



*We Build Software So You Can Build Communities*

# **CERTIFICATION PORTAL**

## ***User Guide***

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### **Multi-Family Compliance**

February 2025

## About This Manual

This manual has been designed to provide basic familiarity with the functionality of Certification Portal, showing capabilities and to aid the user in all facets of the system's procedures and screen entry.

✓ **Dashboard:**

A comprehensive dashboard provides an overview of projects and processes.

✓ **Document Repository:** A secure location where users can access, view, and download important documents that have been uploaded into the system.

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## Legend

	<b>Search/Filter</b>
	<b>Extract to Excel and Word</b>
	
	<b>Applicable Save Options</b>
	<b>Change/Correct Information</b>
	<b>Create New Record</b>
 Home	<b>Set current screen as HOME screen</b>
 Print	<b>Print Screen</b>
	<b>Required Field</b>
	<b>Delete Record</b>
	<b>Edit Record</b>
	<b>View Record</b>
	<b>Indicates the record is in Edit mode.</b>

# SEARCH FOR PROJECTS

**Projects Status & Search**

Project ID:

Project Name:

Grantee Number:

IDIS Activity Number:

Status: ✔ 684 Projects

[View All](#) [Search](#)

**Templates**

4 [View Templates](#)

**On-Site Managers**

0 [View Managers](#)

**2024 Annual Owner Certifications Status**

- Completed 0%: 3
- Submitted 0%: 0
- Not Submitted 100%: 681

**Recently Viewed Projects**

2022-28	TEST 1	<a href="#">2 Buildings</a>
2022-29	TEST 2 AI	<a href="#">2 Buildings</a>
PR-96032	Simmons Cay Apartments	<a href="#">6 Buildings</a>
PR-51802	500 Northside Station	<a href="#">1 Building</a>
PR-98009	Cole Road Apartments	<a href="#">9 Buildings</a>

Users can access all or single projects, multiple ways.

**Projects Status & Search**

Project ID:

Project Name:

Grantee Number:

IDIS Activity Number:

Status: ✔ 684 Projects

[View All](#) [Search](#)

**Templates**

4 [View Templates](#)

**On-Site Managers**

0 [View Managers](#)

**2024 Annual Owner Certifications Status**

- Completed 0%: 3
- Submitted 0%: 0
- Not Submitted 100%: 681

**Recently Viewed Projects**

2022-28	TEST 1	<a href="#">2 Buildings</a>
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PR-51802	500 Northside Station	<a href="#">1 Building</a>
PR-98009	Cole Road Apartments	<a href="#">9 Buildings</a>

On the side menu bar, **Projects** will show all projects. Users can search for projects from this screen.

**Projects**

Showing 1 - 2 of 2 records

[Import All Building Data](#) [Upload Files](#) [Annual Owner Certification](#) [Change Requests](#) [Proceed to Buildings](#)

Search for: Project ID: 2022 ✖ [Clear All](#)

Project ID	Project Name	2024 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2022-28	TEST 1 2289 Pear Circle, Abbeville, FL 12345	Completed	01/27/2025	2	@
2022-29	TEST 2 AI 1234 first st, Abbeville, FL 12345	Not Submitted	04/08/2024	2	@

Click the Search icon to search by a specific project name or number.

The screenshot shows the 'Projects' page in the Emphasis Software Certification Portal. The search filters are set to 'Project ID: 2022-'. A search icon is highlighted with a red box. Below the filters is a table with the following data:

Project ID	Project Name	2024 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2022-28	TEST 1 2289 Pear Circle, Abbeville, FL 12345	Completed	01/27/2025	2	@
2022-29	TEST 2 AI 1234 first st, Abbeville, FL 12345	Not Submitted	04/09/2024	2	@

## BEGINNING DATA ENTRY

To access buildings, highlight the project name and click Proceed to Buildings or click the number under the Buildings header.

The screenshot shows the 'Projects' page with the 'Proceed to Buildings' button highlighted in red. A red arrow points from this button to the 'Buildings' column in the table below, which contains the number '2'. The project name 'TEST 1' is also highlighted in red.

Project ID	Project Name	2024 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2022-28	TEST 1 2289 Pear Circle, Abbeville, FL 12345	Completed	01/27/2025	2	@

Highlight the building, click Change Report Period and enter the period you are entering data for. This can be done by Building or Update all Buildings.

