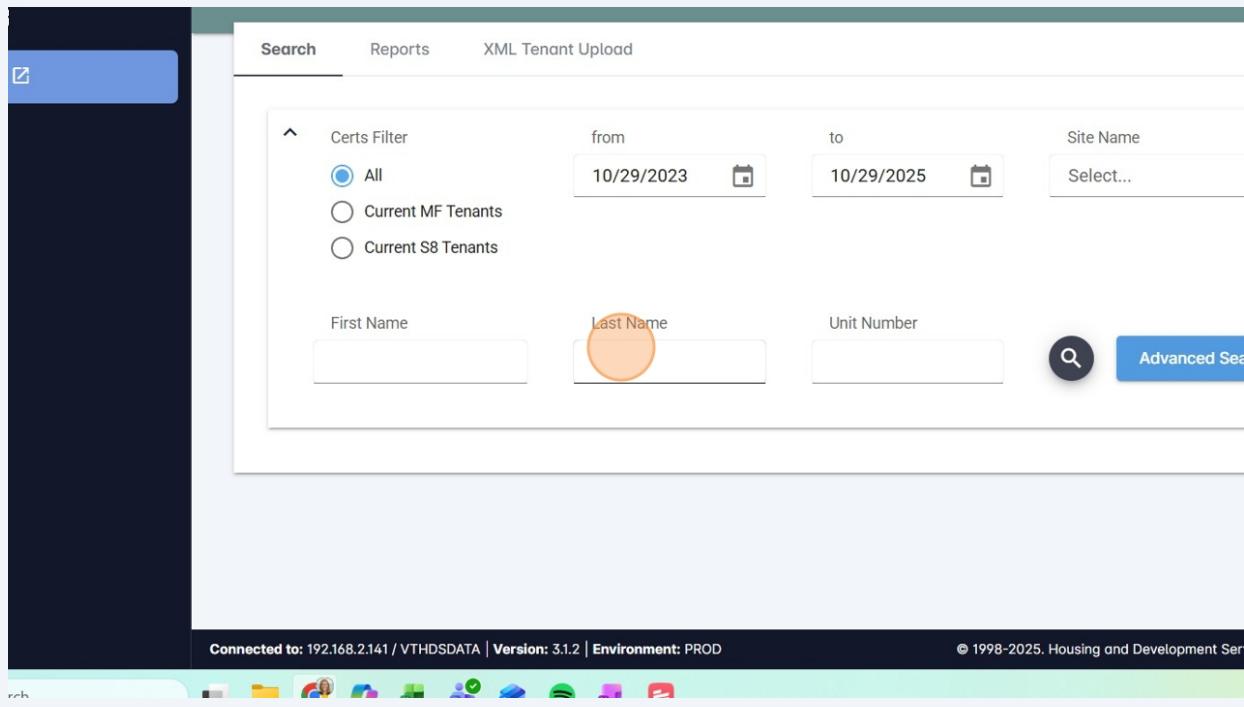
4

Click "Tenant"

