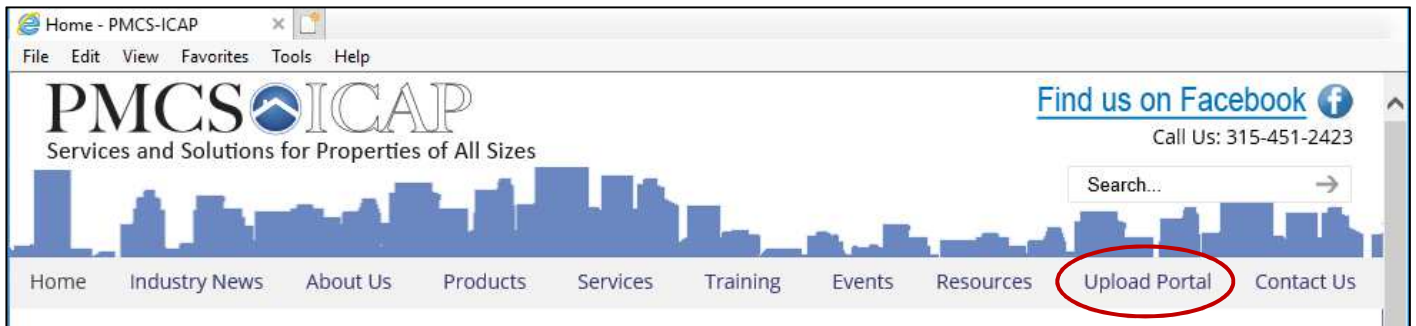
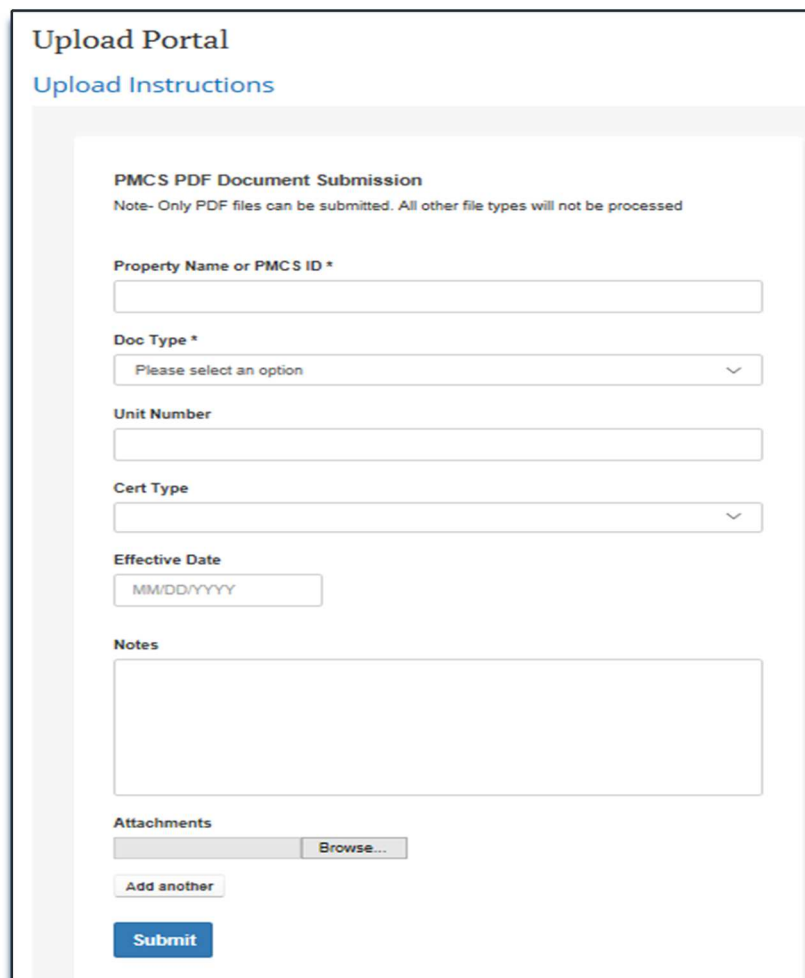


