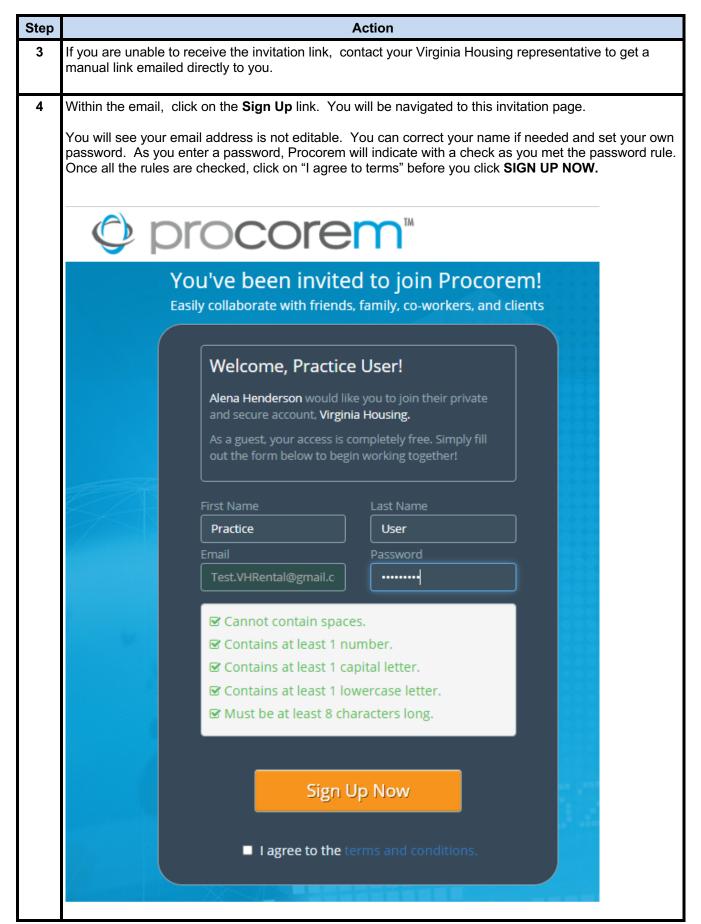
How to Access Procorem.com for Virginia Housing

Revised Date	02/20/2024
	Procorem is a web-based portal that allows safe transmission of files to Virginia Housing.It also hosts the BudgetPro and Tenant Compliance applications.You do not need your own Procorem account. We are inviting you to be a guest on our account.

A. Getting Started with Procorem

Step	Action	
1	You will request access to Procorem in different ways based on the Virg department that you are working with. Reference the individual process.	
2	Once invited to a WorkCenter by a Virginia Housing Associate, you will rigin Procorem. Please be sure to check your spam folder since this emacomunication. Alena Henderson invited you to collaborate in Procorem! Intervention of the second state o	ail may be sent there on the first



B. Procorem Main Page

Step	Action			
1	Once invitation is complete, you will navigate to the main "My Activity Feed" page of the Virginia Housing Procorem Account.			
	To access Procorem after the first time, go to <u>app.procorem.com.</u> Your email is your usern Comparing the first time, go to <u>app.procorem.com</u> . Your email is your usern File fait View Favorites Tools Help Comparing Procorem	name.)☆®		
	S procorem			
	PROCOREM LOGIN			
	Join Procorem or Forgot Password			
	Or you can use the Procorem link under Logins on VirginiaHousing.com.			
	Virginia Housing	<u>n</u> - Q		
	Pay Your Mortgage Grant Management Borrower Inquir	-		
	Manage Your Mortgage HCVP Landlord Portal Procorem	y		
2	Once invitation is complete, you will navigate to the main "My Activity Feed" page of the Virgin	nia		
-	Housing Procorem Account.	ila		
	The My Activity Feed provides a running list of all the activity within any work center you are a to.	issigned		
	The vendor, Procorem, may display sales or marketing information in the blue banner. This is information related to Virginia Housing. You can click the X at the top right and it will not display the top right and top right and right a			
	this banner is updated again with a new message.	Q Practice -		
	Home My Activity Feed My Activity Feed	Create Account		
	My Calendar My Tasks My	Create WorkCenter		
	My Accounts 1 My Favorites 1 My Favorites 2 My Favorites 2			
	Virginia Housing Virginia Housing Attivity Feed Pending Rems (0) View All 1 WorkCenters Smoothese Comparison (0)	g Around Procorem		
	G Ge te Account	procorem		
	Practice User was added to the Sample Apartments (1234) Practice User was added to the Sample Apartments (1234) WorkCenter Virginia Housing #Sample Apartments (1234)			
	Li vegene nouseig att sample Apartments (1234)			