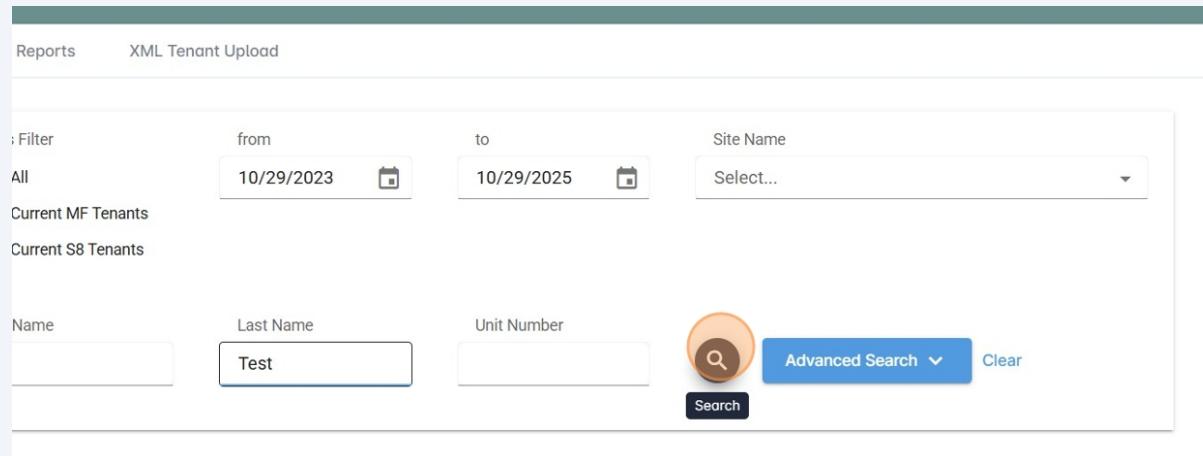


5

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

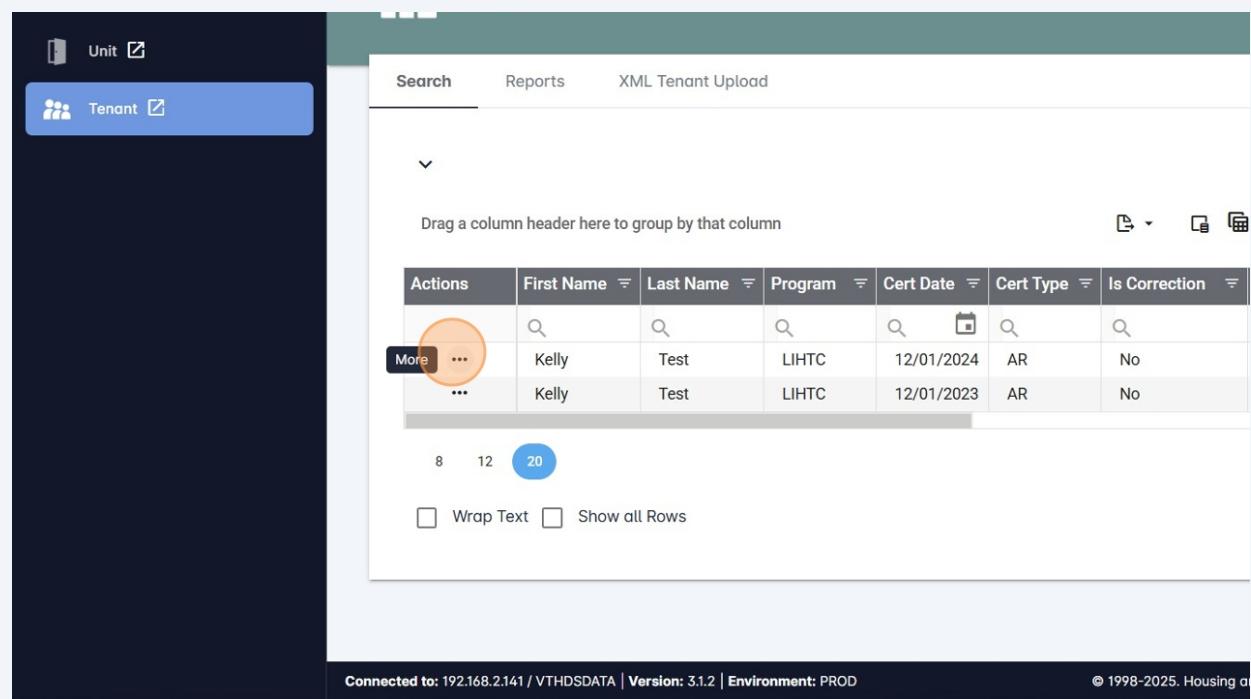
Test

Advanced Search Clear

Search

141 / VTHDSDATA | Version: 3.1.2 | Environment: PROD © 1998-2025. Housing and Development Services, Inc. All Rights Reserved. POWERED BY  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