The screenshot shows the 'Project: 2022-28 - TEST 1 » Buildings' page. The 'Change Report Period' button is highlighted in red. Below it is a table of building records with the first two rows highlighted in red:

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
CO-22-28002	01/01/2023	12/31/2024		Out of Compliance		Out of Compliance	Not Ready	01/27/2025	3
CO-22-28003	01/01/2023	12/31/2023	01/01/2024 - 12/31/2025	In Compliance		Out of Compliance	Not Ready	01/27/2025	2

Enter the New Reporting Period. Check the Update All Buildings if user wants the report period entered for all buildings and click Save.

Building ID: CO-22-28002 » Change Report Period  
Project: 2022-28 - TEST 1

Report Period Information

\*New Reporting Period: 01/01/2025 - 12/31/2025

Update All Buildings

Save Cancel

Highlight the building user will be processing data in and select Proceed to Units or click the number under the Units header to begin processing data.

Project: 2022-28 - TEST 1 » Buildings  
Address: 2289 Pear Circle, Abbeville, FL 12345

Import Building Data View Details Change Report Period Submit Tenant Certs Proceed to Units Reports Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
CO-22-28002	01/01/2023	12/31/2024	01/01/2025 - 12/31/2025	Out of Compliance		Out of Compliance	Not Ready	01/27/2025	3
CO-22-28003	01/01/2023	12/31/2023	01/01/2024 - 12/31/2025	In Compliance		Out of Compliance	Not Ready	01/27/2025	3

To enter a New Move In or Recertification, highlight the unit and click on New Tenant Cert.

Building ID: CO-22-28002 » Units  
Project: 2022-28 - TEST 1

New Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
4	2	1000	Vacant			---		
5	0	500	Occupied by Tenant	Sally Miller	###-##-0002	---	12/29/2024	
6	0	500	Occupied by Tenant	Bette Midler	###-##-5678	---	01/01/2024	

Enter General Information. All fields with a \* are required.

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← Units | Home | General Information | Projects | Household Members | Income | Assets | Unit Rent | On-Site Managers | Admin | Help

Unit: 4, Tenant: VACANT » General Information

Bed	Sq Ft	System Designation	Report Period	Last Report Ending	Building	Project
2	1000	Low Income	01/01/2025 - 12/31/2025	12/31/2024	CO-22-28002	2022-28 - TEST 1

**Head of Household Information**

\*Member Name:  Social Security Number:

\*Birth Date:  Age:  Occupation:

Sex:  Marital Status:

Ethnicity:  Race:

Special Population:  Disabled:

**Household Data**

\*Move-In Date:  Household Annual Income:  \*Unit Assistance Type:

\*New Cert Date:  Non Qualified Students:  \*Owner's Designation: LIHTC

Initial Certification:  Family Size:  Restriction: 20% AMI

Ready to Submit:

**Contact Information**

Home Phone:  Work Phone:

Email:

**Transfer Information**

Transferred From Building:

Old Unit ID:  Old Unit Move-In:

When you choose an applicable SAVE above, the additional fields below will open for additional data input.

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← Units | Home | General Information | Projects | Household Members | Income | Assets | Unit Rent | On-Site Managers | Admin | Help

Unit: 4, Tenant: Jane » General Information

Bed	Sq Ft	System Designation	Report Period	Last Report Ending	Building	Project
2	1000	Low Income	01/01/2025 - 12/31/2025	12/31/2024	CO-22-28002	2022-28 - TEST 1

**Head of Household Information**

Member Name: **Jane** Social Security Number: **000-00-0000**

Birth Date: **01/01/1960** Age: **65** Occupation: **Business/Office**

Sex: **Female** Marital Status: **Single**

Ethnicity: **Tenant Declined to Respond** Race: **Chooses not to Disclose**

Special Population: **Undesignated** Disabled:

**Household Data**

Move-In Date: **01/01/2025** Household Annual Income: **\$0.00** Unit Assistance Type: **No Assistance**

Last Cert Date: **01/01/2025** Non Qualified Students:  Owner's Designation: **LIHTC**

Initial Certification:  Family Size: **1** Restriction:

Ready to Submit:

Add additional Household Members where applicable. All fields with a \* are required.

