



Procorem WorkCenter Request Form

Developers intending to submit an application for WHEDA Housing Tax Credits or other WHEDA resources must complete this form and submit to HTC.FAQ@WHEDA.com for each individual project and each individual resource requested.

You will receive email confirmation that your WorkCenter has been created. If you do not receive notification within two business days, please e-mail the address listed above.

As the Developer, you understand and acknowledge the following:

- WHEDA is authorized to act upon all information submitted by the Developer or 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.

Use of the WorkCenter:

- WHEDA requires all application materials to be uploaded to Procorem. Printed submissions or flash drives are not required.
- Applicants should use the "Post" function in Procorem to notify WHEDA of complete submission status especially for submissions that occur on a project-specific timeline, such as: complete Application 3 (8609) submission, complete submission of a noncompetitive 4% HTC Application.
- WHEDA will use the WorkCenter to transmit documents to Developers, such as Reservation Agreements and 8609 forms.
- Review Appendix H of the Qualified Allocation Plan for a complete overview of WHEDA's Electronic Application Submission and Communication Instructions.



Project Details required to set up Procorem WorkCenter (all fields are required):

Project Name:	
Project Street Address:	
Project City and County:	
Housing Tax Credit Requested: (9%, State, 4%)	
Has this project or any component of it previously <u>applied</u> for an allocation of Housing Tax Credits? If yes, list the previous project name and number:	
Has this project or any component of it previously been <u>awarded</u> an allocation of Housing Tax Credits? If yes, list the project's Building Identification Number(s)?	
WHEDA Loan Product(s) Requested: (Must include name of Product Term Sheet)	
Deal Type: (New Construction, Acq/Rehab, Adaptive Reuse)	
Development Compay:	
Applicant Name:	
Applicant Phone Numer:	
Applicant E-mail Address:	
Additional WorkCenter Users Requested:	
Name:	
E-mail Address:	
Name:	
E-mail Address:	
Name:	
E-mail Address:	

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
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 HTC.FAQ@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