procorem

Introduction to Procorem

January 21, 2026, 10am HST

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PROLINK™ SOLUTIONS

Presentation Agenda

01 Introduction to Procorem

02 Invitation to Procorem

03 Accessing the WorkCenter

04 Help Center for Procorem

01 Introduction to Procorem

Introduction to Procorem

- Procorem is the first collaborative portal built for developers, state and local housing agencies, lenders, syndicators, and investors.
- Procorem provides transparent communication for applications, pipelines, asset management, and reporting.
- Procorem allows for easy setup of secure WorkCenters for project collaboration, both within your organization and with external partners and clients.

Procorem Hierarchy

Procorem is **HHFDC**'s external-facing, front-office portal where information such as templates are published, and where **HHFDC**'s external customers/partners, such as developers or property managers, submit completed applications or compliance data to the **HHFDC**.

Features include:

- Private, invite-only WorkCenters to centralize and store proposal information
- File sharing, versioning, and collaboration
- Encrypted file and folder infrastructure
- Enterprise task and project management
- Time-stamping and complete audit history of all user activity
- Ability to save comments on files, tasks, and WorkCenters
- Mobile enabled, responsive design
- Uses HTTPS protocol and secured with the latest TLS encryption methods

Supported Web Browsers

Procorem requires an up-to-date web browser to make sure that you can use all of Procorem's features.

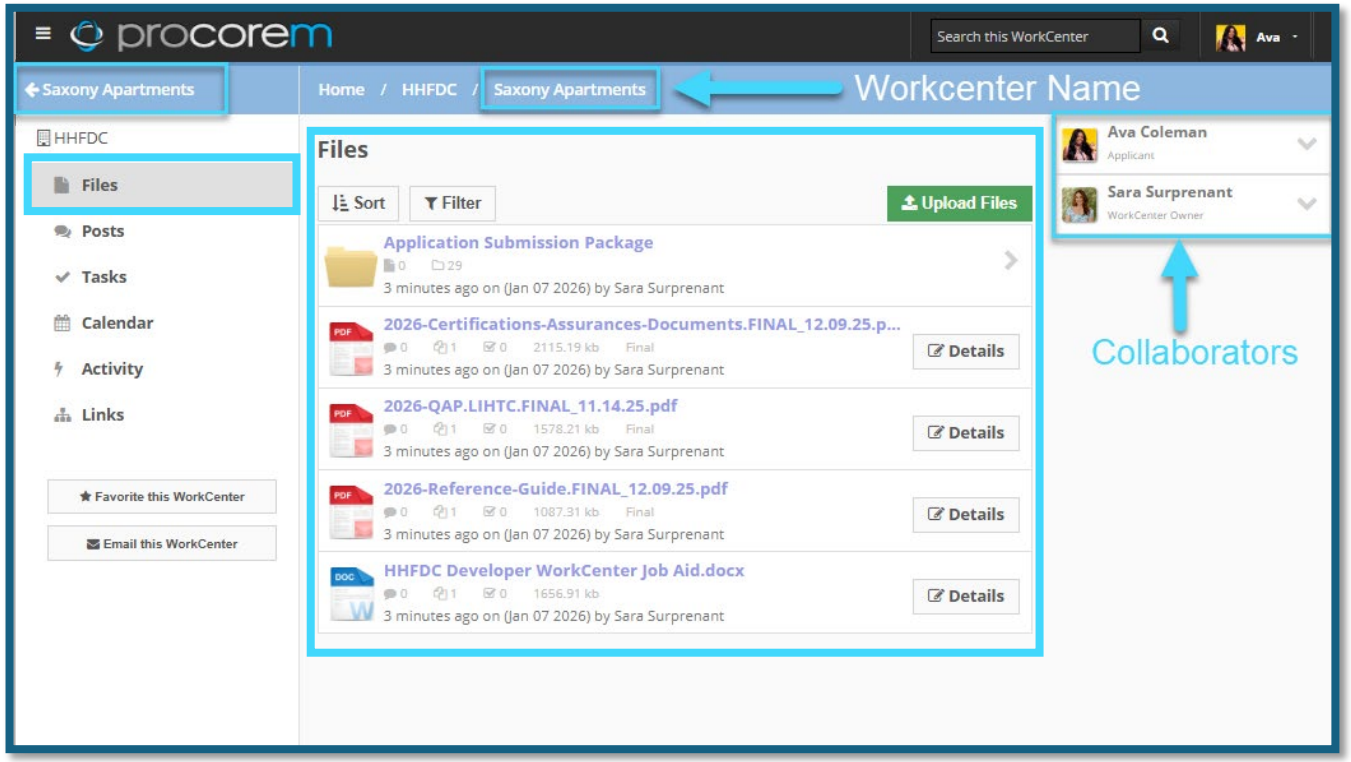
Procorem currently supports the latest two versions of all browsers, unless otherwise noted.
Supported browsers include:

- Google Chrome (preferred)
- Microsoft Edge
- Apple Safari
- Mozilla Firefox

Procorem WorkCenters

A **WorkCenter** is created and used for each housing development and represents a single project. Once you accept an invitation to a **WorkCenter**, you become a **Collaborator** in the **WorkCenter** and can share documents, submit data, and assign and complete tasks related to your project.

Procorem's **File** functionality enables **HHFDC** to publish templates to the **WorkCenter** collaborators. In turn, the collaborators can submit the completed applications and all supporting documents on Procorem using **File** functionality.

