**Multifamily Customer Portal
Project Documents**

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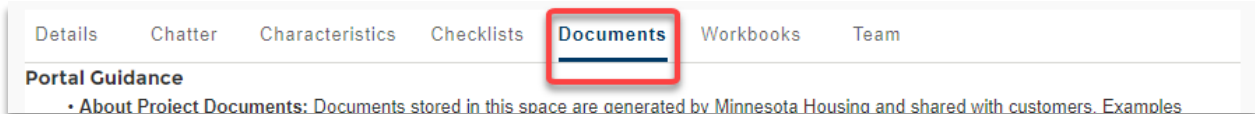
Overview

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:

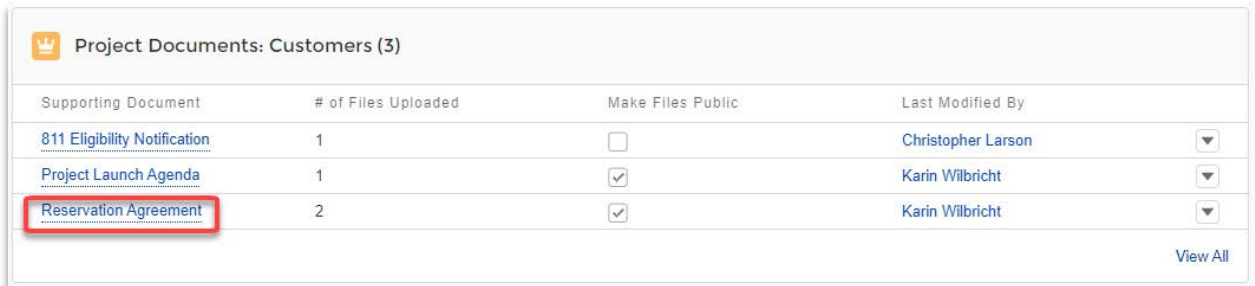- Go to the **Documents** tab on the project page.

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

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

- 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.
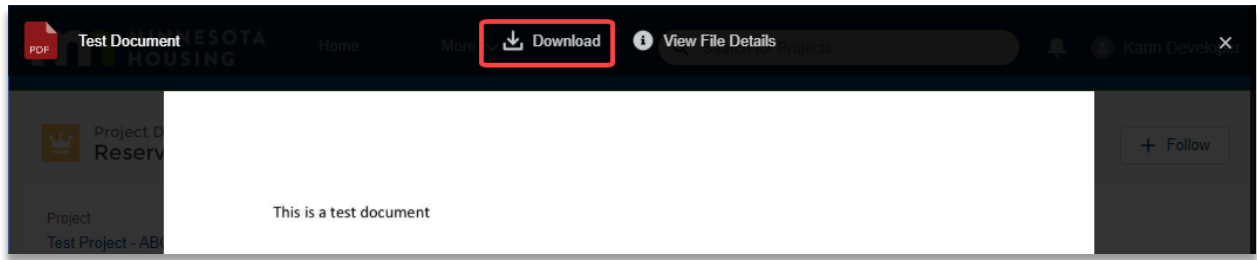

