PMCS PDF Document Submission

The PMCS Upload Portal is designed to facilitate HUD compliance of sensitive electronic data submission. Our goal is to create a more secure and encrypted file transfer process while maintaining easy document submission for our clients. The PMCS Upload Portal is powered by Egnyte, a NIST compliant vendor.

1. Go to **pmcsinc.com** and click on ***Upload Portal*** at the top of the screen or go directly to
   https://www.pmcsinc.com/upload-docs/

2. The following Upload Portal screen will appear with the form to be completed.

   PMCS ID*: *(required)*

   - PMCS will provide each property with a unique ID# for quick and easy submission.
   - Any letters are lower case only
   - *For those keyboard-centric people: Hit **tab**, then **enter** after entering your 4 digit ID*

3. Complete all applicable sections of the Upload Portal form and attach the pdf document you wish to transmit. From this point forward, each user experience will be uniquely crafted to fit your PMCS Services.
   -Your drop down options will differ based upon the services you are currently contracted with PMCS.

   Document Type*: *(required)*

   - *Tenant Cert Supporting Docs* – Documentation that supports the certification
   - *Tenant Certification Form* – (i.e. Request forms with no supporting documentation)
   - *Signed Cert*
   - *Incoming Monthly Processing Transmittal – No Activity* (No PDF document is required)
   - *Incoming Monthly Processing Transmittal – Activity*
   - *EIV Request Form*
   - *Other*

Unit Number: *(Only required for docs that are unit related)*

- The full HUD unit number does not need to be used if it is different than the unit number you use on a daily basis (i.e. HU27-0013 can be simplified to 13 if that is the unique unit number for the property)

Cert Type: *(Only required for documents that are unit related)* Will be limited based upon subsidy type

- *AR* – Annual Recertification
- *IR* – Interim Recertification
- *MI* – Move In
- *MO* – Move Out
- *IC* – Initial Certification
- *GR* – Gross Rent
- *UT* – Unit Transfer
- *TE* – Termination
- *RI* – Initial Certification (RD properties only)
- *RE* – Recertification (RD properties only)
- *MD* – Modify Certification (RD properties only)
- *V* – Vacate a Unit (RD properties only)
- *TT* – Tenant Transfer (RD properties only)
- *TIC* – Tenant Income Certification - Initial (LIHTC properties only)
- *AT* – Tenant Income Certification - Annual (LIHTC properties only)

Correction to Prior?: If certification is a correction, please mark this field as YES

Effective Date: *(May be required for documents that are unit-related)*

Notes: Include any additional notes regarding your submission to PMCS in this area.

Attachments:

A. Depending on your services, you will be presented with one of the below options for selecting the files you wish to send.


OR

- Note: the file must be saved locally on your computer, or accessible from your pc before you can attach it to the Upload form.

- Note: Submitting one unit at a time reduces the possibility of confusion

B. Navigate to and locate the file you wish to transmit and choose **Open**.
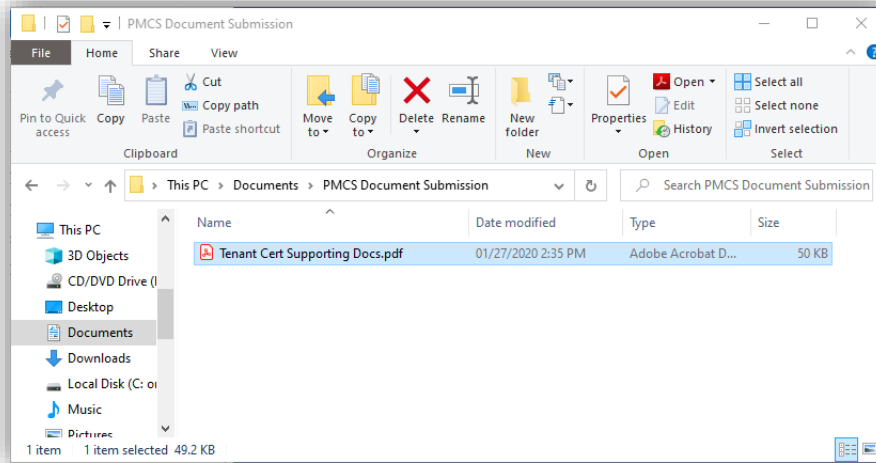
- *Hint*: If the file is in your email and your email application supports it, you can drag the file from your email to the "Upload" window. The file has now been moved to this location. Then choose **Open**.
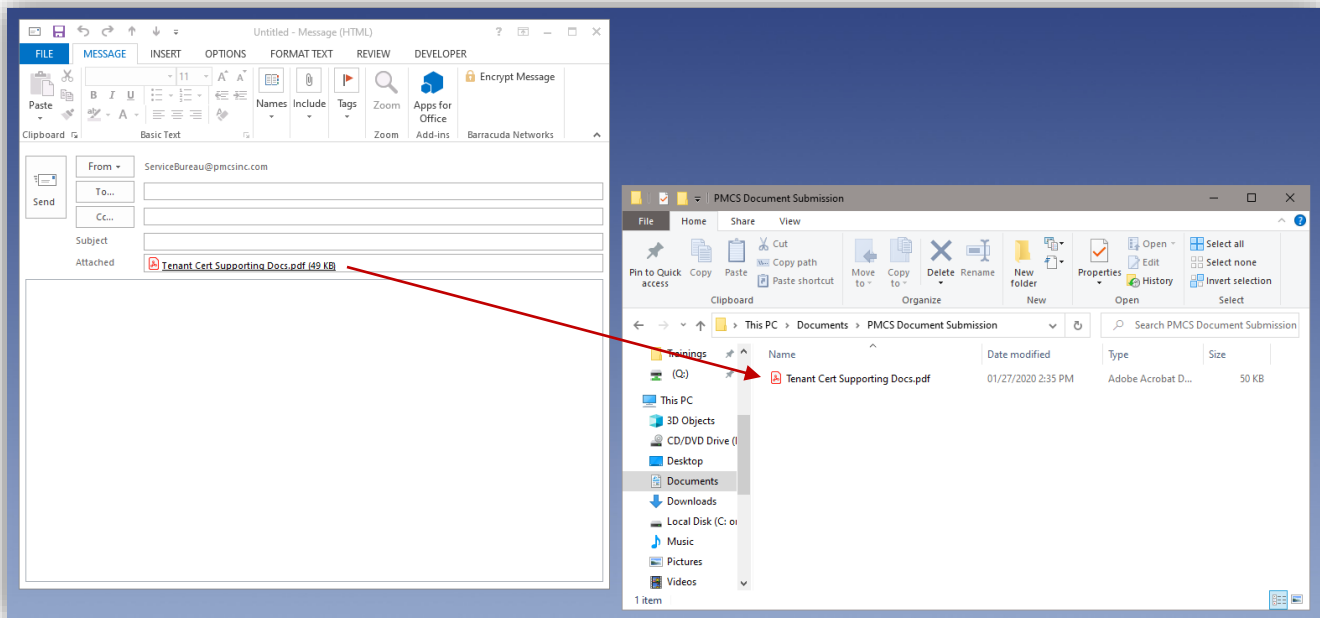