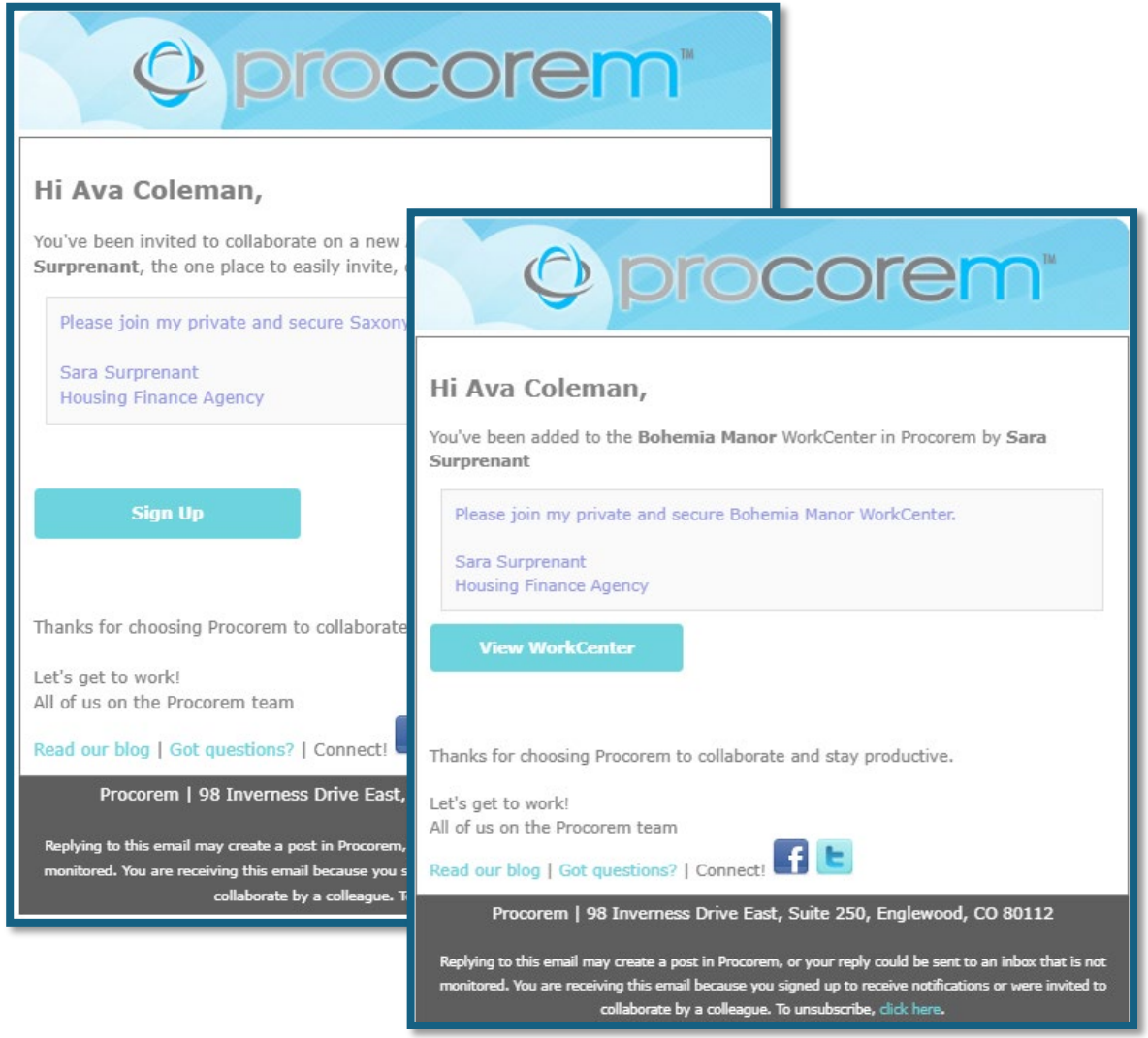


QUESTIONS?

02 Invitation to Procorem

Invitation to Procorem

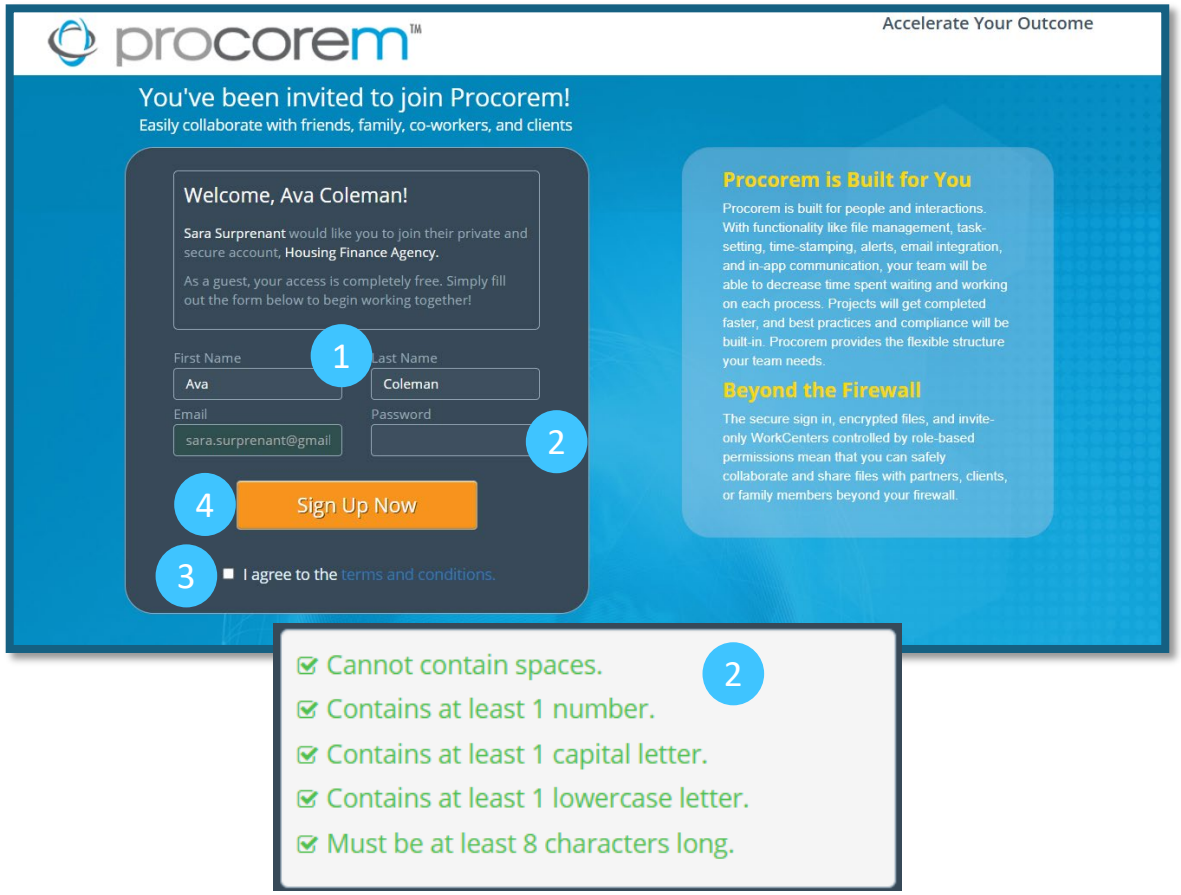
- When you're added to the **WorkCenter** as a collaborator, you'll receive an e-mail invitation **from your state agency. *Most of you should have received an invite from HHFDC within the past 24 hours***
- If it's the first time you've accessed **Procorem**, you'll need to create an account with the email address where the invitation was received. You'll be directed to the **Procorem Sign Up** page when clicking the **Sign Up** button.
- If you don't receive an invite, **verify your IT department has not marked emails from notifications@mail.procorem.com as spam**.
- Once you've created an account in **Procorem** and receive an invite to an additional **WorkCenter**, you can click on the **View WorkCenter** in the body of the email invitation to directly access **Procorem.**



