

CERTIFICATION PORTAL User Guide

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.

\checkmark 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

	Search/Filter
	Extract to Excel and Word
B Save & New Save & Close Cancel	
B Save & New Save & Close Save & Submit Cancel	Applicable Save Options
Edit	Change/Correct Information
	Create New Record
A Home	Set current screen as HOME screen
F rint	Print Screen
*	Required Field
×	Delete Record
1	Edit Record
Q	View Record
1	Indicates the record is in Edit mode.

SEARCH FOR PROJECTS

Cert	ification Portal Emphasys Softwa	re can build communities			Click here to go to hud.gov webpage	¢ () & Emphasys Software
Home	Snapshot						home Print
Projects	Projects Status & Search		Templates	On-Site Managers	2024 Annual Owner Certifications	Status	
Templates On-Site Managers Admin	Project ID Project Name Project Name Pro	D: e: r: r: Search	4 View Templates	O View Managers		Comp Subm Not S	leted 0%: 3 itted 0%: 0 ubmitted 100%: 681
Help	Recently Viewed Projects						
	Q 2022-28 TEST 1	2 Buildings					
	Q 2022-29 TEST 2 AI	2 Buildings					
	Q PR-96032 Simmons Cay Apartments	<u>6 Buildings</u>					
	Q PR-51802 500 Northside Station	<u>1 Building</u>					
	Q PR-98009 Cole Road Apartments	9 Buildings					

Users can access all or single projects, multiple ways.

Cer	tification Portal	Emphasys Softwar We build software so you c	e an build communities			Click here to go to hud.gov webpag	ge 🛞 🧿 Å Emphasys Software
Home	Snapshot	t					🔒 🖶 Home Print
Projects Premplates On-Site Managers	Projects Status Project Status © 684 Projects View All	& Search Project ID Project Name Grantee Number IDIS Activity Number	search	Templates 4 View Templates	On-Site Managers	2024 Annual Owner Certification	Completed 0%: 3 Submitted 0%: 0 Not Submitted 100%: 681
Help	Recently Viewe Q 2022-28 TE Q 2022-29 TE Q PR-96032 Sii Q PR-51802 S0 Q PR-98009 Co	d Projects	2.Buildings 2.Buildings 6.Buildings 1.Buildings 9.Buildings				

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

ø	Cert	ification Portal Em	phasys Software vuild software so you can build communities		Click here to go to hud.gov v	vebpage 🐯 🕐	A Emphasys Software
L	Ъ ome	Projects Showing 1 - 2 of 2 records	Import All Building Data Upload Files Annual Owner Certification Change Requests	Proceed to Buildings	y 9		🟠 🖶 Home Print
Ē		QResults for: Project ID: 3	2022- 🗙 😽 Clear All				
Pic	pects 〕	Project ID	Project Name	2024 Ann Status	ual Owner Certifications Last Submission Date	Buildings	Contact Us
Tem	el@	Q 2022-28	TEST 1 2289 Pear Circle, Abbeville, FL 12345	Completed	01/27/2025	2	@
On Mar	Site agers	Q 2022-29	TEST 2 AI 1234 first st, Abbeville, FL 12345	Not Submitted	04/08/2024	2	@
ہے Ac	o min						
C	?)						

