Navigating ProCorem after a DAA is processed for a WorkCenter

First time accessing ProCorem:

1. You will receive an e-mail for each *WorkCenter* you are added to from notifications@mail.procorem.com
2. Click "Sign Up"
3. Enter your First Name, Last Name, and create a Password that aligns with WHEDA's Sound Security Procedures and Safeguards
4. Read the Terms and Conditions and then agree and click "Sign Up Now"
5. Navigate to all your projects *WorkCenter* by clicking View All WorkCenters on the page's left side
6. Click on the name of the WorkCenter you would like to enter

Adding a Collaborator:

1. Log into your account utilizing your e-mail address and password
2. Open the *WorkCenter* associated with the project you would like to add a collaborator on
3. Click "Add Collaborator" in the top right corner of the *WorkCenter*
4. Type the individuals name if they have already been set up as a user in ProCorem, otherwise click the "+" button and enter their First Name, Last Name, and E-mail Address
5. Under "Selected Collaborators" set the individual added to the appropriate contributor role or Read Only. If you want to see the permissions for different roles, click "What are the available *WorkCenter* roles and what access do they have?"

Uploading Documents to the WorkCenter:

1. Select the folder you would like to upload a document to and click "Upload Files"
2. Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari otherwise you can select Choose File
3. Set the Status as either Final
4. You do not have to select a file Type
5. Enter a description and comment for the file – comments will be included in the e-mail alerts that are sent to other collaborators
6. Click "Upload" and wait until the progress bar that will appear at the top of the screen disappears

Editing Documents Uploaded to the WorkCenter:

1. Navigate through the folder pathway to where the document is uploaded
2. Select the document you would like to edit to download
3. Select Details to change the File Name, Status, Type, or Description