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← Units Unit: 4, Tenant: Jane » Household Members

Bed 2 Sq Ft 1000 System Designation Low Income Report Period 01/01/2025 - 12/31/2025 Last Report Ending 12/31/2024 Building CO-22-28002 Project 2022-28 - TEST 1

Household Members New Member Close

Member Name	SSN	Birth Date	Age	Occupation
There are no household members to show in this view.				

Family Size: 1 Full-Time Students: 0  
Minors: 0

Enter household member information and click applicable Save.

New Household Member Adding a new household member to the system.

Household Member (Basic Data)

\*Member Name:  Social Security Number:   
 \*Birth Date:  Age:   
 \*Relation:  Occupation:

Household Member (Demographics)

Sex:  Marital Status:   
 Ethnicity:  Race:   
 Special Population:  Disabled:

Save Save & New Save & Close Cancel

Enter all incomes per household member where applicable.

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← Units Unit: 4, Tenant: Jane » Income

Bed 2 Sq Ft 1000 System Designation Low Income Report Period 01/01/2025 - 12/31/2025 Last Report Ending 12/31/2024 Building CO-22-28002 Project 2022-28 - TEST 1

Income New Income Close

Member Name	Source of Income	Verification	Annual Income
There are no incomes to show in this view.			

Annual Income: \$0.00  
Annual Asset Income: \$0.00 Total Annual Household Income: \$0.00

Select Member from the dropdown and add incomes then choose the applicable Save.

**New Income**  
Adding a new income to the system.

**Member Information**

\*Member Name:

Relation:

**Income Source & Amount**

Source of Income:

Annual Income:  **Calculate**

**Income Verification**

Verification Source:

Verification Date:

**Save** **Save & New** **Save & Close** **Cancel**

Enter all assets per household member where applicable.

**Unit: 4, Tenant: Jane » Assets**

**New Asset** **Close**

Member Name	Type of Asset	Verification	Cash Value	Annual Income
There are no assets to show in this view.				

Annual Income: **\$10,000.00**

Annual Asset Income: **\$0.00**      Total Annual Household Income: **\$10,000.00**

Select Member from the dropdown and add assets then choose the applicable Save.

**New Asset**  
Adding a new asset to the system.

**Member Information**

\*Member Name:

Relation:

**Asset Type & Value**

Type of Asset:

\*Cash Value:

Annual Asset Income:

**Asset Verification**

Verification Source:

Verification Date:

**Save** **Save & New** **Save & Close** **Cancel**

Click Edit to enter Rents.

Emphasys Software Certification Portal

Unit: 4, Tenant: Jane » Unit Rent

Bed 2 Sq Ft 1000 System Designation Low Income Report Period 01/01/2025 - 12/31/2025 Last Report Ending 12/31/2024 Building CO-22-28002 Project 2022-28 - TEST 1

Buttons: Edit, Close

Unit Rent

**Rent Information**

Rent Change Date:

Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance:  (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

Enter applicable data. Note the Rent Change Date is specific to rent changes that occur outside of the certification date.

Emphasys Software Certification Portal

Unit: 4, Tenant: Jane » Unit Rent

Bed 2 Sq Ft 1000 System Designation Low Income Report Period 01/01/2025 - 12/31/2025 Last Report Ending 12/31/2024 Building CO-22-28002 Project 2022-28 - TEST 1

Buttons: Save, Save & Close, Cancel

Unit Rent

**Rent Information**

Rent Change Date:  ← Only enter date when a change occurs outside of a certification/recertification

Tenant Paid Rent:

Mandatory Charges:

Rental Subsidy:

Utility Allowance:  (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance)

RHS Rent Overage only appears on the screen when a project is specifically identified by the agency as a Rural Development (Section 515) project.

Emphasys Software Certification Portal

Unit: 4, Tenant: Jane » Unit Rent

Bed 2 Sq Ft 1000 System Designation Low Income Report Period 01/01/2025 - 12/31/2025 Last Report Ending 12/31/2024 Building CO-22-28002 Project 2022-28 - TEST 1

Buttons: Save, Save & Close, Cancel

Unit Rent

**Rent Information**

Rent Change Date:

Tenant Paid Rent:

RHS Rent Overage:  \$0.00 ← This field only shows up for projects that are specifically identified as Rural Development (Section 515)

Mandatory Charges:

Rental Subsidy:

Utility Allowance:  (Note: Please enter this amount only if paid by Tenant)

Gross Rent: **\$0.00** (Tenant Rent + Mandatory Charges + Utility Allowance - RHS Rent Overage)

If the user determines there has been an error in data entry, and the entry has not been submitted and posted by the agency, you can delete the entry and make the corrections.