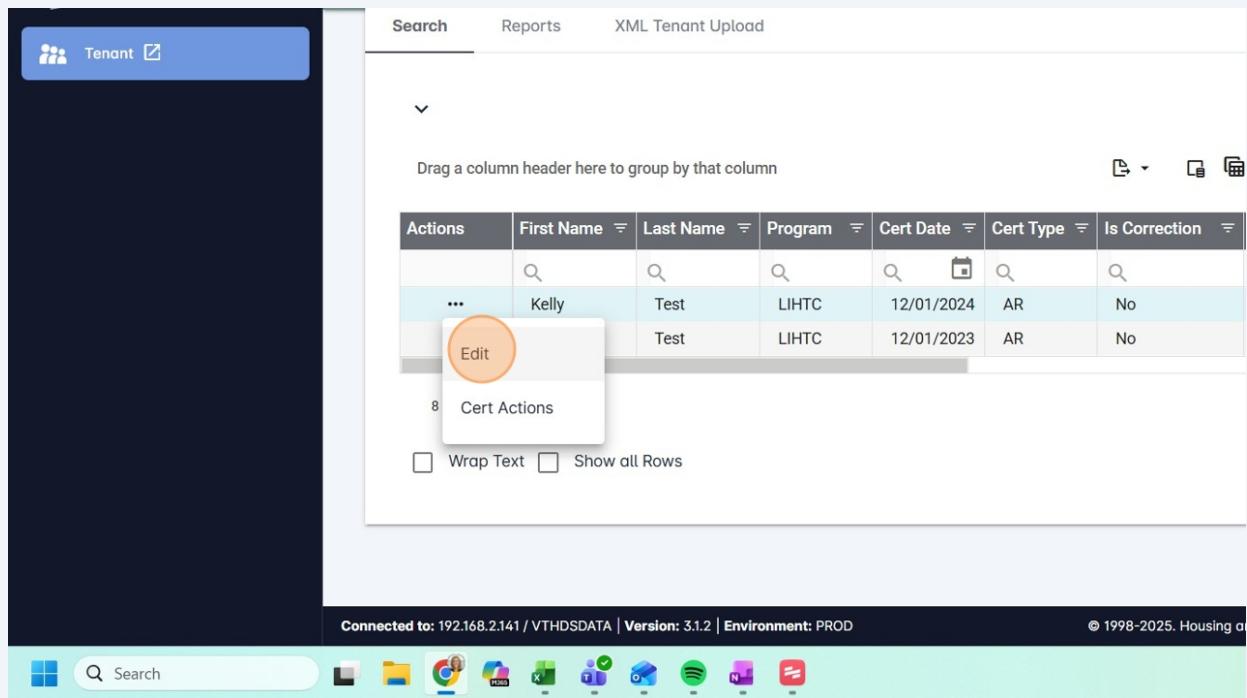
... Kelly Test LIHTC 12/01/2023 AR No

8 12 20

Wrap Text Show all Rows

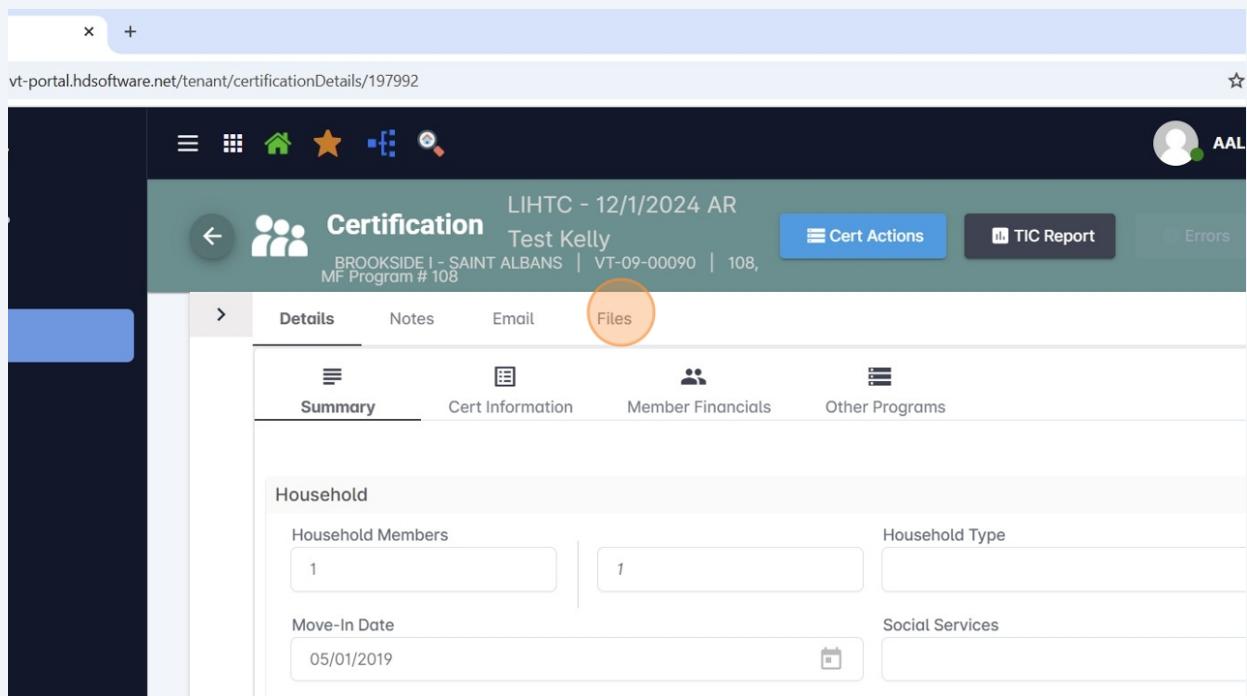
Connected to: 192.168.2.141 / VTHDSDATA | Version: 3.1.2 | Environment: PROD © 1998-2025. Housing a

8 Click "Edit"



A screenshot of a web-based tenant management system. The top navigation bar includes 'Search', 'Reports', and 'XML Tenant Upload'. Below this is a table with columns: Actions, First Name, Last Name, Program, Cert Date, Cert Type, and Is Correction. A context menu is open over the second row, with the 'Edit' option highlighted by an orange circle. The menu also includes 'Cert Actions', 'Wrap Text', and 'Show all Rows'. At the bottom of the screen, a status bar shows 'Connected to: 192.168.2.141 / VTHDSDATA | Version: 3.1.2 | Environment: PROD' and the copyright notice '© 1998-2025. Housing a'.

