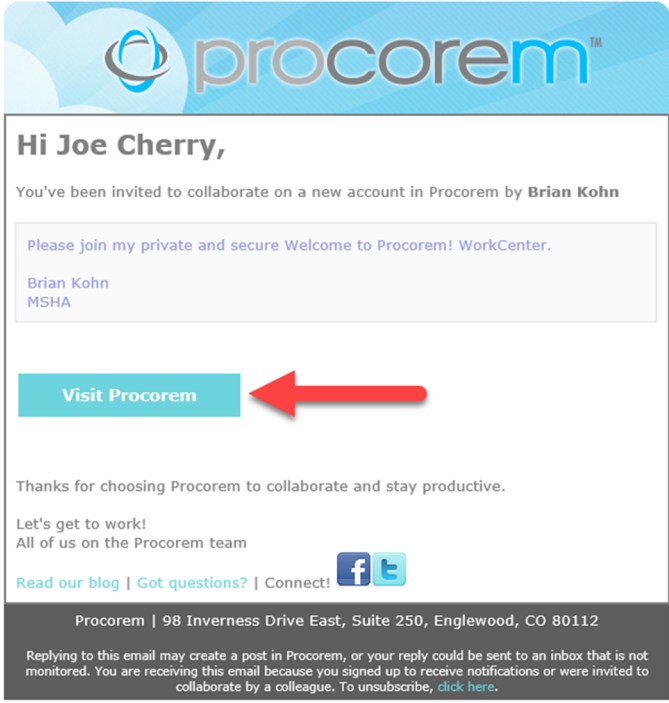
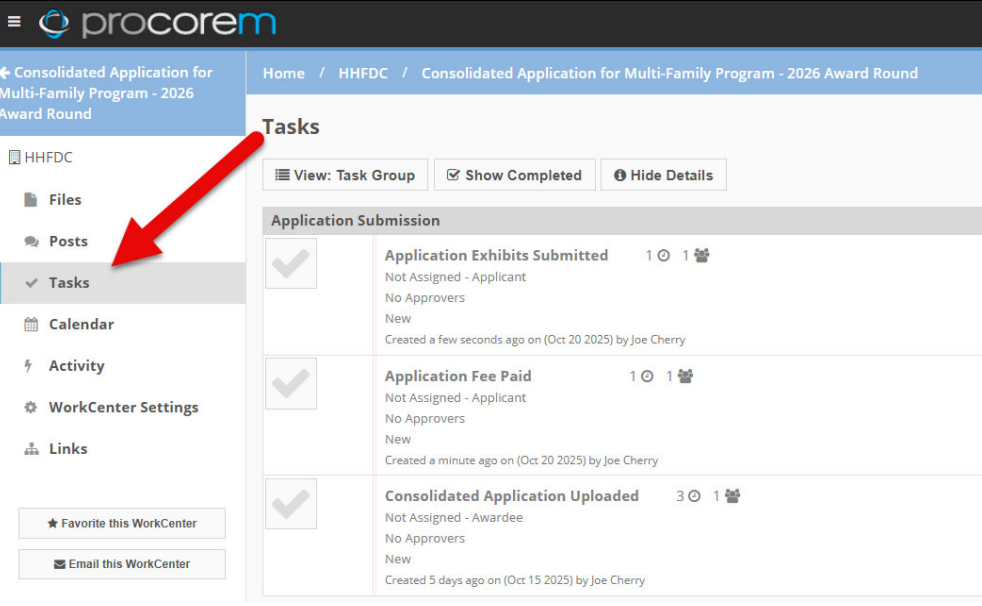
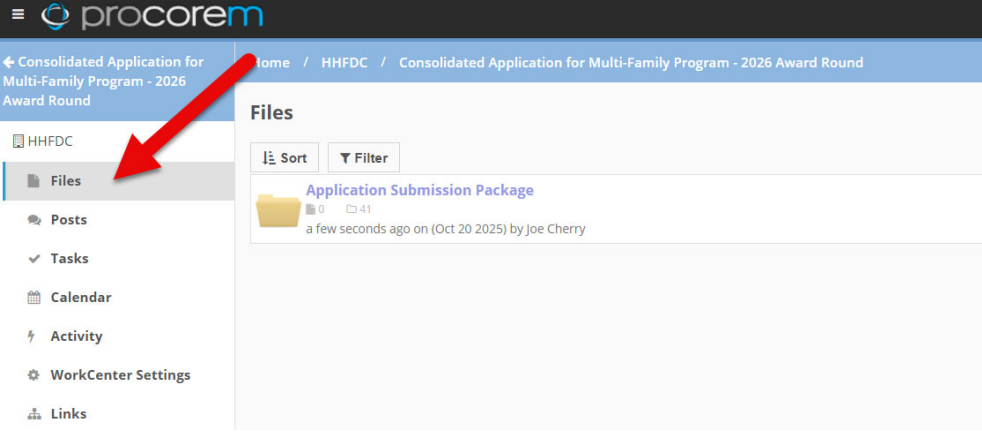

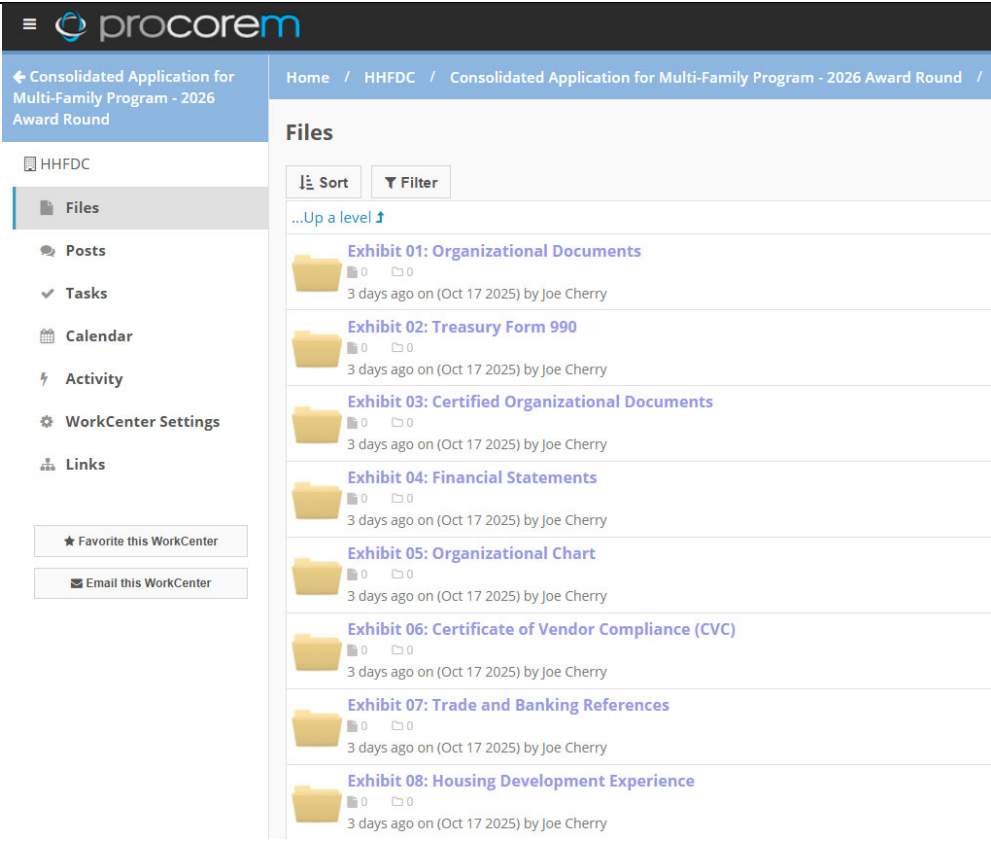


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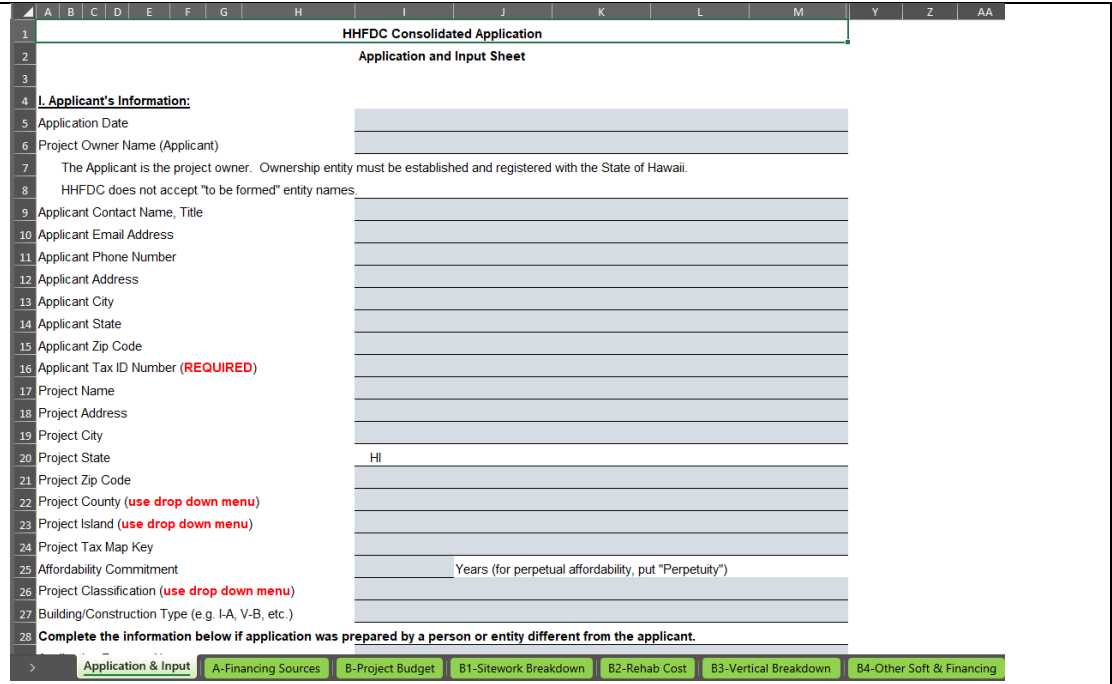
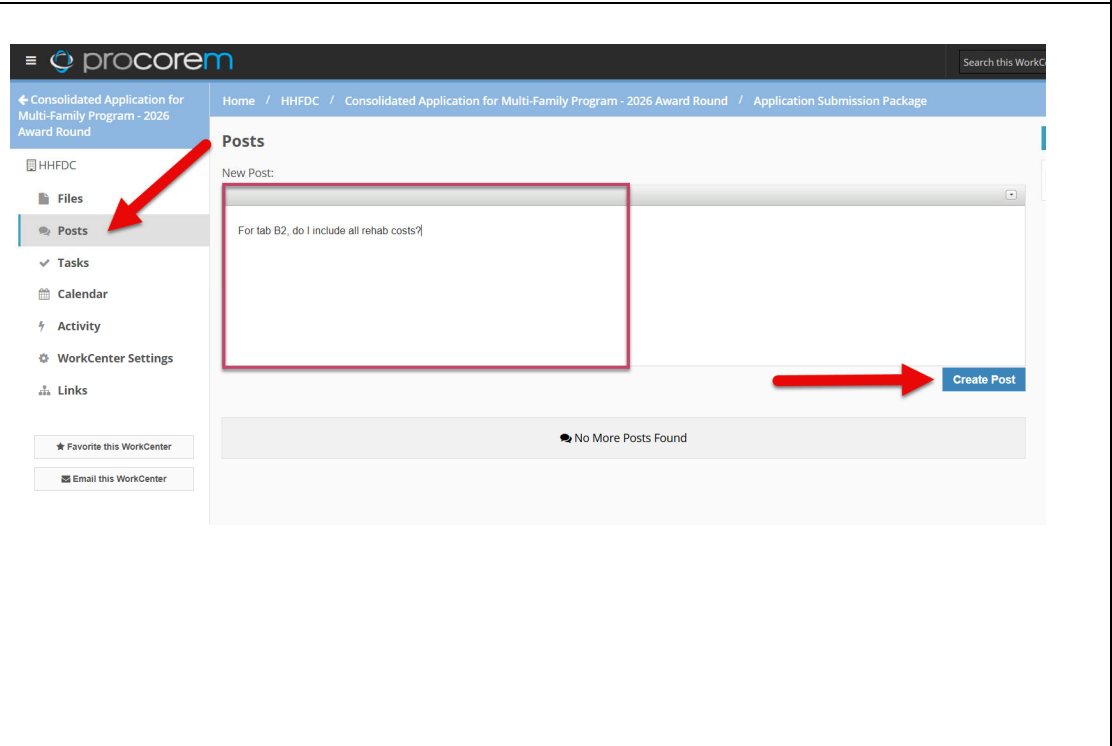
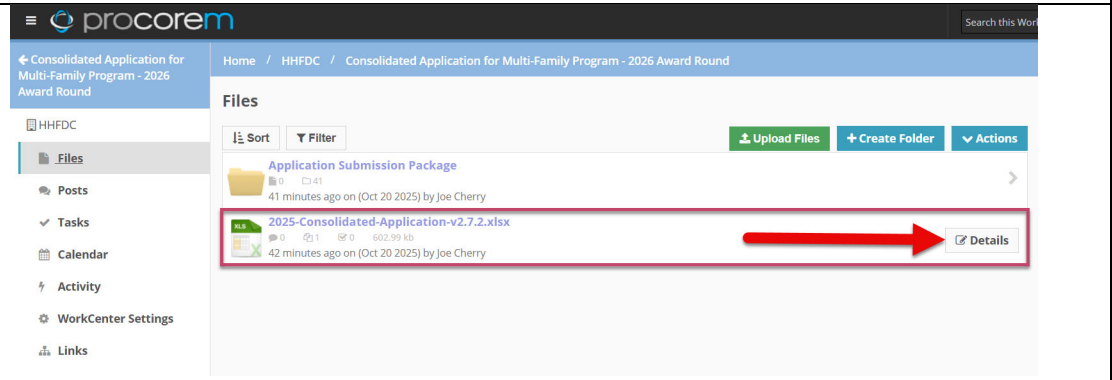
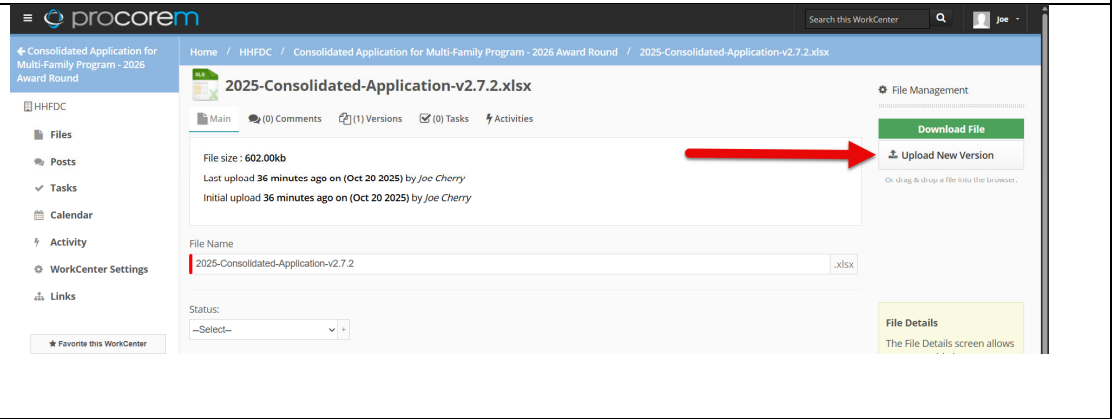
Accept Procorem Invitation and Download Program Application		
Step	Navigation – What to do	Image
1	Accept the Procorem invitation sent via email by clicking the button	