The PMCS Upload Portal is designed to facilitate HUD compliance of sensitive electronic data submission. Our goal is to create a more secure and encrypted file transfer process while maintaining easy document submission for our clients. The PMCS Upload Portal is powered by Citrix ShareFile, a NIST compliant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

1. Go to pmcs-icap.com and click on **Upload Portal** at the top of the screen or go directly to <http://www.pmcs-icap.com/upload-docs/>




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

A screenshot of the "Upload Portal" form. The form title is "Upload Portal" with a sub-heading "Upload Instructions". The form content includes:







- PMCS PDF Document Submission**
Note- Only PDF files can be submitted. All other file types will not be processed
- Property Name or PMCS ID ***
- Doc Type ***
Please select an option (dropdown menu)
- Unit Number**
- Cert Type**
 (dropdown menu)
- Effective Date**
MM/DD/YYYY (text input)
- Notes**
- Attachments**
-
-

3. Complete all applicable sections of the Upload Portal form and attach the pdf document you wish to transmit. Please note: Not all fields in the form are required for document submission.


Property Name or PMCS ID*: *(required)*

-  PMCS will provide each property with a unique ID# for quick and easy submission.











Doc Type*: *(required)*

-  *Tenant Cert Supporting Docs* – Documentation that supports the certification
-  *Tenant Certification Form* – (i.e. Request forms with no supporting documentation)
-  *Signed 50059*
-  *Incoming Monthly Processing Transmittal – No Activity*
-  *Incoming Monthly Processing Transmittal – Activity*
-  *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)*

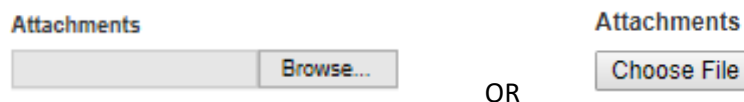
-  *AR* – Annual Recertification
-  *IR* – Interim Recertification
-  *MI* – Move In
-  *MO* – Move Out
-  *IC* – Initial Certification
-  *GR* – Gross Rent
-  *UT* – Unit Transfer
-  *TE* – Termination
-  *TIC* – Tenant Income Certification - Initial (LIHTC properties only)
-  *AT* – Tenant Income Certification - Annual (LIHTC properties only)

Effective Date: *(Only required for documents that are unit related)*

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

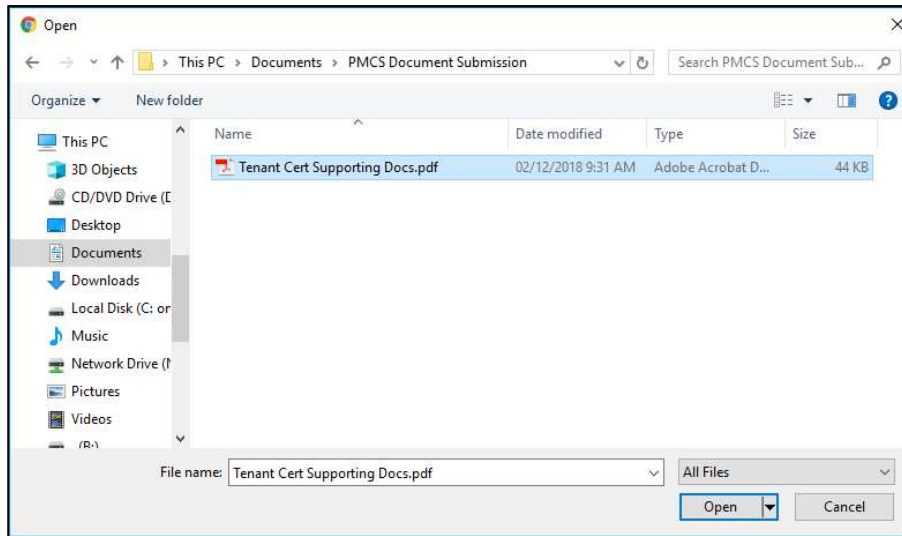
Attachments:

- A. Depending on your internet browser, under **Attachments** click **Browse** (Internet Explorer) or **Choose File** (Google Chrome) to navigate to the attachment you wish to transmit.