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

Help

ertification Portal	Emphasys Software We build software so you can build commu	inities				Click here to go to hud.gov	webpage 🐯 🕐	& Emphasys Software
Projects Showing 1 - 2 of 2 re	Import All Building Data	Upload Files	Annual Owner Certification	Change Requests	Proceed to Buildings	7 3		🟠 🖶 Home Print
Project ID: Project Name:		Q Search				-		
Q Results for: Proje	ct ID: 2022- 🗙 🌀 Clear All							
Project II	D		Project Name		2024 Annu Status	ual Owner Certifications Last Submission Date	Buildings	Contact Us
Q 2022-28	TEST 1 2289 Pear Circle, Abbeville, FL	12345			Completed	01/27/2025	2	@
Q 2022-29	TEST 2 AI 1234 first st, Abbeville, FL 1234	15			Not Submitted	04/08/2024	2	@
	Anse artification Portal Projects Showing 1 - 2 of 2 re Project ID: Project ID: Project Name: Q Results for: Project II Q 2022-28 Q 2022-29	Antification Portal Emphasys Software We build software so you can build comme We build software so you can build comme Projects Showing 1 - 2 of 2 records Project ID: Project ID: Project ID: QResults for: Project ID: 2022- X Clear All Project ID Q 2022-28 TEST 1 2289 Pear Circle, Abbeville, FL Q 2022-29 TEST 2 Al 1234 first st, Abbeville, FL 1234	Project ID Project ID Project ID Project ID Q 2022-28 TEST 1 22022-29 TEST 2 AI Q 2022-29 TEST 2 AI	Emphasys Software We build software to you can build communities Projects Showing 1 - 2 of 2 records Import All Building Data Upload Files Annual Owner Certification Project ID:	Projects Import All Building Data Upload Files Annual Owner Certification Change Requests Project ID: Project ID: Q Search Q Results for: Project ID: Project ID: Q 2022-28 TEST 1 2289 Pear Circle, Abbeville, FL 12345 Q 2022-29 TEST 2 All	Projects Import All Building Data Upload Files Annual Owner Certification Change Requests Proceed to Buildings Project ID:	Project ID: Project ID: </td <td>Project ID: Project ID: <t< td=""></t<></td>	Project ID: <t< td=""></t<>

BEGINNING DATA ENTRY

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

Cer	tification Portal Emp	hasys Software vild software so you can build communities			Click here to go to hud.gov	webpage 🐯 🕜	& Emphasys Software
Home	Projects Showing 1 - 1 of 1 records	Import All Building Data Upload Fik	es Annual Owner Certification Change Requests	Proceed to Buildings	7 3	Left Tab	🏠 🖶 Home Print
Projects	QResults for: Project ID: 20	022-28 🗙 🏹 Clear All				1	
Templates	Project ID		Proiectwame	2024 Annu Status	al Owner Certifications Last Submission Date	Buildings	Contact Us
	Q 2022-28	TEST 1 2289 Pear Circle, Abbeville, FL 12345		Completed	01/27/2025	2	@
On-Site Managers							
کیک Admin							
(?) Help							

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.

É	rtification Portal	Emphasys We build softw	Software are so you can build comm	unities				tick he	re to go to hud.gov webpa	ge 😂	> &	Emphasys	s Softv	/are
Home	← Projects	P	roject: 202	22-28 - TI	EST 1 » Bi	uldinas					A Home	Notes En	@ ı nail P	F int
a.	General Information	Add	dress: 2289 Pear Circle	e, Abbeville, FL 1234	45									
Projects	Import All Building Data	I	mport Building Data	View Details	Change Report Period	Submit Tenant Certs	Proceed to Units	Reports Close	Y					
Templates	Upload Files		Building ID	Placed In Service Date	Last Report Date	Current Reporting Period	IRS Compliance Status	HOME Compliance Status	Agency Compliance Status	Tenant Reco Status	art	Last Submissio Date	on L	Jnits
	Annual Owner Certificatio	Q	CO-22-28002	01/01/2023	12/31/2024		Out of Compliance		Out of Compliance	Not Ready	1	01/27/202	25	3
Unැ <u>ජි</u> On-Site Managers	Change Requests	q	CO-22-28003	01/01/2023	12/31/2023	01/01/2024 - 12/31/2025	In Compliance		Out of Compliance	Not Ready		01/27/202	25	3
ر ک Admin	Buildings (2)													

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

Ce	ertification Portal	Emphasys Software We build software so you can build communities	Click here to go to hud.gov webpage	©	0	٤ ٩	mphas	ys Sof	tware
Home	← Buildings	Building ID: CO-22-28002 » Change Report Period			1	a Home	Notes	@ Email	H Print
<u>a</u>	General Information								
Projects	Import Building Data	Report Period Information							
	Change Report Period	*New Reporting Period: 01/01/2025 🔳 - 12/31/2025 📰							
Templates	Units								
On-Site Managers	Reports	Update All Buildings							
۲ Admin									
(?) Help									
		B 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.

