



**Procorem Workcenter Modification Request**

Developers intending to submit an application for ARPA gap financing must complete this form and submit to [Sam.Haile@wheda.com](mailto:Sam.Haile@wheda.com) for each individual project.

You will receive confirmation from Sam Haile that your *WorkCenter* has been modified to receive your ARPA application. If you do not receive notification within two business days, please e-mail the address listed above.

Any new users that will require access to the WorkCenter should be identified in the form below. You will not be able to add additional users after the WorkCenter has been created.

As the Developer, you understand and acknowledge the following:

- WHEDA is authorized to act upon all information submitted by the Developer, any person signing on with the Developer's e-mail address and password.
- You will use sound security procedures and safeguards to ensure that all submissions of information are authorized and to protect passwords from unauthorized or improper use
- You have read the Terms of Use
- You have read this entire statement and are duly authorized to accept it on behalf of your organization

WHEDA is requiring that all applications (**full application materials and fully completed excel tax credit application**) are uploaded to *ProCorem*. Printed copies of applications are not required.

**Project Details required to set-up Procorem Workcenter (all fields are required)**

<b>Project Name:</b>	
<b>Project City:</b>	
<b>Type of Credit Awarded: (Please indicate either 9% or State/4%)</b>	

<b>Development Company:</b>	
<b>Applicant Name:</b>	
<b>Applicant Phone Number:</b>	
<b>Applicant E-mail Address:</b>	



**Additional WorkCenter Users Requested:**

<b>Name:</b>	
<b>E-mail Address:</b>	
<b>Name:</b>	
<b>E-mail Address:</b>	
<b>Name:</b>	
<b>E-mail Address:</b>	

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Date

**Sound Security Procedures and Safeguards:**

- Users should not set their passwords to be the same as their e-mail address
- Passwords should not consist of common pieces of information about the user (i.e.: birthday, child's name, anniversary, email address, etc)
- Passwords should consist of both letters and numbers
- Passwords should not be real words that are recognizable in any language
- Users should not share their passwords
- Users should never write their password down
- Users should make a complete change of their password. For example, if your password is john1, do not change your password to john2 or john11 when your password expires. An example of a complete change would be to change the password to ca3vhrd1
- Passwords should be changed every 60 days

**Terms of Use:**

As a condition of your use of ProCorem, you warrant to WHEDA that you will not use the application for any purpose that is unlawful or prohibited by these terms, conditions, and notices. You may not use the ProCorem web site in any manner which could damage, disable, overburden, or impair the application or interfere with any other party's use. You may not modify, copy, distribute, transmit, display, perform, reproduce, publish, license, create derivative works from, transfer, or sell any information obtained from ProCorem.



## **Navigating ProCorem**

### First time accessing ProCorem:

1. You will receive an e-mail for each *WorkCenter* you are added to from [notifications@mail.procorem.com](mailto:notifications@mail.procorem.com)
2. Click "Sign Up"
3. Enter your First Name, Last Name, and create a Password that aligns with WHEDAs 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. To add a Collaborator to your *WorkCenter*, submit a request by email to [Sam.Haile@WHEDA.com](mailto:Sam.Haile@WHEDA.com) including the individual's name and email address

### 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, Description, or Delete the file