How to Upload a File

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.
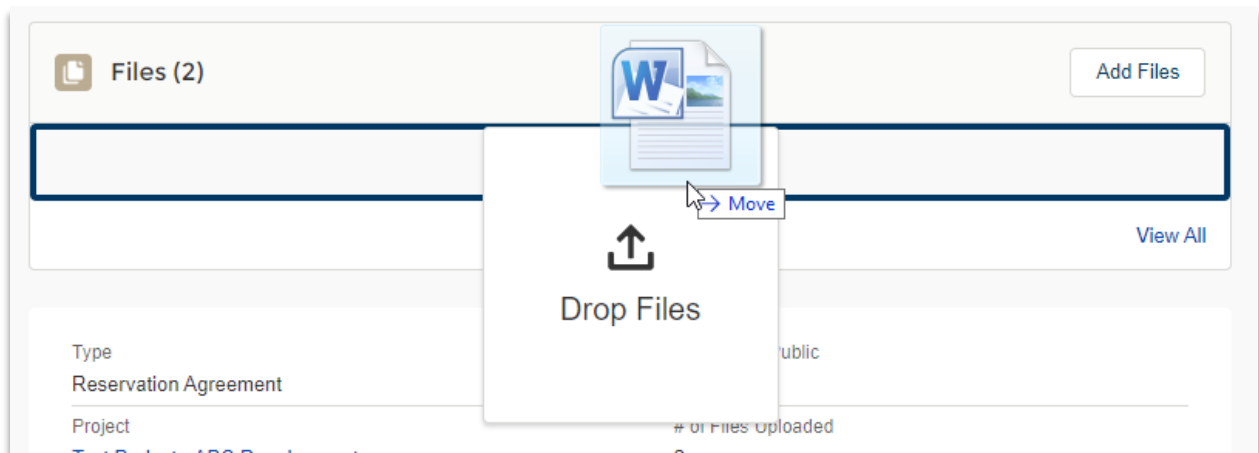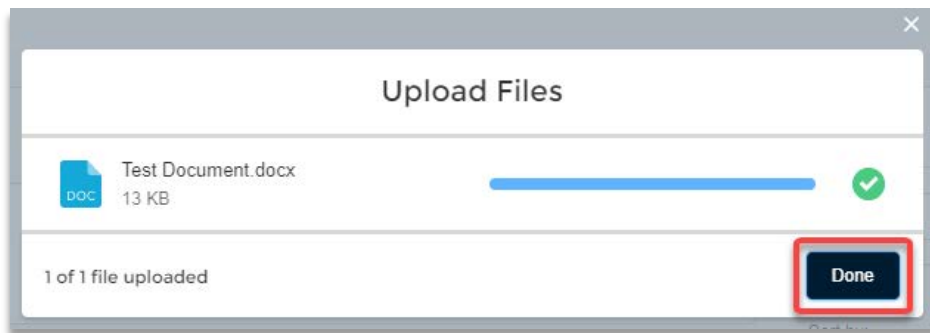

    - Release the file to drop it into the Files section
- Use the **Add Files** feature.
    - Click **Add Files** within the Files section.
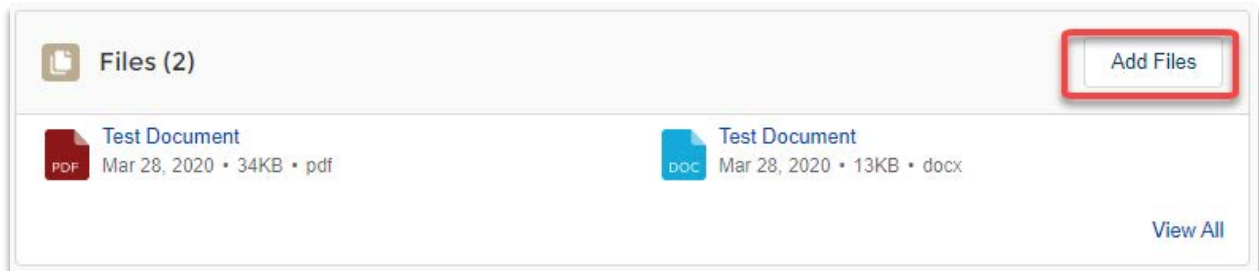
    - Click the **Upload Files** button to select the file.
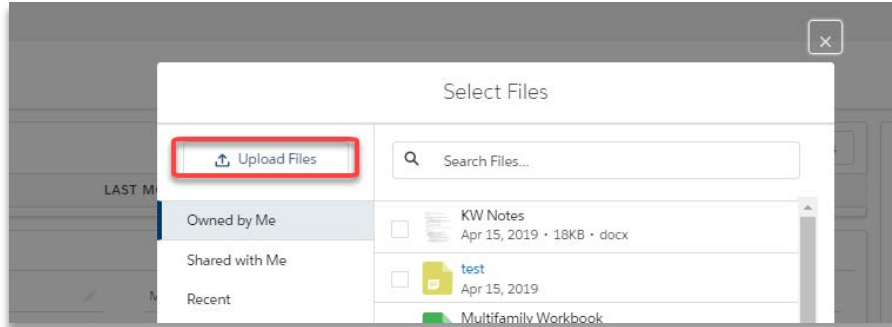
o Locate the file on your computer and select **Open.** Once the file has uploaded, select **Done.**

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.