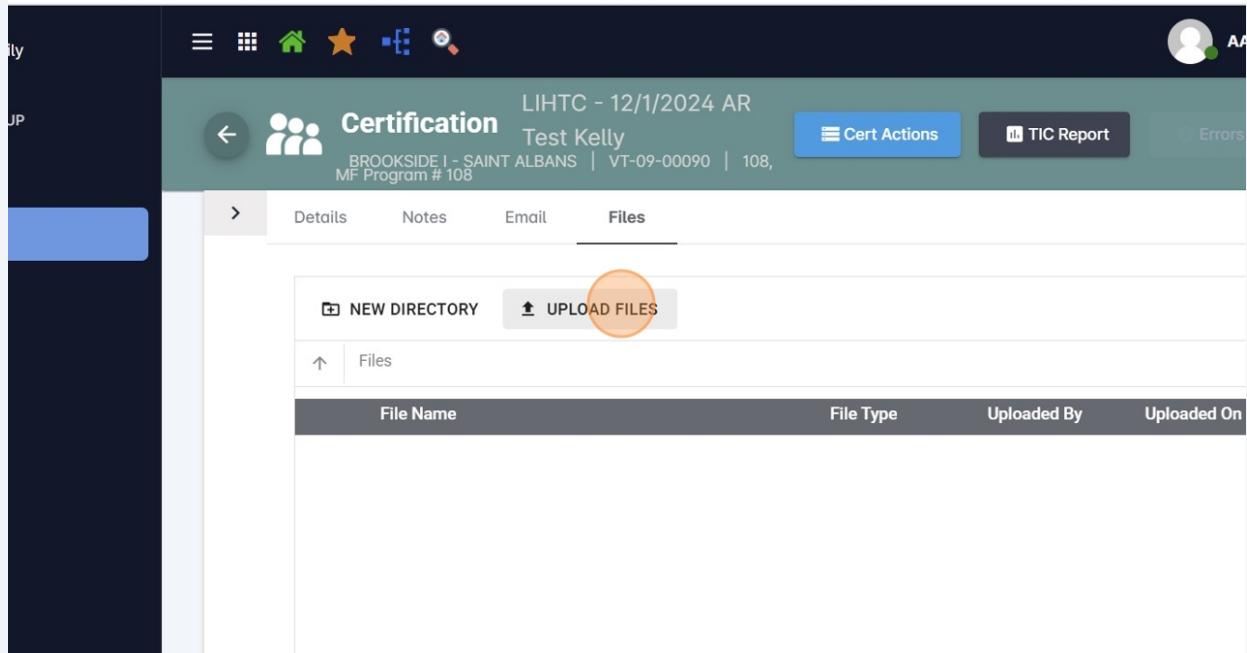
9 Click "Files"



A screenshot of a web-based certification details page. The URL is 'vt-portal.hdsoftware.net/tenant/certificationDetails/197992'. The top navigation bar includes a back arrow, a plus sign, and a user icon labeled 'AAL'. The main title is 'LIHTC - 12/1/2024 AR' with 'Certification' and 'Test Kelly' below it. To the right are 'Cert Actions', 'TIC Report', and 'Errors' buttons. The left sidebar has a 'Details' tab selected, with other tabs for 'Notes', 'Email', and 'Files' (which is highlighted with an orange circle). Below the tabs are sections for 'Household' (Household Members: 1, Household Type: 1), 'Move-In Date' (05/01/2019), and 'Social Services'.

10 Click "Upload files"

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



The screenshot shows a web-based application for managing certifications. At the top, there is a header with a user profile icon, a search bar, and several navigation icons. The main content area is titled 'Certification' and displays the following information: 'LIHTC - 12/1/2024 AR', 'Test Kelly', 'BROOKSIDE I - SAINT ALBANS | VT-09-00090 | 108, MF Program # 108', 'Cert Actions', 'TIC Report', and 'Errors'. Below this, there are tabs for 'Details', 'Notes', 'Email', and 'Files'. The 'Files' tab is selected. A sub-section titled 'Files' contains two buttons: 'NEW DIRECTORY' and 'UPLOAD FILES'. The 'UPLOAD FILES' button is highlighted with a large orange circle. Below these buttons is a table with a single row labeled 'Files'. The table has four columns: 'File Name', 'File Type', 'Uploaded By', and 'Uploaded On'. The entire screenshot is set against a light gray background.