Invitation to Procorem

Once you've clicked the **Sign Up** button on your invitation email, you'll see the **Sign Up Now** page.

1. Verify your **First Name**, **Last Name**, and **Email** are correct.
2. Enter a password that meets the **Password Criteria** requirements. The red text will turn green as each requirement is met while creating your password.
3. Click the checkbox next to **"I agree to the terms and conditions"** text.
4. Click the **Sign Up Now** button.



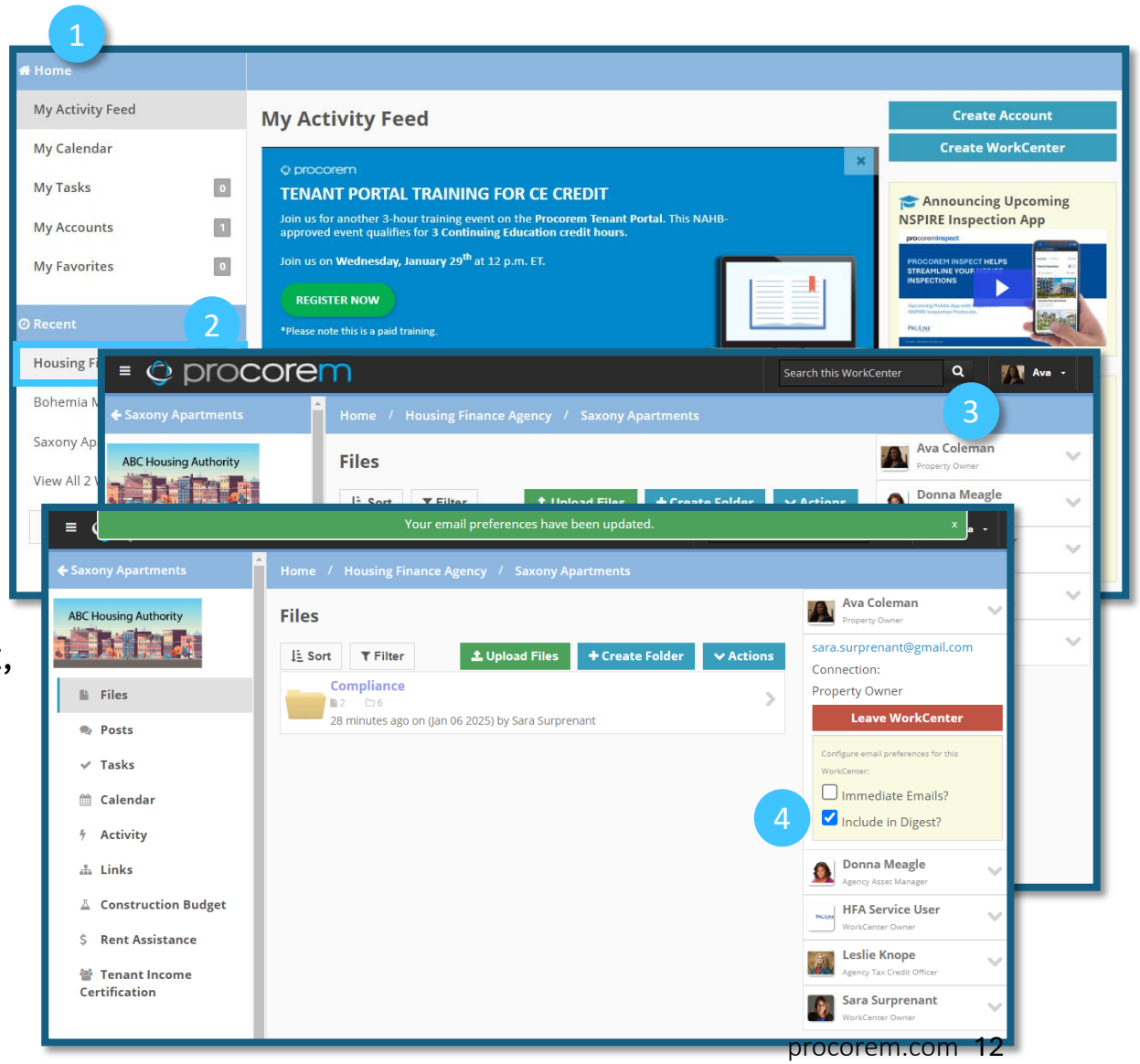
Invitation to Procorem

1. After clicking **Sign Up Now**, you'll be taken to the **Procorem Home** page.

2. On the left, you'll see the name of the **Agency** and the **WorkCenter** representing your property. Click on the name of the **WorkCenter** to access the **WorkCenter**.

3. Note other collaborators on the **WorkCenter**, including **Agency** contacts.

4. **Procorem** emails notifications in real time for file, post, and **WorkCenter** activities – if you'd like to receive one daily digest email instead of immediate emails, click the down arrow next to your name and deselect **Immediate Emails**.