2	View task list using the Tasks link on the Procorem WorkCenter – this represents required documentation to support the application	
3	Open the Files link – the Consolidation Application blank template is located here	

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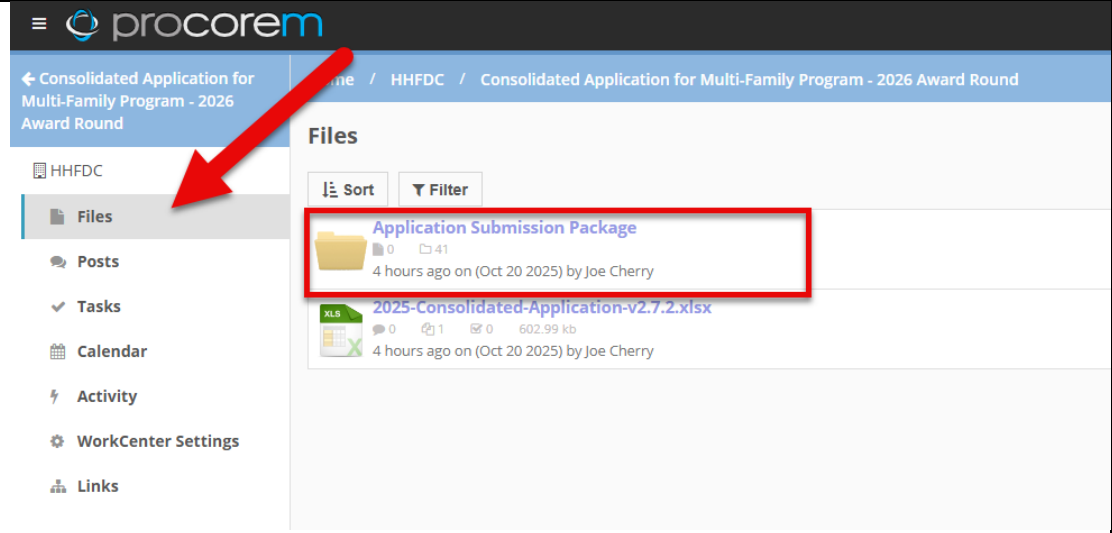
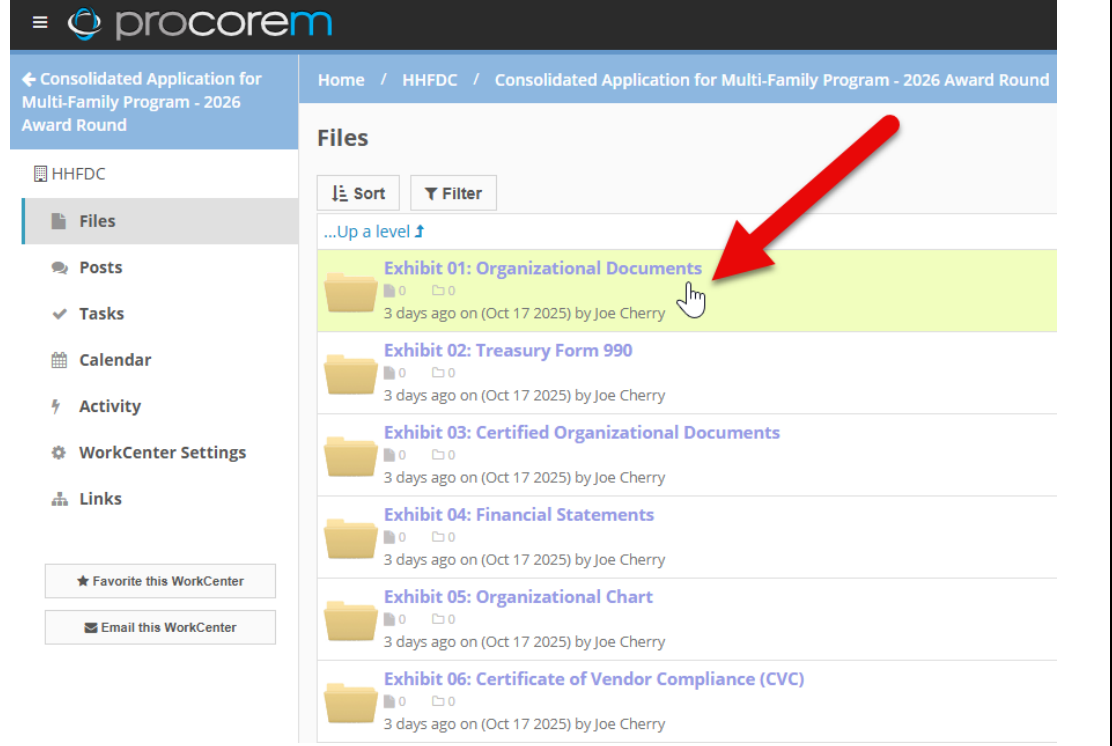
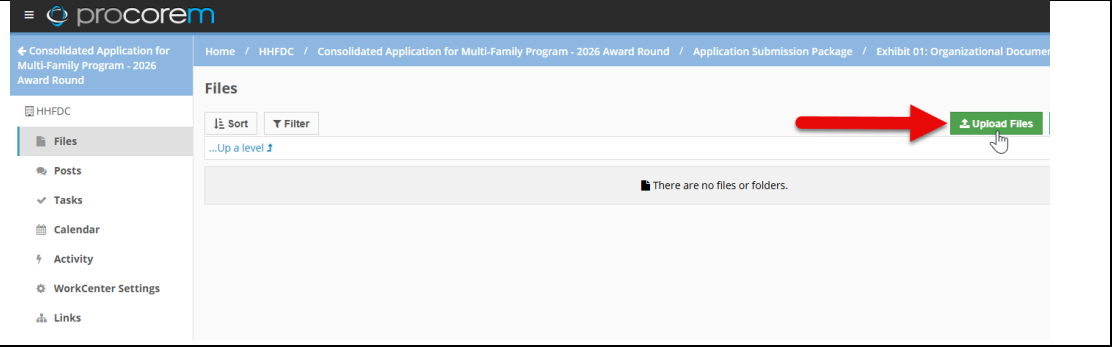
4	Download the application by clicking on the file name and review instructions	 A screenshot of the Procorem web application interface. The top navigation bar shows 'Home / HHFDC / Consolidated Application for Multi-Family