Ce	rtification Portal	Emphasys We build softw	Software	nunities				🌐 Click he	re to go to hud.gov webpa	ge 🐯 🕐 🛛	🙎 Emphasys Sc	ftware
Home	← Projects	Р	roiect: 202	2-28 - TF	- - ST 1 » Bi	uildinas				Hor	ne Notes Email	🖶 I Print
a.	General Information	Ad	dress: 2289 Pear Circle	e, Abbeville, FL 1234	15							
Projects	Import All Building Data		mport Building Data	View Details 0	Change Report Period	Submit Tenant Certs	Proceed to Units	Reports Close				
Templates	Upload Files Annual Owner Certification	n	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
	Change Pequests	Q	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	<u>3</u>
On-Site Managers	Change Requests	Q	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
Admin Help	Buildings (2)											

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

Cê	mification Portal	Emphas We build so	ys Software ftware so you can b	build communities				🌐 Click he	re to go to hud.gov w	vebpage	® (Emph	asys Software	
Home	← Buildings	Bi	uilding		2-28002	» Units						Home Note	@ 🖶 s Email Print	
Projects	General Information Import Building Data	Proje	w Unit Unit Definition Income & Rent Test New Tenant Cert Delete Tenant Certs Move Out Unit Transfer Ready All Units Close											
	Change Report Period		Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certi Dat	fication e	Re-Certific Da	ation Due te	
	Units		4	2	1000	Vacant			_				×	
F.S	Reports	Q	5	0	500	Occupied by Tenant	Sally Miller	###-##-0002		12/29/	2024		×	
On-Site Managers		Q	6	0	500	Occupied by Tenant	Bette Midler	###-##-5678		01/01/	2024		×	
Admin														
(?) Help														