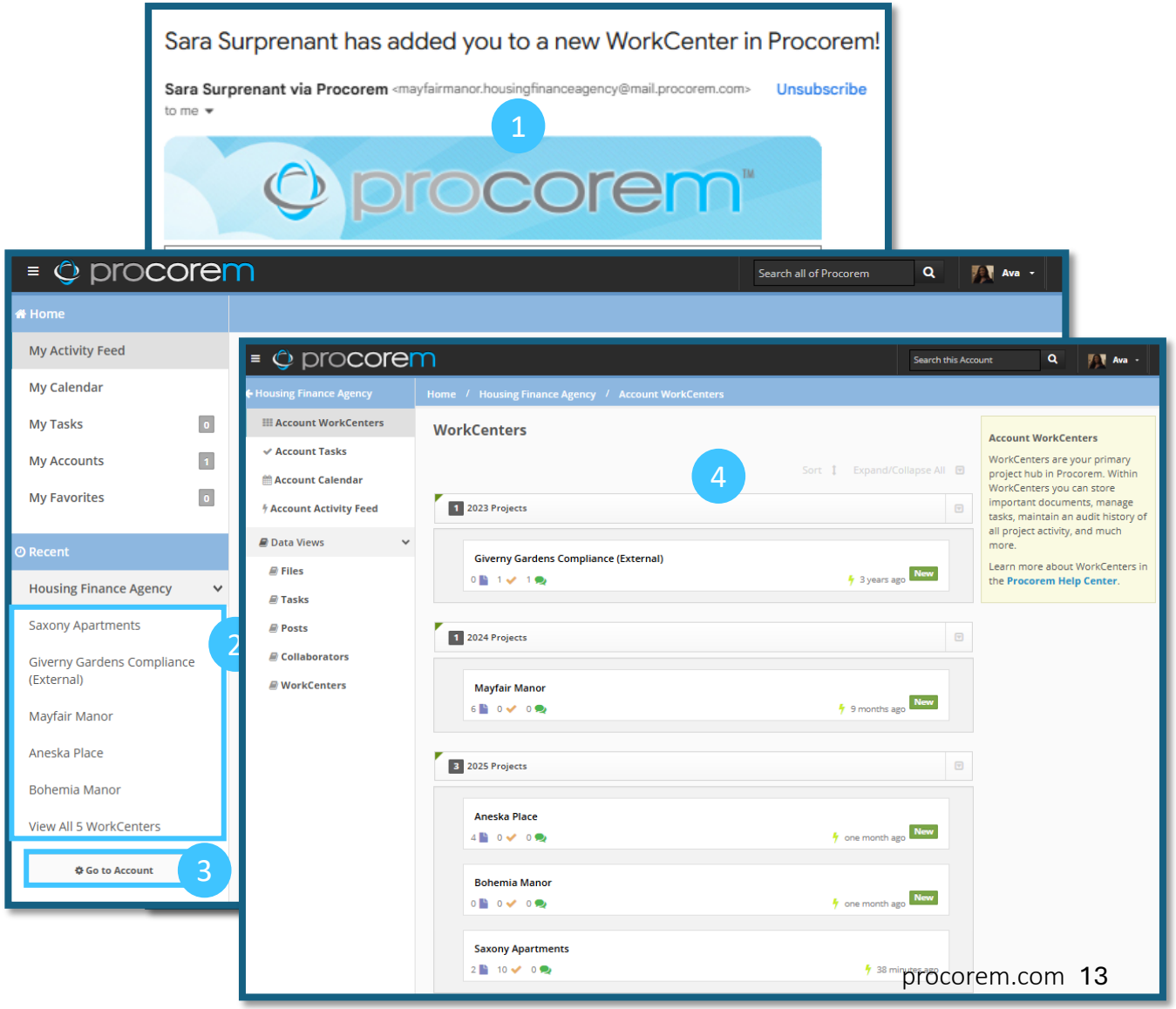
Invitation to Procorem

1. Once you've created your account, you'll receive an email invitation for each **WorkCenter** you've been invited to.

2. When you log in to Procorem, you'll see your **WorkCenter(s)** in the left nav panel.

3. To view all your **WorkCenters**, click on **Go To Account**.

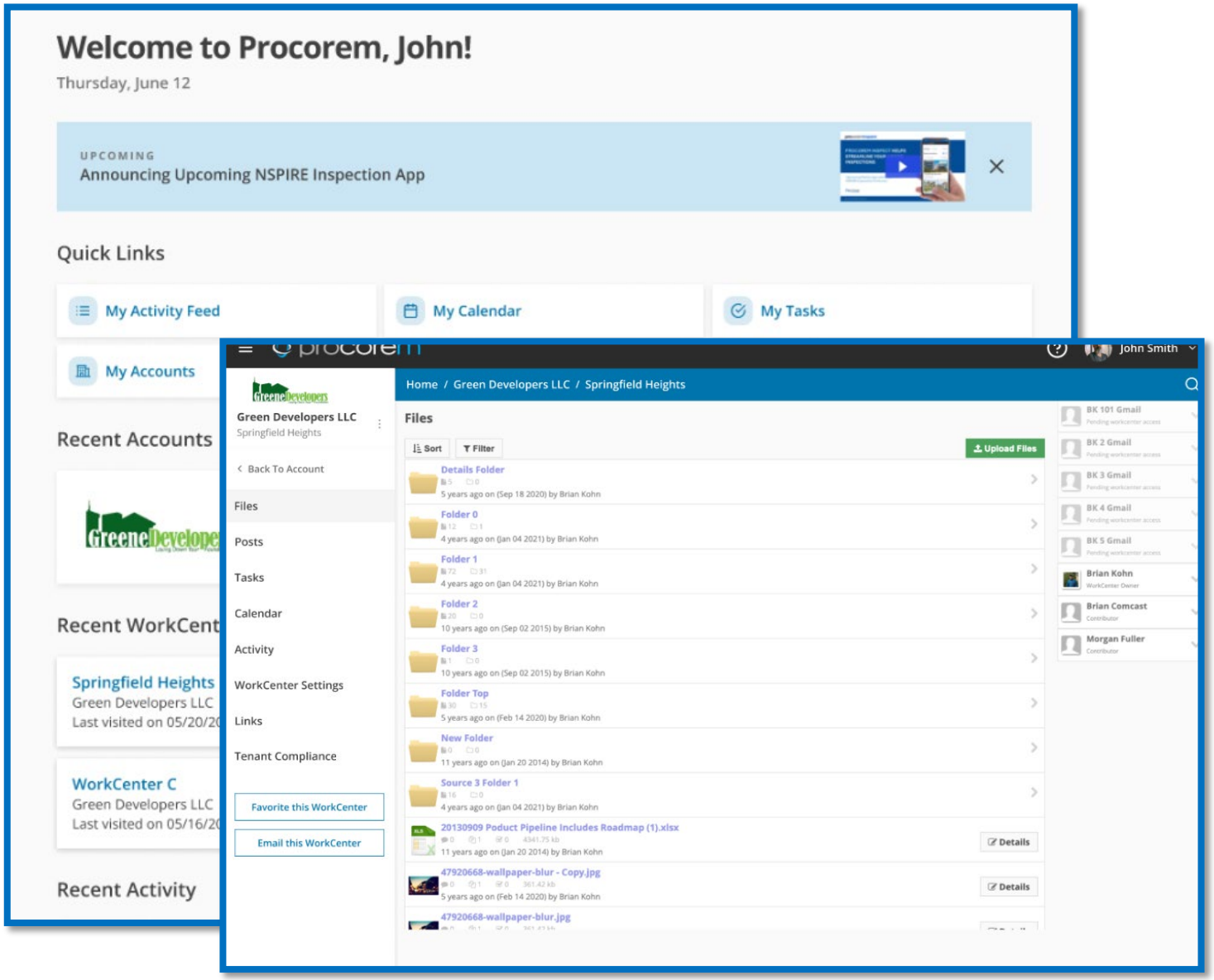
4. If you don't have access to a needed **WorkCenter**, contact the **Agency** directly to request access.