Step			Action
3			er Recent, you should see options for the last 5 workcenters you have visited.
	Click on the workce	nter y	ou need to access.
	👫 Home		If you have more than 5 workcenters, click View All # WorkCenters to see full list by category. Categories are assigned to workcenters based on their
	My Activity Feed		function within Virginia Housing. You may be assigned to multiple category
	My Calendar		types.
	My Tasks	0	To search for a workcenter, you may use the Search all function at the top right.
	My Accounts	1	ngna.
	My Favorites	0	Search all of Procorem Q Practice -
	② Recent		
	Virginia Housing	~	
	Sample Apartments (1234)		
	Alena Test WorkCenter		
	Sample Development WorkCenter		
	TEST Set Up workcenter		
	View All 4 WorkCenters		
	& Go to Account		
4	To edit vour Profile	inform	nation such as Name, Address, Phone, etc, click on your name/picture at the
•	top right. Your ema	il add	ress is your username. If that changes, contact your Virginia Housing contact.
	For security reaso	ns, w	e ask that you do not share accounts.
	Home / Your Profile		
	Practice User		
	🛓 Profile 🚺 Picture	e 🔽	Invites 🔒 Password 🌣 Preferences 🧮 Background Processes
	First Name		
	Practice		
	Last Name		
	User		
	Email		
	Test.VHRental@gmail.c	com	
	Time zone		
	(UTC-05:00) Eastern Tin	ne (US &	k Canada) 🗸
	Address		

Step	Action
5	Access Preferences within your profile to indicate if you want to continue to receive the Digest emails that list selected activities that occur within a workcenter. This is separate from the notification emails you would receive as files are loaded or comments posted.
	Practice User
	Profile Profile Profile Preferences Preferences Background Processes
	Than nouncations? Yes, send me email notifications (including file upload alerts, assigned tasks, posts, comments, etc)
	O No, please turn off email notifications (we will still send you task emails if you are a assignee, approver, or follower and system messages - account invites, reset password, etc)
	Select how often you'd like to receive a digest email Daily
	Save Changes
	Select
1	

C. Functions Within an Assigned WorkCenter

Step		Action	
1	Sample Apartments (1234) Ho Virginia Housing Files	 Ne workcenter landing page may be Files, BudgetPro or Tenant Compliance. You can always navigate to the other areas from the left menu. Files - Where files are uploaded and where you can see the other collaborators with access to this workcenter. Posts - Messages back and forth to other collaborators. All collaborators can see messages. Tasks - Functionality to track assigned tasks. Virginia Housing does not utilize this function at this time. Calendar - Functionality to track task due dates. Virginia Housing does not utilize this function at this time. Activity - provides Activity Feed for only this work center. Links - displays links to other workcenters where necessary. BudgetPro - Only available for Construction Budget Workcenters Tenant Compliance Portal - Only available for Tenant Compliance Workcenters. 	
2	If you are assigned to many workcenters, you can click on Favorite this WorkCenter to add to the My Favorites list on the Home Menu.		