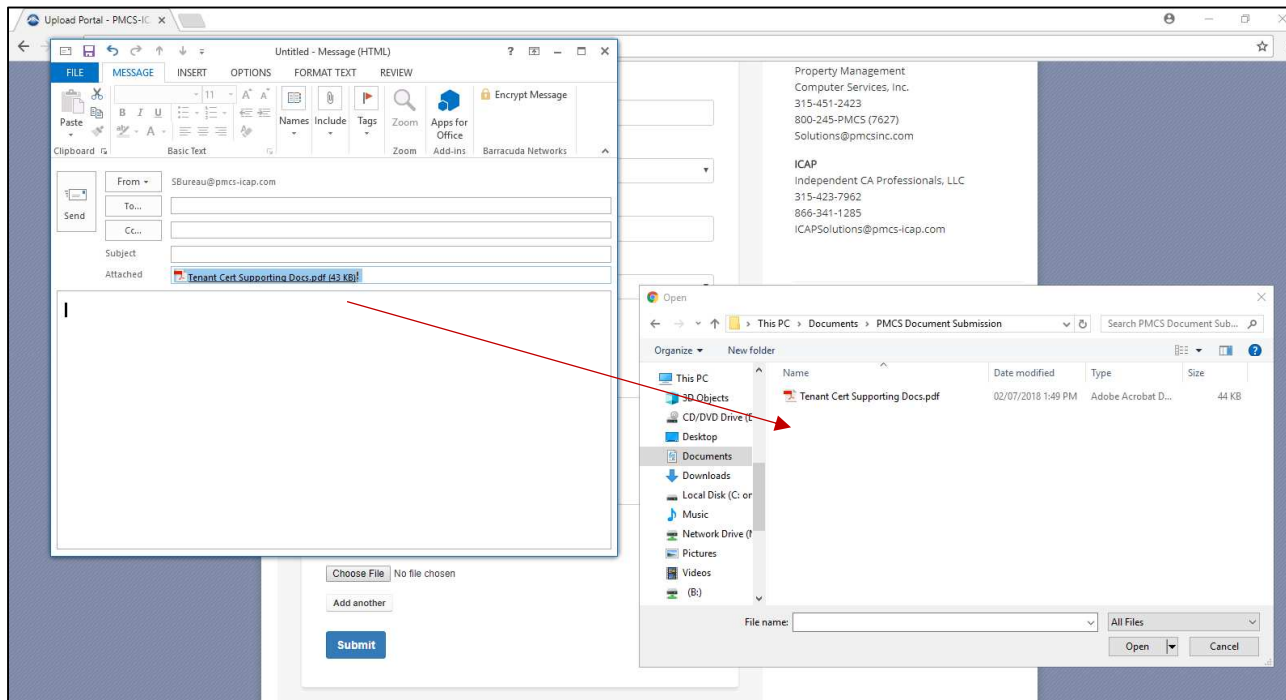


- Note: the file **must** be saved locally on your computer, on your computer network or in your email before you can attach it to the Upload form.

B. Navigate to and locate the file you wish to transmit and choose **Open**.



- 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**.



C. If you have more than one file to transmit, click **“Add another”** on the Upload form and follow steps A and B above. *Do not click Browse/Choose File a 2nd time as it will override the 1st document uploaded.*

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

Property Name or PMCS ID *

Doc Type *

Tenant Cert Supporting Docs ▼

Unit Number

Cert Type

AR ▼

Effective Date

Notes

Here are notes to go with my document submission.

Attachments

Tenant Cert ...ng Docs.pdf

5. The following screen should appear to verify that your document/s have been submitted.

Thank You for Your Submission

Thank you for your submission. PMCS should receive the files within 15 minutes. To make another submission, [click here](#).

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).