

Quick Links: [Overview](#) | [View Documents](#) | [Upload Files](#) | [Notifications](#) | [Questions](#)

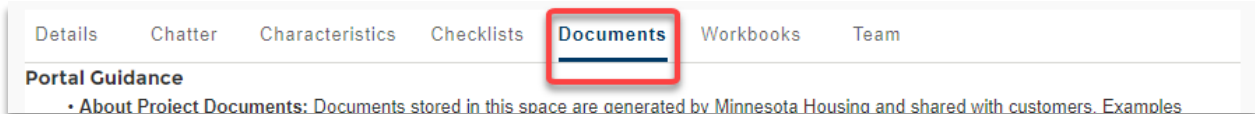
Overview

Minnesota Housing will generate and store files related to the project in the Project Documents: Customers space. Examples of documentation uploaded to this space include the Project Launch Agenda, Reservation Agreement, or the As-Complete Appraisal that Minnesota Housing orders on the customer's behalf.

How to View Documents

To view documents shared by Minnesota Housing:

- Go to the **Documents** tab on the project page.

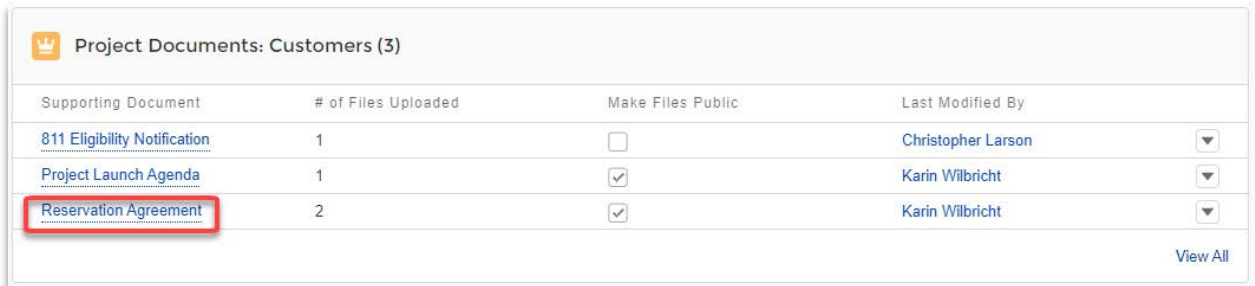


Details Chatter Characteristics Checklists **Documents** Workbooks Team

Portal Guidance

- About Project Documents: Documents stored in this space are generated by Minnesota Housing and shared with customers. Examples


- To view documents uploaded to this space, **click on the Supporting Document name.**



Supporting Document	# of Files Uploaded	Make Files Public	Last Modified By
811 Eligibility Notification	1	<input type="checkbox"/>	Christopher Larson
Project Launch Agenda	1	<input checked="" type="checkbox"/>	Karin Wilbricht
Reservation Agreement	2	<input checked="" type="checkbox"/>	Karin Wilbricht

[View All](#)



- On this new screen, click on the **file name** to preview or download the file.
- Click **View All** to expand the list of files.



**Project Documents: Customer
Reservation Agreement**

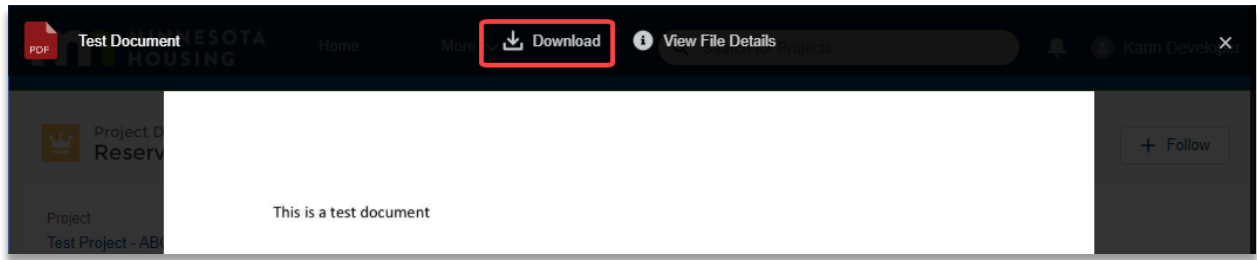
Project
[Test Project - ABC Development](#)

Files (2) [Add Files](#)

 Test Document Mar 28, 2020 • 34KB • pdf	 Test Document Mar 28, 2020 • 13KB • docx
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[View All](#)