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

	runcation Portai	We build software so you can build communit	lies						
Home	←Units								H Print
Projects	General Information Household Members	Unit: 4, Tenant Bed Sq Ft System Designat 2 1000 Low Income	: VACANT » Ge ion Report Period 01/01/2025 - 12/31/2021	Last Report Ending 12/31/2024 CO-22-28002	Project 2022-28 - TEST 1				
Templates		Head of Household Infor	mation						
		*Member Name:		Social Security Number:					
On-Site Managers		*Birth Date:	Age:	Occupation:	~				
~~~		Sex:	~	Marital Status:	~				
<b>ک</b> ے Admin		Ethnicity:	~	Race:	~				
Admin		Special Population:	~	Disabled:					
?									
Help		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			Transfer Information				
		Home Phone: -	- Work Phone:		Transferred From B	Building:			
		Email			Old	Unit ID:	Old Unit Move-In:		
		B Save Save & Clo	se Cancel						

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

Ce	ertification Portal	Emphasys Software We build software so you can build communities		Click here to go to hud.gov webpage	A Emphasys Software
Home Projects	← Units General Information Household Members	Unit: 4, Tenant: Jane » Gene Bed Sq Ft System Designation Report Period 2 1000 Low Income 01/01/2025 - 12/31// Edit Close Income & Rent Test Change Hest	eral Information Last Report Ending Building Project 12/31/2024 CO-22-28002 2022-28 - TEST 1 ad of Household Tenant Certification Form		Notes Print
Templates	Income	Head of Household Information			
	Assets	Member Name: Jane	Social Security Number: 000-00-0000		
On-Site	Unit Rent	Birth Date: 01/01/1960 Age: 65	Occupation: Business/Office		
Managers		Sex: Female	Marital Status: Single		
5		Ethnicity: Tenant Declined to Respond	Race: Chooses not to Disclose		
Admin		Special Population: Undesignated	Disabled:		
(?) Holp					
нер		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.

Ce	rtification Portal	Empha We build	asys Software software so you can build communities			🌐 cli	ick here to go to hud.gov webpage	0	0	& Emphasys Software
Home	←Units	U	Jnit: 4, Tenant: Jane	» Household Mer	nbers					e Print
æ	General Information	Be 2	d Sq Ft System Designation Report I 1000 Low Income 01/01/2	Period Last Report Endin 2025 - 12/31/2025 12/31/2024	g Building Project CO-22-28002 2022-28 - TEST	Т 1				
Projects	Household Members		New Member Close							
	Income		Member Name	SSN	Birth Date	Age	Oct	cupatio	on	
Templates	Assets			Th	ere are no household members to sho	ow in this view.				
On-Site Managers	Unit Rent			Family Size: 1		Full-T	"ime Students: <b>0</b>			
<i>{</i> ô}				Minors: 0						
کریک Admin										
(?)										

#### Enter household member information and click applicable Save.

iousenoid Member (Ba	isic Data)		
*Member Name:		Social Security Number:	
*Birth Date:		Age:	
*Relation:	~	Occupation:	
		ocception	
ousehold Member (D	emographics)	Marital Status:	
iousehold Member (D Sex: Ethnicity:	emographics) v	Marital Status: Race:	

#### Enter all incomes per household member where applicable.

É Ce	rtification Portal	Emphasys Software We build software so you can build communities			Click here to go to hud.gov webpage	٢	0	& Emphasys Software
Home	←Units	Unit: 4, Tenant: Jane	» Income					e Print
J.	General Information	Bed Sq Ft System Designation Report 2 1000 Low Income 01/01/	Period Last Report Ending 2025 - 12/31/2025 12/31/2024	Building Project CO-22-28002 2022-28 - TEST 1				
Projects	Household Members	New Income Close						
	Income	Member Name	Source of Income		Verification			Annual Income
Templates	Assets		I					
On-Site Managers	Unit Rent		Annual Income: <b>\$0.0</b> 0	)				
ک Admin			Annual Asset Income: <b>\$0.0</b>	)	Total Annual Household Income: <b>\$0.00</b>			
(?) Help								

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

Jew Income		Pr
Member Information		
*Member Name:	~	
Relation:		
Income Source & Amount		
Source of Income:	×	
Annual Income:	Calculate	
Income Verification		
Verification Source:	~	

Enter all assets per household member where applicable.

Ce	rtification Portal	Emphasys Software We build software so you can build communities			Click here to go to hud.gov webpage	٢	0	& Emphasys Software
Home	←Units	Unit: 4, Tenant: Jane	» Assets					- Print
Projects	General Information Household Members	Bed         Sq Ft         System Designation         Report           2         1000         Low Income         01/01/2           New Asset         Close         1000	Period Last Report Ending 2025 - 12/31/2025 12/31/2024	Building Project CO-22-28002 2022-28 - TEST 1				
P	Income	Member Name	Type of Asset	Verification	Cash Value			Annual Income