Program - 2026 Award Round'. The left sidebar contains a menu with 'Files' selected. The main content area, titled 'Files', shows a list of files. The file '2025-Consolidated-Application-v2.7.2.xlsx' is highlighted in yellow, and a mouse cursor is clicking on its name. Other files include 'Application Submission Package' and a folder '2025-Consolidated-Application-v2.7.2.xlsx'.
5	Click into the Application Submission Package folder and review the Exhibits folders	 A screenshot of the Procorem web application interface, showing the 'Application Submission Package' folder selected. The left sidebar is the same as in the previous screenshot. The main content area shows the contents of the folder, which includes eight sub-folders: 'Exhibit 01: Organizational Documents', 'Exhibit 02: Treasury Form 990', 'Exhibit 03: Certified Organizational Documents', 'Exhibit 04: Financial Statements', 'Exhibit 05: Organizational Chart', 'Exhibit 06: Certificate of Vendor Compliance (CVC)', 'Exhibit 07: Trade and Banking References', and 'Exhibit 08: Housing Development Experience'. Each folder is listed with its name, a folder icon, and a timestamp '3 days ago on (Oct 17 2025) by Joe Cherry'.

Complete Application and Upload to Procorem WorkCenter		
Step	Navigation – What to do	Image

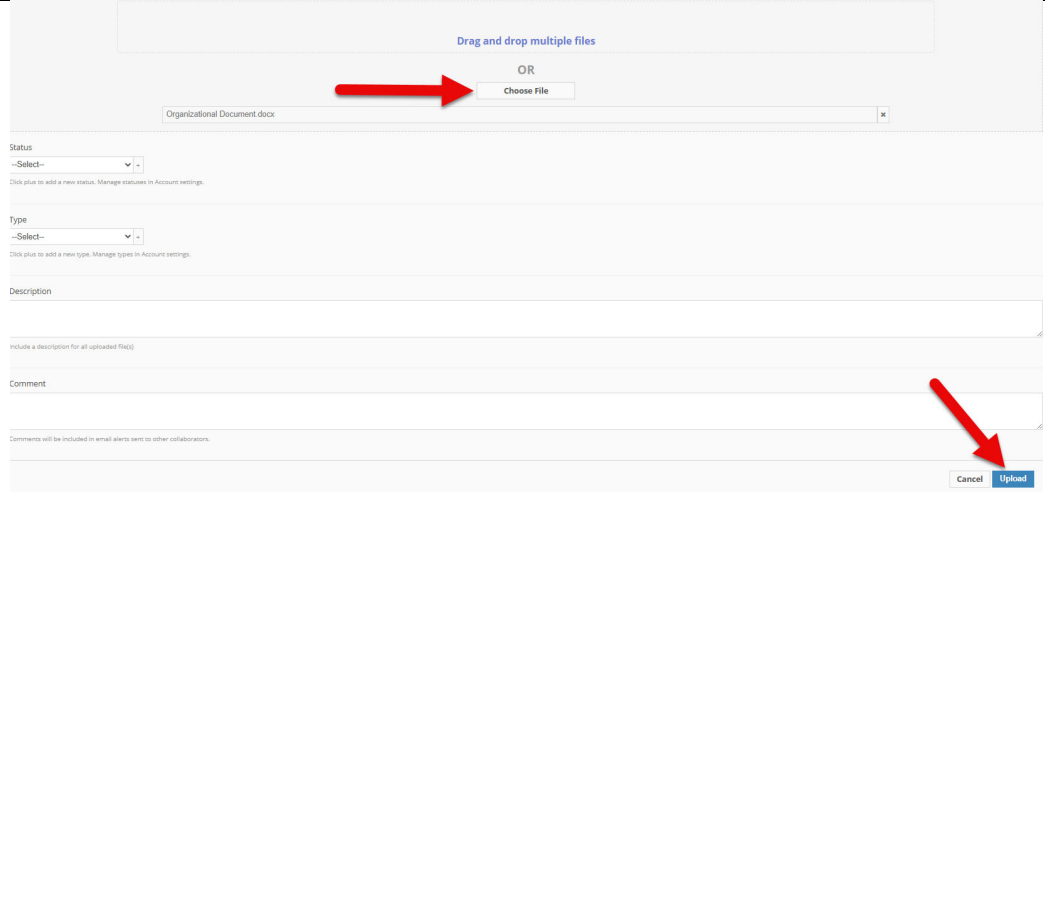
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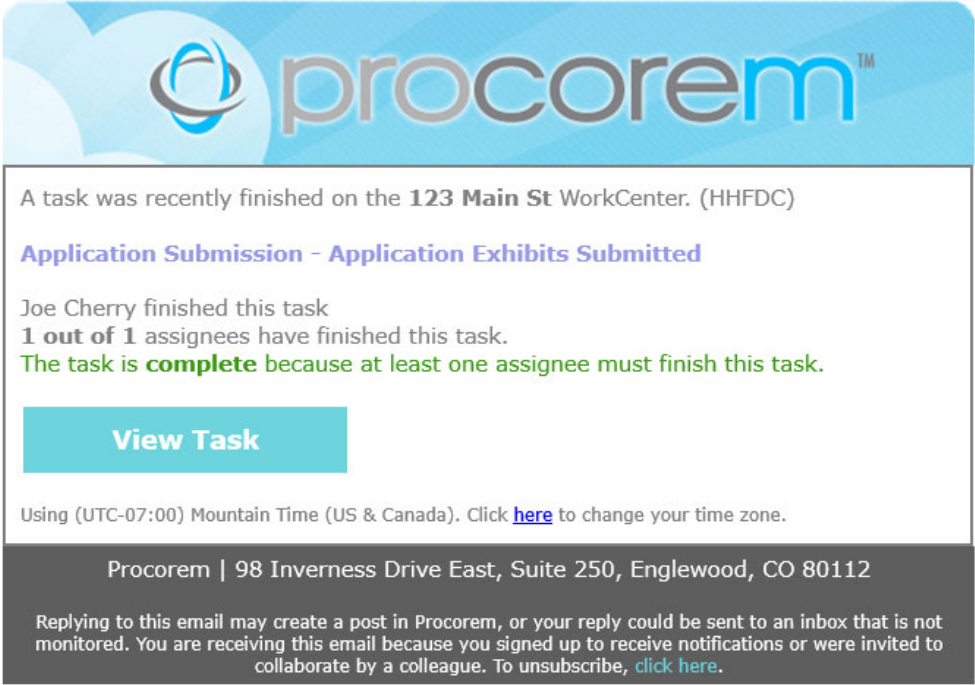
1	Fill out the Consolidated Application by working through all tabs	
2	To ask questions, use Procorem Posts by navigating to the Procorem WorkCenter and clicking the Posts link; type question in the New Post text box and click the Create Post button – this will send an email to HHFDC	