2026 Updates

Procorem 2.0

In March 2026, updates to Procorem navigation will be available. The home page/dashboard will look and feel different, however, your **WorkCenter** options will look the same.



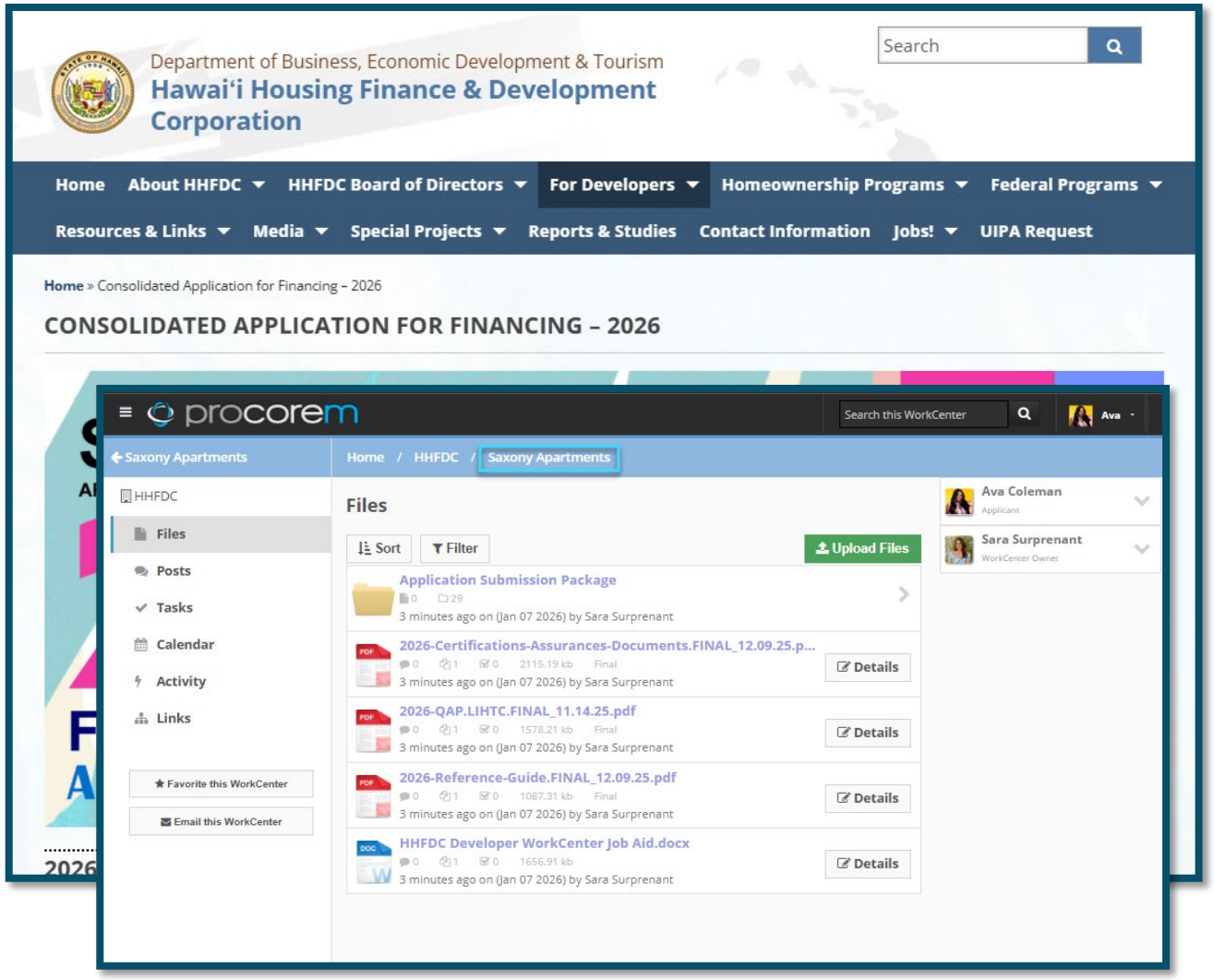
QUESTIONS?

03 Accessing the WorkCenter

Accessing the WorkCenter

Once you've downloaded and completed the **Letter of Intent To Apply** from the **HHFDC** website and notified **HHFDC**, you'll be invited to a Procorem **WorkCenter** as a **Collaborator** with a role of **Applicant**.