**Building ID: CO-22-28002 » Units**  
Project: 2022-28 - TEST 1

Buttons: New Unit, Unit Definition, Income & Rent Test, New Tenant Cert, **Delete Tenant Certs**, Move Out, Unit Transfer, Ready All Units, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
4	2	1000	Occupied by Tenant	Jane	###-##-0000	<input checked="" type="checkbox"/>	01/01/2025	
5	0	500	Occupied by Tenant	Sally Miller	###-##-0002	<input type="checkbox"/>	12/29/2024	12/29/2025
6	0	500	Occupied by Tenant	Bette Midler	###-##-5678	<input type="checkbox"/>	01/01/2024	01/01/2025

1 unit selected

User can only delete an entry that has a red X.

**Unit ID: 4 » Tenant Certifications**  
Project: 2022-28 - TEST 1 | Building: CO-22-28002

Move/Transfer In Date	Head of Household	Last Certification Date	Rent Change Date	Move/Transfer Out Date
01/01/2025	Jane	01/01/2025		
12/31/2024	Vacant			12/31/2024

Once data has been completed, the user needs to check the box Ready to Submit or at the building level, user can Ready All Units.

**Unit: 4, Tenant: Jane » General Information**  
Bed: 2, Sq Ft: 1000, System Designation: Low Income, Report Period: 01/01/2025 - 12/31/2025, Last Report Ending: 12/31/2024, Building: CO-22-28002, Project: 2022-28 - TEST 1

**Head of Household Information**

\*Member Name: Jane, Social Security Number: 000-00-0000  
 \*Birth Date: 01/01/1960, Age: 65, Occupation: Business/Office  
 Sex: Female, Marital Status: Single  
 Ethnicity: Tenant Declined to Respond, Race: Chooses not to Disclose  
 Special Population: Undesignated, Disabled:

**Household Data**

\*Move-In Date: 01/01/2025, Household Annual Income: \$10,000.00, \*Unit Assistance Type: No Assistance  
 Last Cert Date: 01/01/2025, Non Qualified Students: , \*Owner's Designation: LIHTC  
 Initial Certification: , Family Size: 2, Restriction:   
**Ready to Submit:**

Emphasys Software Certification Portal

Building ID: CO-22-28002 » Units

Project: 2022-28 - TEST 1

Buttons: New Unit, Unit Definition, Income & Rent Test, New Tenant Cert, Delete Tenant Certs, Move Out, Unit Transfer, **Ready All Units**, Close

Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Certification Due Date
4	2	1000	Occupied by Tenant	Jane	###-##-0000	✓	01/01/2025	
5	0	500	Occupied by Tenant	Sally Miller	###-##-0002	—	12/29/2024	12/29/2025
6	0	500	Occupied by Tenant	Bette Midler	###-##-5678	—	01/01/2024	01/01/2025

When all units are marked Ready to Submit, the building will show Ready. Click Submit Tenant Certs for each building in the project.

Emphasys Software Certification Portal

Project: 2022-28 - TEST 1 » Buildings

Address: 2289 Pear Circle, Abbeville, FL 12345

Buttons: Import Building Data, View Details, Change Report Period, **Submit Tenant Certs**, Proceed to Units, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
CO-22-28002	01/01/2023	12/31/2024	01/01/2025 - 12/31/2025	Out of Compliance		Out of Compliance	Ready	01/27/2025	3
CO-22-28003	01/01/2023	12/31/2023	01/01/2024 - 12/31/2025	In Compliance		Out of Compliance	Not Ready	01/27/2025	3

The system will test the building and notify the user if there is out of compliance or if in compliance and auto posted. If out of compliance, the building data will locked and sent into the State agency for further testing.