Templates	Assets							
On-Site Managers	Unit Rent		Annual Income: \$10,000					
کی Admin			Annual Asset Income: \$0	0.00 Tota	al Annual Household Income: <b>\$10,000.00</b>			
(?) Help								

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

Iew Asset Iding a new asset to the syst	em.	PT
Member Information		
*Member Name:	~	
Relation:		
Type of Asset:	~	
Asset Type & Value		
*Cash Value:		
Annual Asset Income:		
Asset Verification		
	122	
Verification Source:	•	

#### Click Edit to enter Rents.

<b>Í a</b> ce	ertification Portal	Emphasys Software We build software so you can build communities		Click here to go to hud.gov	webpage 👸	0	& Emphasys Software
Home	← Units	Unit: 4, Tenant: Jar	ne » Unit Rent				🚺 🔒 Notes Print
4	General Information	Bed Sq Ft System Designation Re 2 1000 Low Income 01	eport Period Last Report Ending Building 1/01/2025 - 12/31/2025 12/31/2024 CO-22-28002	Project 2022-28 - TEST 1			
Projects	Household Members	Edit					
	Income	Rent Information					
Templates	Assets	Rent Change Date:					
On-Site	Unit Rent	Tenant Paid Rent:					
Managers		Mandatory Charges:					
ر کې		Rental Subsidy:					
		Utility Allowance:	(Note: Please enter this amount only if paid by Tenant)				
(?) Help		Gross Rent: \$0	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.



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

Ce	mification Portal	Emphasys Software We build software so you can build communities	Click here to go to hud.gov webpage	٢	0	& Emphasys Software
Home	←Units					Notes Print
4	General Information	Unit: 4, Ienant: Jane » Unit Kent Red Saft System Designation Report Period Last Report Ending Building Project				
Projects	Household Members	2 1000 Low Income 01/01/2025 - 12/31/2025 12/31/2024 CO-22-28002 2022-28 - TEST 1				
Templates	Income	Rent Information				
FIQ	Assets	Rent Change Date:				
On-Site	Unit Rent	Tenant Paid Rent: ,				
Managers		RHS Rent Overage: \$0.00				
۲ <u>م</u>		Mandatory Charges:				
-		Rental Subsidy:				
(?) Help		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)				
		Save & Close				

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.

Ce	^{⁷⁹ rtification Portal}	Emphasy We build sof	<b>/s Software</b> tware so you can b	uild communities				tick he	re to go to hud.gov	webpage 🛞	⑦ & Er	nphasys Softv	/are
Home	← Buildings	Bu	ilding	ID: CO-2	2-28002	» Units					A Home N	Votes Email P	<b>i</b> nt
Projects	Import Building Data	Project 2022-28 - TEST 1           New Unit         Unit Definition         Income & Rent Test         New Tenant Cert         Delete Tenant Certs         Move Out         Unit						Unit Transfer	Ready All Units	Close			
Tamplatar	Change Report Period		Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certification Date	Re-Cer	tification Due Date	
Templates	Units	Q	4	2	1000	Occupied by Tenant	Jane	###-##-0000	×	01/01/2025			×
	Reports	Q	5	0	500	Occupied by Tenant	Sally Miller	###-##-0002	_	12/29/2024	12	/29/2025	×
On-Site Managers		Q	6	0	500	Occupied by Tenant	Bette Midler	###-##-5678		01/01/2024	01	/01/2025	×
ک Admin		1 uni	t selected										
(?) Help													

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

Unit ID: Project: 2022-28	4 » Tenant Certifica	ations Close	•	Notes Email	Print
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.

E Ce	rtification Portal	Emphasys Software We build software so you can build c	ommunities						Click here to go to hud.go	v webpage	٢	0	A Emphasys Software
Home	←Units												Ţ 🖶 Notes Print
A.	General Information	Unit: 4, Ten Bed Sq Ft System D	ant: Jane	e » Gene		DN Building Pro	oject						
Projects	Household Members	2 1000 Low Inco	me 01/01	/2025 - 12/31/2	025 12/31/2024 0	0-22-28002 20	22-28 - TEST 1						
	Income	Head of Household	Information										
Templates	Assets	*Member Name:	Jane		Social Security Number:	000-00-0000							
On-Site	Unit Rent	*Birth Date:	01/01/1960	Age: <b>65</b>	Occupation:	Business/Office		~					
Managers		Sex:	Female		Marital Status:	Single		~					
حےک Admin		Ethnicity:	Tenant Declined	to Respond 🔹	Race:	Chooses not to	Disclose	~					
		Special Population:	Undesignated		Disabled:								
(?) Help													
		Household Data											
		*Move-In Date:	01/01/2025		Household Annua	l Income: <b>\$10,000.</b>	.00		*Unit Assistance Type:	No Assista	nce		~
		Last Cert Date:	01/01/2025		Non Qualified	Students: 🗆			*Owner's Designation:	LIHTC			~
		Initial Certification:	~		Fa	mily Size: <b>2</b>			Restriction:				~
		Ready to Submit:											

Ce	mification Portal	Emphasy We build soft	/s Software	e an build communities				🌐 Click h	ere to go to hud.gov	webpage {	9 C	& Emph	asys Softw	are