Email Recipients:

- The recipients' emails will prefill using the contacts we have on file. The field is editable however so you are able to make any changes necessary.
  - *Note:* If you feel the default list of contacts needs to be changed, please contact PMCS and we will modify the list accordingly.

4. Once all applicable fields are completed and the document to transmit is attached, click **Submit**.

5. The following screen should appear to verify that your document/s have been submitted. Use the click here links to make another submission.
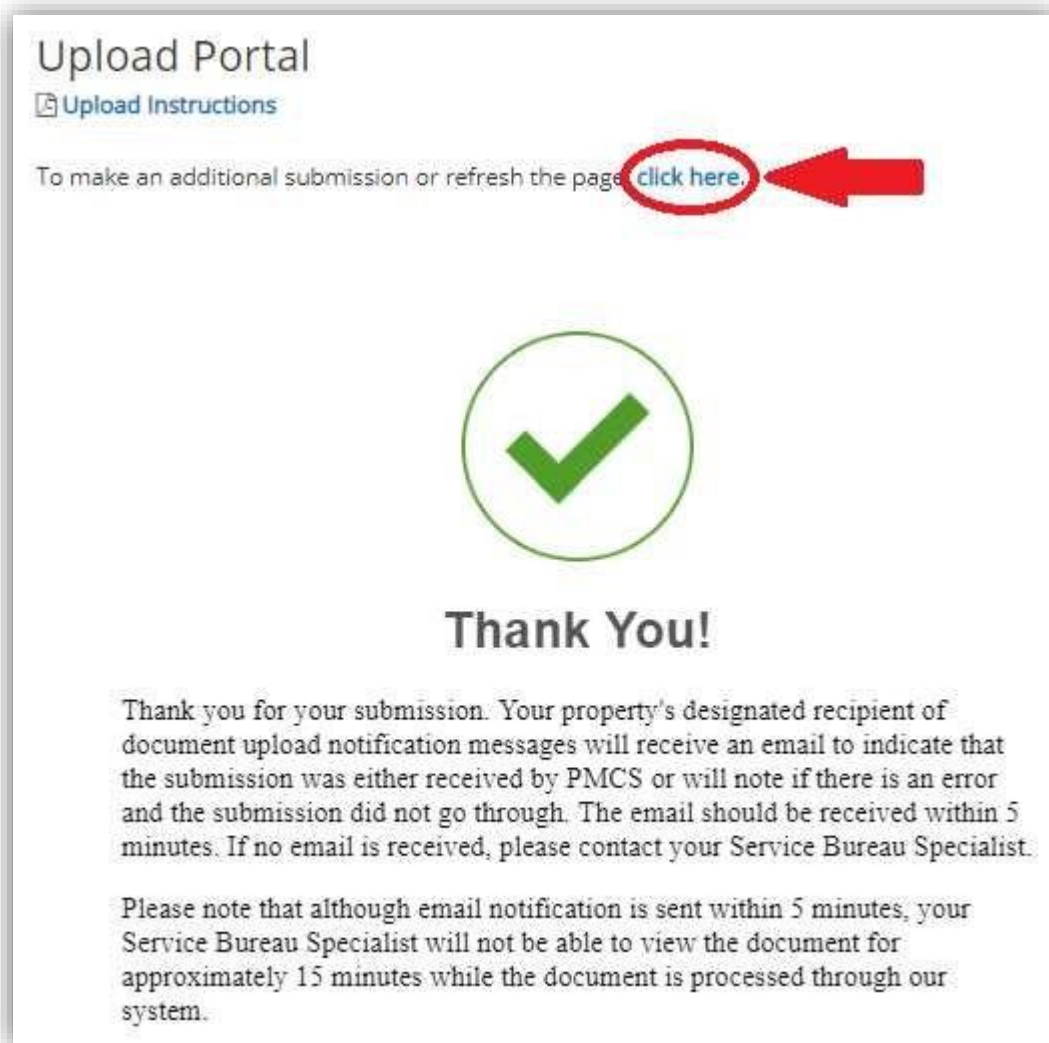
6. **After submitting your documents to PMCS, remember to delete any scanned documents from your computer that have sensitive tenant information, per HUD regulations (4350.3 Rev-1 9-21 C).**