When you access the **WorkCenter** you've been invited to, you'll land on the **Files** page



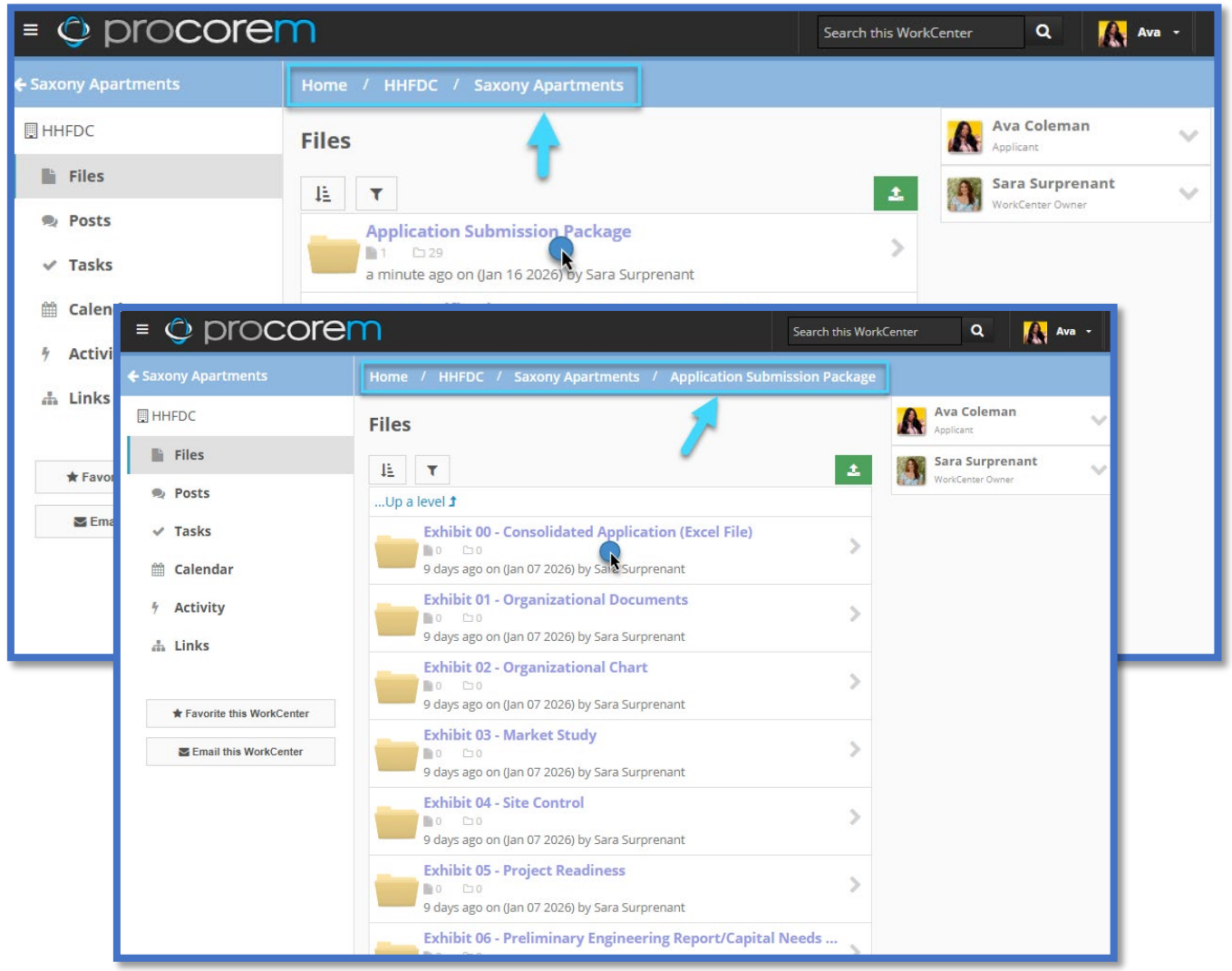
Files and Folders

You will upload your completed application to the **WorkCenter**.

To find the folder where additional documents should be uploaded, click on the **Application Submission Package** folder.

You'll see the subfolders for **Application Submission Package**. Click on each folder to upload the applicable documents.

Note the **breadcrumb** indicates where you are in the file/folder structure.