Emphasys Software Certification Portal

Project: 2022-28 - TEST 1 » Buildings

Address: 2289 Pear Circle, Abbeville, FL 12345

Buttons: Import Building Data, View Details, Change Report Period, **Submit Tenant Certs**, Proceed to Units, Reports, Close

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
CO-22-28002	01/01/2023			Out of Compliance		Out of Compliance	Ready	01/27/2025	3
CO-22-28003	01/01/2023			Out of Compliance		Out of Compliance	Submitted	02/17/2025	3

**Building Out Of Compliance**

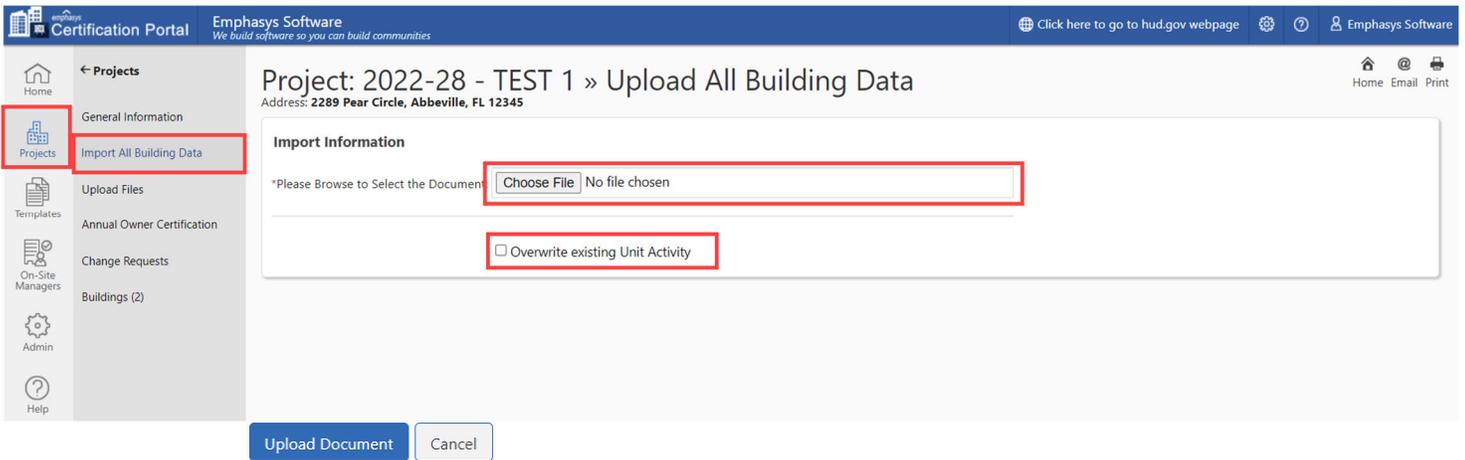
Project ID: 2022-28  
 Building ID: CO-22-28003  
 Reporting Period: 01/01/2024 - 12/31/2024

IRS Compliance Status: **OUT OF COMPLIANCE**  
 HOME Compliance Status: NOT TESTED  
 Agency Compliance Status: **OUT OF COMPLIANCE**  
 IRS Vacant Unit Rule Status: NOT TESTED

