

NextGen efile Access - How To Upload a File

Uploading a file is as easy as 1,2,3...

STEP 1: Under the "New efile" tab on the website, fill in each box with applicable file information and mark "submit" at the bottom of the page.

		Search Verile New EIV Audit Request View Results Pro-	operties Resources Repo	Search L Jane Goodnil Torts Contact Support	
		Nev	v eFile		
	*Application Type	New Application ▼	*Household Size	1 v	
	*Property Name	Preferred View *	*Certified Income of Household	\$20,000.00	
V	*Property Staff Name	Jane Goodall *	*Income Set Aside (%)	60	
	*Household Name (Last First)	Pritchard Heidi	*Rent Set Aside (%)	60	1
	Unit Number	1010		00	
	* Property Type	Available Selected BOND LIHTC A HOME	Bedroom Size Special Requirements	Available Homeless Farmworker Selected Memorandum Of	
	* Eff Date of Cert (If unk- today's date)	May 12, 2020 🛗	Special Attention Needed	Assets over 5k.	
			Submit		

STEP 2: A new page will open. Select the "Upload Files" box on this page and choose the file from your computer to upload into the system,



Create eFile attachment



STEP 3: When the upload is complete, a green checkmark will appear. Mark the "Next" option to view your completed upload. Create eFile attachment PREFERRED Upload Files Pritchard Heidi.pdf 1 of 1 file uploaded PREFERRED eFile Pritchard Heidi + Follow New Note eFile Number Property Name Awaiting Assignment 00956991 Preferred View Upload File Change Property Staff Member Details Chatter Files (1) G Household Name (Last First) Status Pritchard Heidi Awaiting Assignment Pritchard Heidi Oct 9, 2020, 08:34 AM • • eFile Owner Application Type New Application Property Name Eff Date of Cert (If unk-today's date) • 6/30/2020 Notes (0) Property Staff Name Unit Number Jane Goodall 1010 Certified Income of Household Rent Set Aside (as a %) \$20,000.00 Income Set Aside (as a %) Bedroom Size 60 1 BR Contact Name Household Size