Step		Action	
3	From Files, you can see the list of Collaborators on the right panel. If you want to remove yourself from a workcenter, click on your name and click Leave Workcenter . You can also control your email/digest functions for this individual workcenter.		
	Practice User External User		
	Test.VHRental@gmail.com		
	Connection:		
	External User		
	Leave WorkCenter		
	Configure email preferences for this		
	WorkCenter:		
	Immediate Emails?		
	Include in Digest?		

D. Files Transfer

Step		Action		
4	4 For the purposes of file transfer, you should select the Files option on the left menu. Some folder already be available for you or you can create a new folder. Folders are not required to send infor – only for organizing. Click to open the appropriate folder. Screen will display all files included at level of the system.			
	← Compliance Sample WorkCenter	Home / Virginia Housing / Compliance Sample WorkCenter		
		rti VHDA is now Virginia Housing.	Alena Henderson WorkCenter Owner	
	Virginia Housing	New Name. New Logo. Same Mission.	Erica Etterling	
	Files	Files	Rental Housing	
	Posts	l≟ Sort ▼Filter ↓ Create Folder ↓ Actions		
	✓ Tasks	New Audit 2020		
	🛗 Calendar	a few seconds ago on (jul 17 2020) by Rental Housing		
	Activity			
	杰 Links 즈 Construction Budget			
	A Tenant Income Certification			
	★ Favorite this WorkCenter			
	Email this WorkCenter			

Step	Action	
5	Click Upload Files at the top of the screen to add one or more files. A new window will appear. You drag files into the section provided or click on Choose File to gain access to your Windows Explorer select the file from your computer.	
	Note: Clicking on the breadcrumbs (or titles in blue) can help navigate to other areas of the system.	
	WorkCenter 2. Select Files	
	Virginia Housing	
	Files Posts Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari	
	✓ Tasks OR	
	Calendar Choose File Activity	
	A Links Status	
	Favorite this WorkCenter Type Select- Select-	
	Description	
	Include a description for all uploaded file(s)	
6	You may load one or more files at a time.	
	You may add a description that will remain with the file in the work center. You may also add a comment that will accompany the notice to Virginia Housing that you uploaded a file.	
	Select Files	
	Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari OR	
	Choose File Audt Review.dsx X	
	Test comments TC xlox x x x x x x x x x x x x x x x x x	
	Satus -Salect- V	
	Type -Select-	
	Description	
	For Audit 2020 Include a description for all uptraded filed Includ	
	Comment This is the information requested. Please call 804-555-2312 for any questions. Thanks! Greta	
	Commerce will be included in small alers server to giver collaborations.	
	Cancel	Upload

Step	Action
7	Click Upload at the bottom of the page. You will see a message at the top of the page indicating that the file has been uploaded.
	You will be returned to the folder. You should see your file(s) there.
	Home / Virginia Housing / Compliance Sample WorkCenter
	Files
	I± Sort ▼ Filter ▲ Upload Files + Create Folder ∨ Actions
	9 minutes ago on (Jul 17 2020) by Rental Housing
	Audit Review.xlsx a 1 201 Br0 47.80 kb a few second sago on (Ul 17 2020) by Rental Housing C Details
	Num Buildings Examples.xlsx
	Test comments TC.xlsx
	a few seconds ago on (jul 17 2020) by Rental Housing
8	If you need to replace a file, you may upload the file again with the same name and it will create a new
o	version. Or you may contact Virginia Housing delete it.
9	Once your files are uploaded, an email will automatically go to our staff notifying them that the file(s) are
	available. You will also receive a copy of this email.
	© procorem [™]
	Hi Alena Henderson,
	The following file(s) were uploaded to the Compliance Sample WorkCenter WorkCenter. (Virginia Housing)
	Audit Review.xlsx Test comments TC.xlsx Num Buildings Examples.xlsx
	"This is the information requested. Please call 804-555-2312 for any questions. Thanks! Greta"
	Rental Housing
	Visit WorkCenter
	Thanks for choosing Procorem to collaborate and stay productive.
10	You will see that we downloaded files from the Activity Feed when you first log into Procorem.