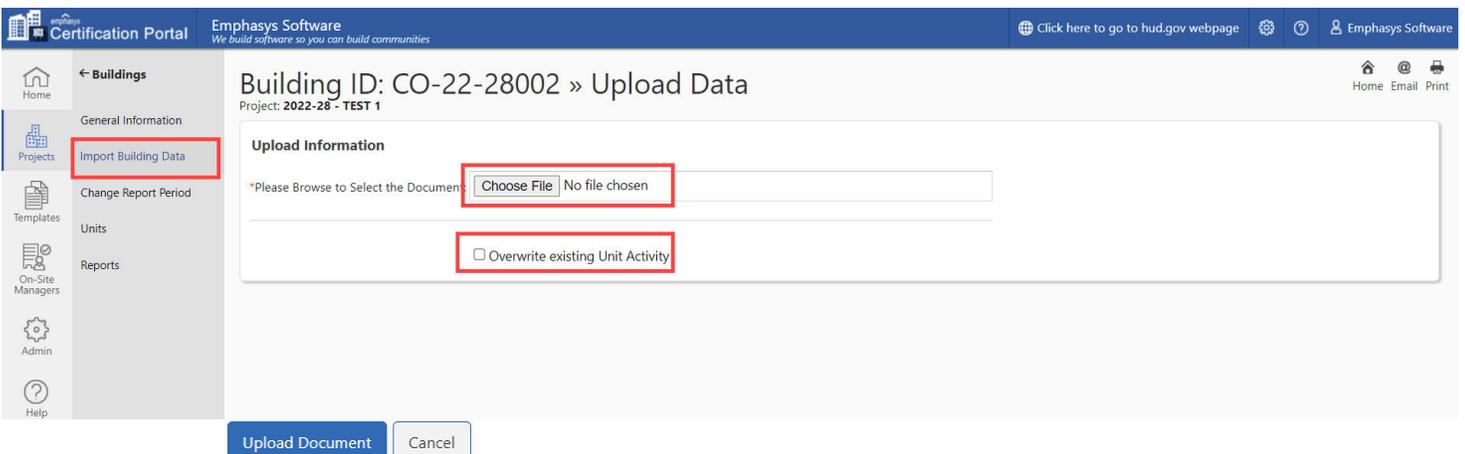
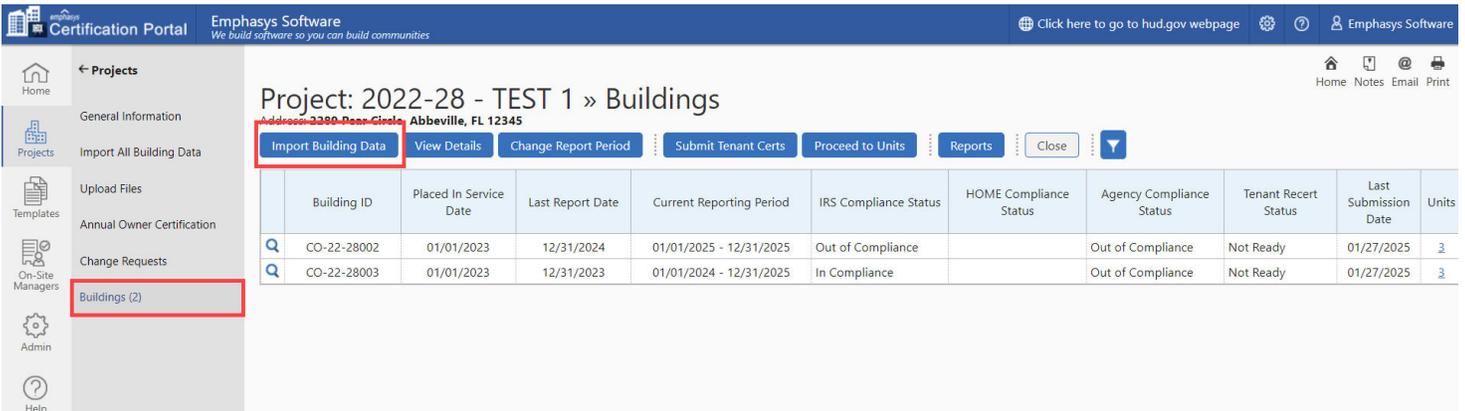
OK

# IMPORT BUILDING XML FILES

To **IMPORT ALL BUILDING DATA** using an XML file from a 3<sup>rd</sup> party software, i.e. Yardi, RealPage, etc, select the project and click **CHOOSE FILE**. Locate the file on your drive and click **UPLOAD DOCUMENT**. If the document has errors and subsequent uploads need to be run, the user can check the box **Overwrite existing Unit Activity**. **Note:** if there has been any manual entries made in the units, these will be overwritten.



To import individual buildings, select the building and click **IMPORT BUILDING DATA**. If the document has errors and subsequent uploads need to be run, the user can check the box **Overwrite existing Unit Activity**. **Note:** if there has been any manual entries made in the units, these will be overwritten.