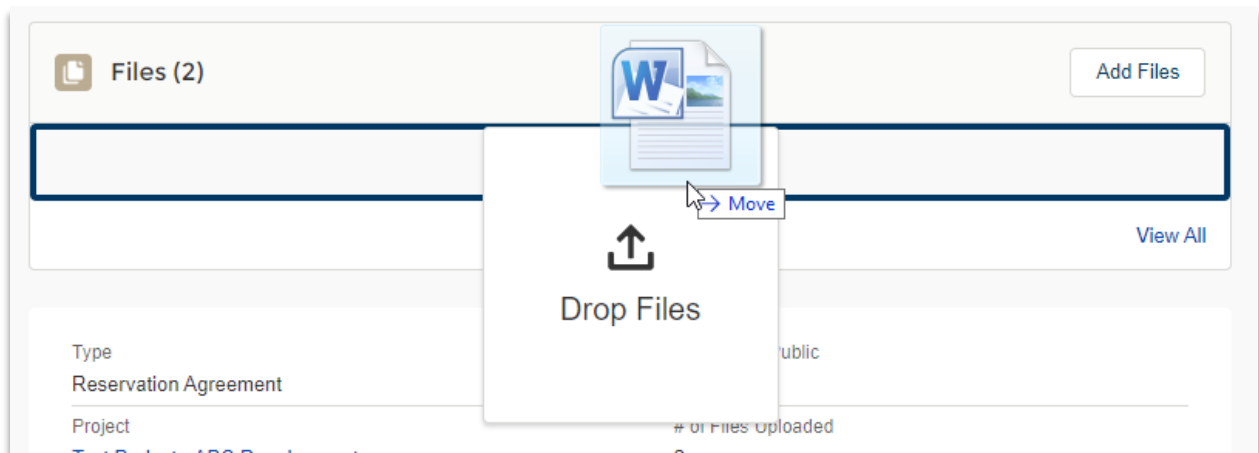
- On the file preview page, click **Download** to view the document. NOTE: Some file types do not render correctly when previewed or cannot be previewed.



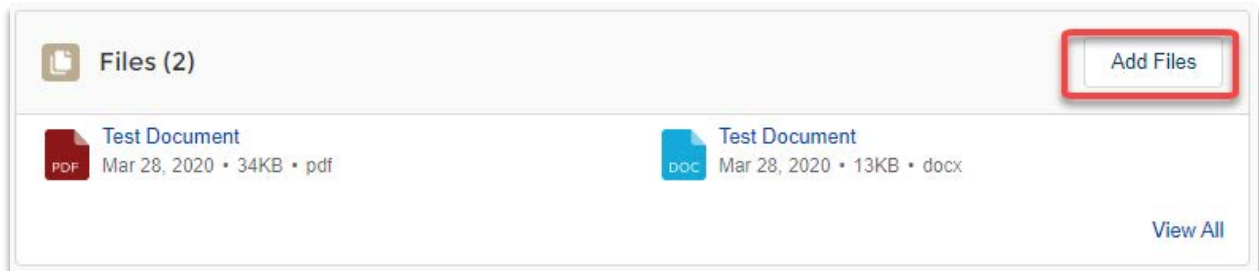
How to Upload a File

There are two ways to upload files:

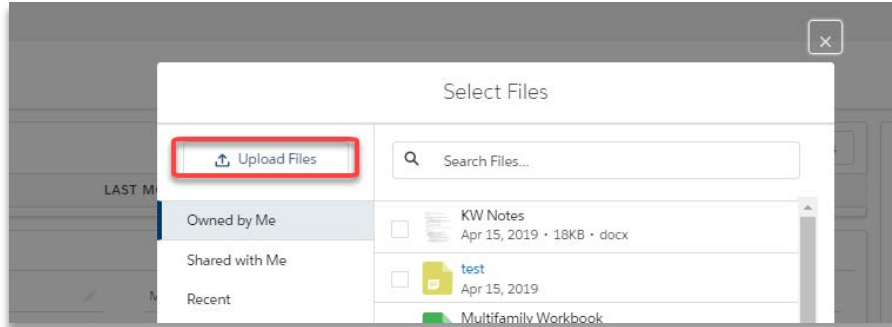
- **Drag and drop** files from your computer.
 - Navigate to the file stored on your computer.
 - Click on the file and drag it into the Files section. A blue box will appear around the files section and 'Drop Files' will appear on the screen.



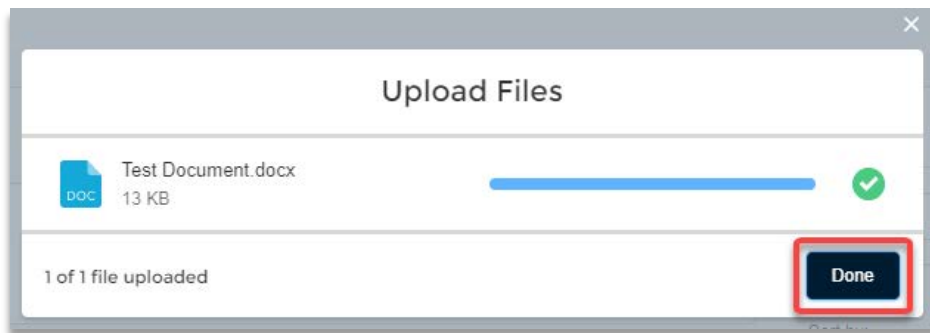
- Release the file to drop it into the Files section
- Use the **Add Files** feature.
 - Click **Add Files** within the Files section.



- Click the **Upload Files** button to select the file.



- Locate the file on your computer and select **Open**. Once the file has uploaded, select **Done**.



Notifications

When Minnesota Housing shares a document, the primary contact or contacts on your project will receive an email notification stating a file was shared with you. Staff may also @mention you in [Chatter](#) to direct you to files uploaded to this space.

Questions

Contact mhfa.app@state.mn.us.