3	Once completed, upload the Consolidated Application by clicking the Details button	
4	Select Upload New Version to add the populated Consolidated Application – use this same link to upload updates as needed (this	

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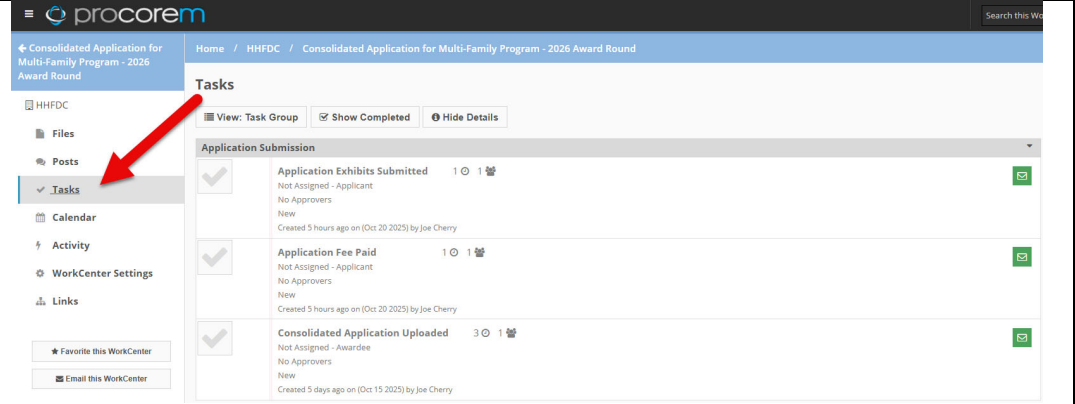
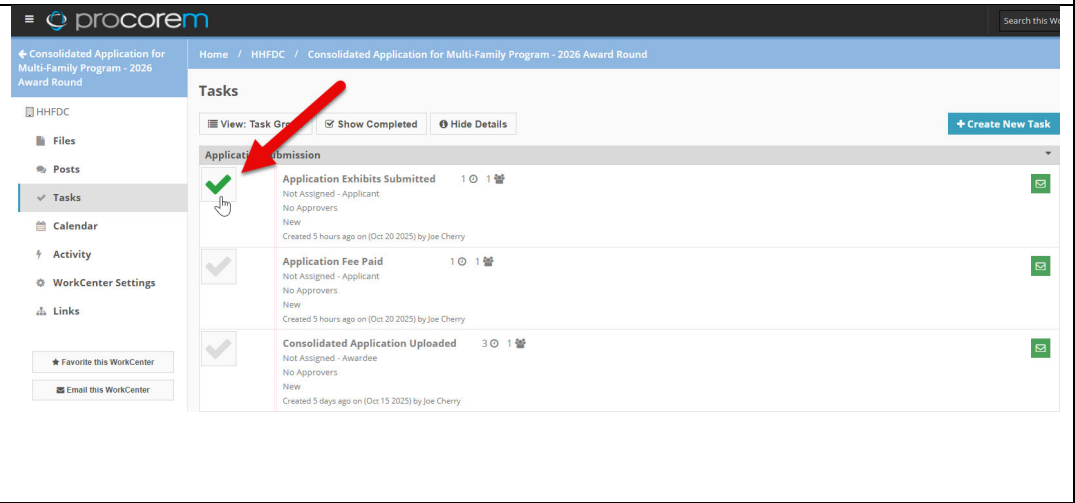
	will version the document)	
Upload Exhibits to Procorem WorkCenter		
Step	Navigation – What to do	Image
1	Use the Exhibit folders to upload documents by navigating to Files and opening the Application Submission Package folder	
2	Locate the correct folder and click the link to open the folder for upload	
3	Click the Upload Files button	

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4	Either click the Choose File button (which will open file explorer to search for documents) or drag-and-drop from hard drive and click the Upload button – upload restrictions are 2GB per total upload (multiple files can be uploaded at once)	
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Complete Tasks		
Step	Navigation – What to do	Image
1	Procorem sends email notifications to the HHFDC team when Tasks are completed	

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2	After uploading the corresponding document, click the Tasks link	
3	When finished with all document uploads, check the checkmark next to the Task to notify HHFDC the application package is complete and ready for consideration	

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Help Topics

Please review the following links for additional information on using Procorem:

- Procorem Overview <https://help.procorem.com/en/procorem-overview.html>
- Procorem for Housing Agency Partners <https://help.procorem.com/en/procorem-for-housing-agency-partners.html>