# REPORTS

Emphasis Software Click here to go to hud.gov webpage Emphasis Software

**Projects**

**Project: 2022-28 - TEST 1 » Buildings**  
 Address: 2289 Pear Circle, Abbeville, FL 12345

[Import Building Data](#) [View Details](#) [Change Report Period](#) [Submit Tenant Certs](#) [Proceed to Units](#) **Reports** [Close](#)

Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Recert Status	Last Submission Date	Units
CO-22-28002	01/01/2023	12/31/2024	01/01/2025 - 12/31/2025	Out of Compliance		Out of Compliance	Not Ready	01/27/2025	3
CO-22-28003	01/01/2023	12/31/2023	01/01/2024 - 12/31/2025	In Compliance		Out of Compliance	Not Ready	01/27/2025	3

1 building selected

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**Buildings**

**Building ID: CO-22-28002 » Reports** [Close](#)

Project: 2022-28 - TEST 1

**Building Reports**  Show only last 4 digits of SSN in reports

- [LIHTC/HOME Annual Occupancy](#)  
 Include units without recent activity  
 Run Report for all Buildings
- [Household Income & Rent Limits Status](#)

Emphasis Software Generated on 2/17/2025 by Emphasis Software Page 1 of 1

**LIHTC/HOME Annual Occupancy Report**

\* Denotes a transfer from/to another unit in the same building.

**STUDENT EXPLANATION**  
 1 - TNAF assistance.  
 2 - Job Training Program.  
 3 - Single parent/dependent child.  
 4 - Married/joint return.  
 5 - Previous Foster Care.  
 6 - Extended-Use Period.

Unit ID	Unit Sq Ft	BR	Move-In Date	Move-Out Date	Head of Household SSN	Head of Household Name	Effective Date/Last Certification Date	Rent Change Date	Initial Cert Y/N	Age Head of Hshld	Gross Annual Income at Recert	Monthly Tenant Paid Rent	RHS Rent Overage	Mandatory Charges	Amount of Rental Subsidy	Util Allow	# in Hshld at Recert	Non-qual Stndt Y/N	Qual Stndt Expln Code	Mkrt Unit Y/N
<b>Project: 2022-28 TEST 1, Project Address: 2289 Pear Circle</b>																				
<b>Building: CO-22-28002, Total Number of Units: 3</b>																				
4	1,000	2	01/01/2025		###-##-0000	Jane	01/01/2025		Y	65	\$10,000.00						2	N		N
5	500	0	12/30/2024*		###-##-0002	Sally Miller	12/29/2024 10/22/2024	10/22/2024	N	64	\$31,040.00	\$100.00		\$0.00	\$300.00	\$100.00	2	N		N
6	500	0	01/01/2023		###-##-5678	Bette Midler	01/01/2024 01/31/2024	01/31/2024	N	64	\$0.00	\$100.00	\$0.00	\$0.00	\$50.00	\$200.00	1	N		N
<b>Building: CO-22-28003, Total Number of Units: 3</b>																				
7	1,000	2	01/02/2025*		###-##-1111	Steve Nicks	01/01/2024		N	64	\$10,000.00	\$300.00	\$0.00	\$0.00	\$200.00	\$100.00	1	N		Y
9	1,000	2	01/01/2023 01/02/2025*		###-##-1111	Steve Nicks	01/01/2024		N	64	\$10,000.00	\$300.00	\$0.00	\$0.00	\$200.00	\$100.00	1	N		Y

Emphasis Software Generated on 2/17/2025 by Emphasis Software Page 1 of 1

**Household Income & Rent Limits Status Report**

Unit ID	Bed Size	Head of Household Full Name	Household Size	Move-In Date	Last Certification Date	Last Rent Change Date	Total Annual Household Income	Income Limit	Effective Date	Income Limit Status	Monthly Gross Rent	Rent Limit	Effective Date	Rent Limit Status
<b>Project: 2022-28 TEST 1, Project Address: 2289 Pear Circle</b>														
<b>Building: CO-22-28002, County: Abbeville</b>														
4	2	Jane	2	01/01/2025	01/01/2025		\$10,000.00	\$19,720	05/15/2023	Below Income Limit	\$0.00	\$795	05/15/2023	Below Rent Limit
5	0	Sally Miller	2	12/30/2024	12/29/2024	10/22/2024	\$31,040.00	\$9,960	05/15/2023	Over 140% Income Limit	\$100.00	\$280	05/15/2023	Below Rent Limit
6	0	Bette Midler	1	01/01/2023	01/01/2024	01/31/2024	\$0.00	\$8,720	05/15/2023	Below Income Limit	\$300.00	\$280	05/15/2023	Over Rent Limit

# TEMPLATES AND DOWNLOAD/UPLOAD DOCUMENTS

Upload files – Select the section you want to upload a file and click New.