E. Working with Files from Procorem

Step	Action	
1	Once Files are loaded, any collaborator on the account with File rights can download fil	es.
	You can see that we downloaded files from the Activity Feed when you first log into Prowithin the Activity option on the left panel of the workcenter.	corem or from
	My Activity Feed Activity Feed Pending Items (0)	
		All Activities -
	Rental Housing downloaded a version of the file a few seconds ago on (Jul 17 2020)	i⇔ Flag
	县 Virginia Housing	III Compliance Sample WorkCenter
	Rental Housing uploaded files 14 minutes ago on (jul 17 2020) Audit Review.xlsx Test comments TC.xlsx Num Buildings Examples.xlsx This is the information requested. Please call 804-555-2312 for any questions. Thanks! Greta	⊐ Flag
	Urginia Housing	III Compliance Sample WorkCenter
2	To download a file, access the workcenter. Highlight the row of the file you want and the will download based on your browser or laptop settings. M Alena Henderson invited you to x	- • ×
	* Bookmarks 📀 ProLink Support G Google 📀 Procorem - HFA Us 🖪 Sign In — E-signatu 📀 Procorem - Activity 🚸 Kanban - RH BA 🔝 AmazonSmille: Onli 📀 UAT Denver - ProLink 🔟 Entertainme	
	= Oppose Search the V & Compliance Sample Home / Virginia Housing / Compliance Sample WorkCenter WorkCenter Home / Virginia Housing / Compliance Sample WorkCenter	WorkCenter Q 🔲 Rental •
	Files Files Files Lipload Files Lipload Files Create Folder Action New Audit 2020 Files Fi	Alena Henderson Wootcaare Oware Tica Etterling Exema User Rental Housing
	● Posts ■ Audit ReviewAssy ● 1 01 1 10 <	5
	Calendar Image: State St	
	Construction Budget Transit Income Certification Foreits Bit WinkCenter Table Of Hold Segurity Construction Provide Bit WinkCenter Provide Solution	f 🕊 Øsopport 2400.214.st
	ti Audit Review (1).xisx ∧	Show all X

Step	Action	
3	To update the details of the file or see previous versions, click on Details.	
	Home / Virginia Housing / Compliance Sample WorkCenter / Audit Review.xlsx	
	<u>a</u>	File Management
	lik Main 🙊 (1) Comments 🛱 (1) Versions 🐨 (0) Tasks ∮ Activities	Download File
	File size : 47.80kb Last upload 21 minutes ago on (Jul 17 2020) by <i>Rental Housing</i>	Upload New Version Or drag & drop a file into the brows
	Initial upload 21 minutes ago on (Jul 17 2020) by Rental Housing	0
	File Name	File Details The File Details screen allow
	Audit Review	you to provide important information such as file
	Status:	name, file status and type, comments, versions, and th
	Select V	entire file audit history. You can also download the file, upload new versions, copy,
	Type:	move, or delete it from here To learn more about files,
	Select V	take a quick look at the Procorem Help Center.
	Description For Audit 2020	
	T VI HOUR 2020	
4	Click Upload New Version to replace the existing version with an updated one. The previo	us will be
4	available under the Versions tab, but the main Files screen will only download the most curr	
	(Updating a version will trigger an email to all collaborators.)	
5	Click on the Comments tab if you want to make comments or respond to comments about t	his file.
	(Adding a comment will trigger an email to all collaborators with a link to enter a response.)	
	Home / Virginia Housing / Compliance Sample WorkCenter / Audit Review.xlsx	
	Audit Review.xlsx	
	Main 🙊 (2) Comments (⊉) (1) Versions 🕑 (0) Tasks 🦸 Activities	
	New comment:	
		G
		Post Comment
	Rental Housing a few seconds ago on (jul 17 2020)	×
	I have a question about this document, what is section II referring to?	
	Bastal Maurian. 26 minutes and out 17 2020	×
	Rental Housing 26 minutes ago on (Jul 17 2020) This is the information requested. Please call 804-555-2312 for any questions. Thanks! Greta	