Home	← Buildings	Bu	ulding	1 ID· CO-2	22-28002	» Units						Home Note	@ 🖣	) int
a.	General Information	Projec	ct: 2022-28	- TEST 1		" ornes		F			_			
Projects	Import Building Data	Nev	w Unit	Unit Definition	Income & Rent Test	New Tenant Cert	Delete Tenant Certs Move Out	Unit Transfer	Ready All Units	Close	Y			
Tomplator	Change Report Period		Unit ID	No. of Bedrooms	Square Footage	Status	Head of Household	SSN	Ready to Submit	Last Certifi Date	cation	Re-Certifica Dat	ation Due	
Templates	Units	Q	4	2	1000	Occupied by Tenant	Jane	###-##-0000	~	01/01/2	025			×
	Reports	Q	5	0	500	Occupied by Tenant	Sally Miller	###-##-0002		12/29/20	024	12/29/	2025	×
On-Site Managers		Q	6	0	500	Occupied by Tenant	Bette Midler	###-##-5678	_	01/01/20	024	01/01/	2025	×
Admin														
Help														

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

É Ce	rtification Portal	nphasys 2 build softwo	Software are so you can build comm	unities		🌐 Click he	e to go to hud.gov webpa	ige 🚭 🕅	& Emphasys So	oftware		
Home	← Projects General Information		roject: 202 Iress: 2289 Pear Circle	22–28 – T e, Abbeville, FL 1234	EST 1 » Bu	uildings				Ho	nme Notes Email	🖶 I Print
Projects	Import All Building Data	In	nport Building Data	View Details	Change Report Period	Submit Tenant Certs	Proceed to Units	Reports Close	<b>T</b>			
Templates	Upload Files Annual Owner Certification		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
		Q	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
On-Site	Change Requests	Q	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
Admin Help	Buildings (2)											

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.

<b>í 🖡</b> cá											
	← Projects General Information Import All Building Data	P Ada	roject: 202 dress: 2289 Pear Circl mport Building Data	22-28 - T e, Abbeville, FL 1234 View Details	EST 1 » Bl 15 Change Report Period	uildings			Ho	me Notes Emai	H Print
					Last Report Date	Current Reporting Period	IRS Compliance Status				
					F P B R R I F	cuilding Out Of Compl roject ID: 2022-28 uilding ID: CO-22-28003 eporting Period: 01/01/2024 - S Compliance Status: OUT OF OME Compliance Status: NOT gency Compliance Status: NOT SV Accant Unit Rule Status: NO	iance 12/31/2024 COMPLIANCE TESTED I OF COMPLIANCE T TESTED				

## **IMPORT BUILDING XML FILES**

To **IMPORT ALL BUILDING DATA** using an XML file from a 3rd 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.

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	Upload Files	*Please Browse to Select the Document Choose File No file chosen						
Templates	Annual Owner Certificati	n						
On-Site	Change Requests	Overwrite existing Unit Activity						
Managers	Buildings (2)							
Admin								
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		Upload Document Cancel						

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.

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On-Site Managers	Change Requests		Q CO-22-28002 Q CO-22-28003	01/01/2023 01/01/2023	12/31/2024 12/31/2023	01/01/2025 - 12/31/2025 01/01/2024 - 12/31/2025	Out of Compliance In Compliance		Out of Compliance Out of Compliance	Not Ready Not Ready	01/27/202	!5 <u>3</u> ?5 <u>3</u>
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## **REPORTS**

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æ	General Information	Add	dress: 2289 Pear Circl	e, Abbeville, FL 1234	15	liangs			_			
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	Annual Owner Certification	Q	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
On-Site	Change Requests	Q	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
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Unit ID	Unit S	q 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 Recrt	Non- qual Stdnt Y/N	Qual Stdnt Expln Code	Mrkt Unit Y/N
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## **TEMPLATES AND DOWNLOAD/UPLOAD DOCUMENTS**

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

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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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Templates are accessible system wide and not by project. Choose Templates and the file you would like to add or download. If you download, the user can complete and upload back under Upload Files (above) at the project level.

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	Annual Rep	ort Memo	Memo Template.docx	Emphasys Software	01/31/2	024
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Please reach out to your State Agency if you have any questions or need assistance.