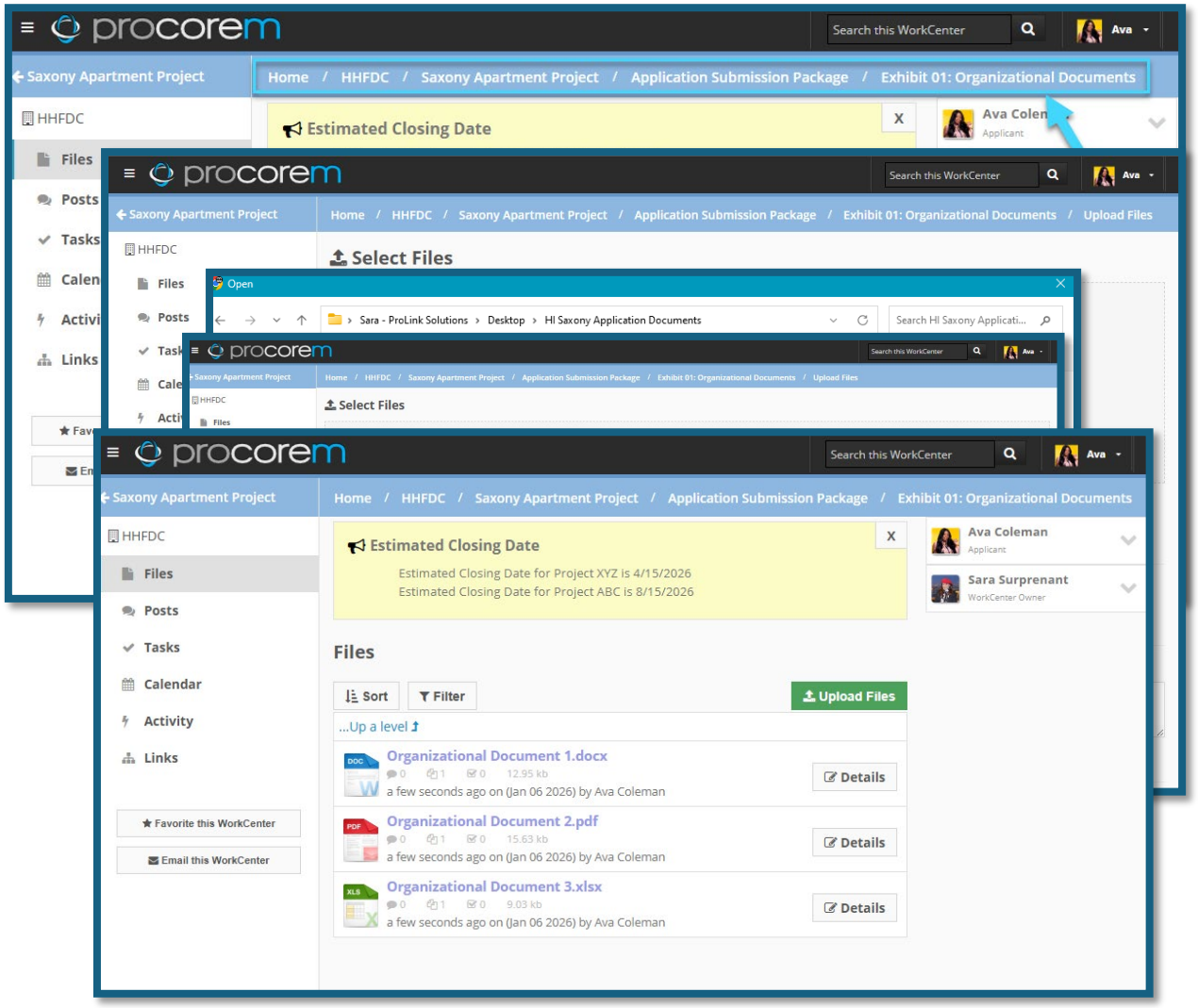
Uploading Files

Once in the correct folder for the file, click **Upload Files**.

Select **Choose File** or drag/drop from your computer.

The selected files will display on the **Select Files** screen. Click the **Upload** button.

The uploaded files will display.

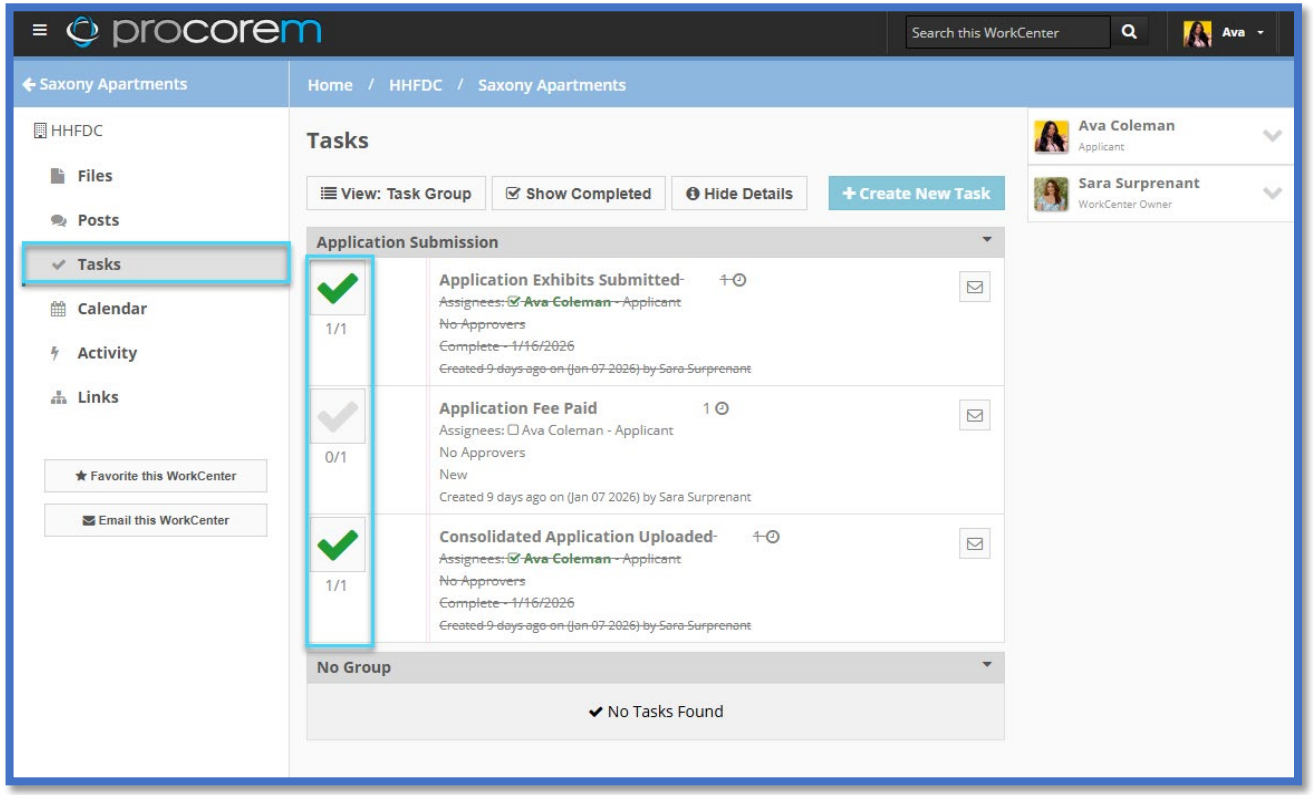


Tasks

The **Tasks** option will display all tasks related to application submission. You can view tasks assigned to you. **Tasks** should be updated as completed.

Select the checkbox next to each task as you complete the **Application Submission** process. Once completed, the **Task Details** will display in strikethrough font.

February 20, 2026 at **2pm HST** is the hard deadline for submitting applications/documentations and completing tasks. **You will not be able to upload any documentation after this time as access will be deactivated for applicants**!



Completing a Task

Click on the **Task** to view the **Edit Task** screen.