The screenshot shows the Emphasys Software Certification Portal. The top navigation bar includes 'Certification Portal', 'Emphasys Software', and a link to 'hud.gov webpage'. The main content area is titled 'Projects' and shows a search filter for 'Project ID: 2022-28'. A table lists project details:

Project ID	Project Name	2024 Annual Owner Certifications		Buildings	Contact Us
		Status	Last Submission Date		
2022-28	TEST 1 2289 Pear Circle, Abbeville, FL 12345	Completed	01/27/2025	2	@

The 'Upload Files' button in the top navigation is highlighted with a red box.

This screenshot shows the 'Project: 2022-28 - TEST 1 » Upload Files' page. The left sidebar has 'Upload Files' highlighted with a red box. The main content area shows sections for 'Financial Audit', 'Budget', and 'Monthly & Income Expense (MIE)'. Each section has a 'New' button and a 'Submit Documents' button. The 'MIE' section contains a table with one record:

Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
<input type="checkbox"/> MIE For Tax Year 2024	f8823_1_Print.pdf	01/2024	Emphasys Software	

This screenshot shows the 'Miscellaneous' section of the 'Upload Files' page. The 'New' button is highlighted with a red box. Below it is a table with one record:

Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
<input type="checkbox"/> Test Document	f8823 (1).pdf		Emphasys Software	

Choose Document Type, Document Title and Select File from user device.

The 'New File' form is shown with the following fields highlighted by red boxes:

- Document Type:** Miscellaneous
- Document Title:** CP GUIDE TEST
- Select File:** Choose File TEST DOCUMENT.docx

Buttons at the bottom include 'Save', 'Save & New', 'Save & Close', and 'Cancel'.

File uploaded successfully.

File » OTHER Edit Close Notes Print

Existing file configuration.

**General Information**

Document Type: **Miscellaneous**

Document Title: **CP GUIDE TEST**

**Uploaded Document**

Select File:  [2022-28\\_\\_003439.docx](#)

Click on the file to open and it will pop up as a download in the top right corner of the screen.

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Project: 2022-28 - TEST 1 » Upload Files Close

Address: 2289 Pear Circle, Abbeville, FL 12345

**Budget** New Submit Documents

Showing 0 - 0 of 0 records

	Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
There are no documents to show in this view.					

**Monthly & Income Expense (MIE)** New Delete Submit Documents

Showing 1 - 1 of 1 records

<input type="checkbox"/>	Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
<input type="checkbox"/>	<a href="#">MIE For Tax Year 2024</a>	f8823_1_Print.pdf	01/2024	Emphasys Software	

**Miscellaneous** New Delete

Showing 1 - 2 of 2 records

<input type="checkbox"/>	Document Name	Original File Name	Reporting Period	Uploaded By	Submit Status
<input type="checkbox"/>	<a href="#">Test Document</a>	f8823 (1).pdf		Emphasys Software	
<input type="checkbox"/>	<a href="#">CP GUIDE TEST</a>	TEST DOCUMENT.docx		Emphasys Software	

 **2022-28\_\_003439 (3).docx**  
28.5 KB • Done

All Bookmarks

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## Document Templates

<input type="checkbox"/>	Template Name	Original Template Name	Uploaded By	Uploaded On
<input type="checkbox"/>	<a href="#">Financial Audit 2023 Template</a>	UserConf Audit-Template-for-AssetM-Training-2023.xlsx	Emphasys Software	08/09/2024

**Budget**

<input type="checkbox"/>	Template Name	Original Template Name	Uploaded By	Uploaded On
There are no document templates to show in this view.				

**Monthly & Income Expense (MIE)**

<input type="checkbox"/>	Template Name	Original Template Name	Uploaded By	Uploaded On
There are no document templates to show in this view.				

**Miscellaneous**

<input type="checkbox"/>	Template Name	Original Template Name	Uploaded By	Uploaded On
<input type="checkbox"/>	<a href="#">Owner Certification</a>	2020 Owner Certification-2021.docx	Emphasys Software	01/31/2024
<input type="checkbox"/>	<a href="#">Annual Report Memo</a>	Memo Template.docx	Emphasys Software	01/31/2024
<input type="checkbox"/>	<a href="#">TIC</a>	TIC.doc	Emphasys Software	01/31/2024

Please reach out to your State Agency if you have any questions or need assistance.