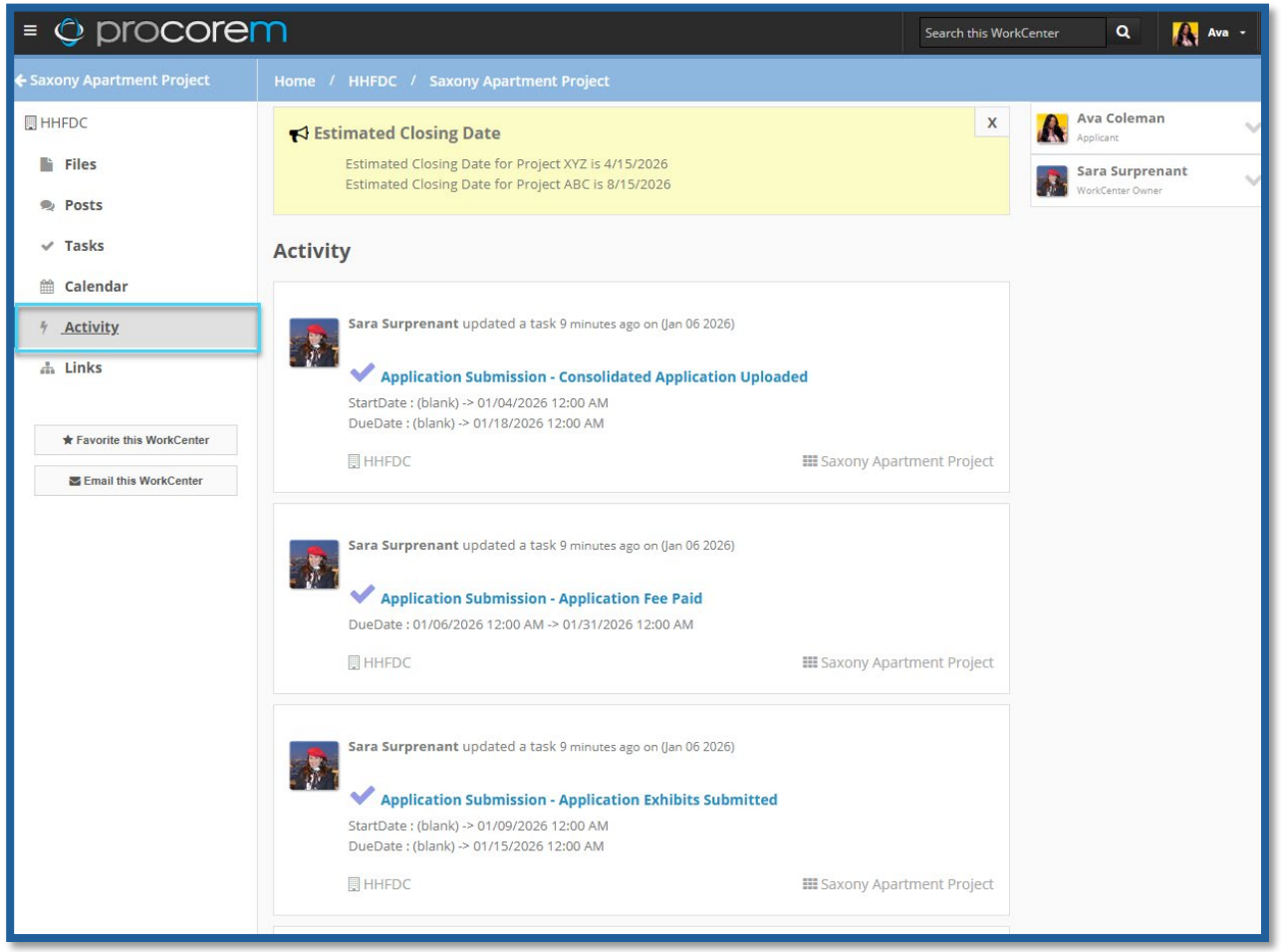
To complete task, click **Mark Finished**.

Click **OK** to complete task or **Cancel** if not ready to complete task.

Task finished successfully message will appear when marked finished.

View WorkCenter Activity

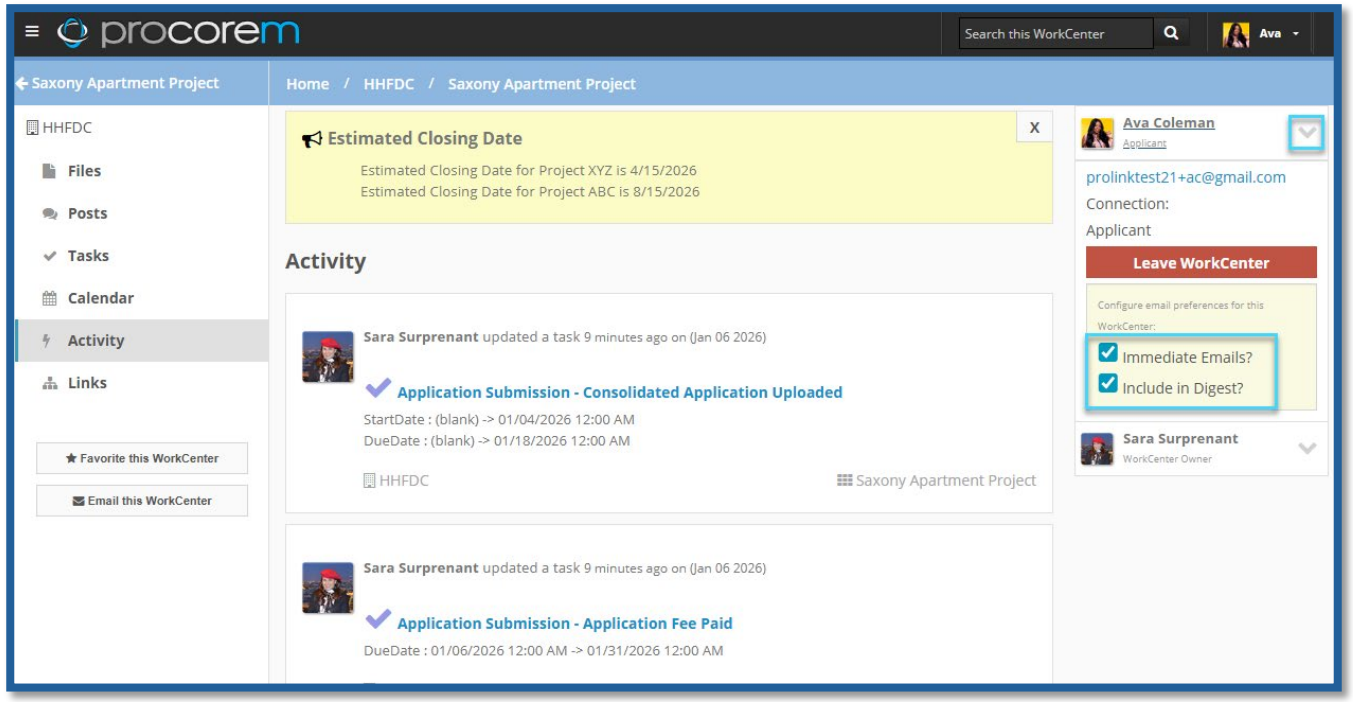
You can view all activity on the WorkCenter by selecting **Activity** in the left navigation panel.



Update Preferences - WorkCenter

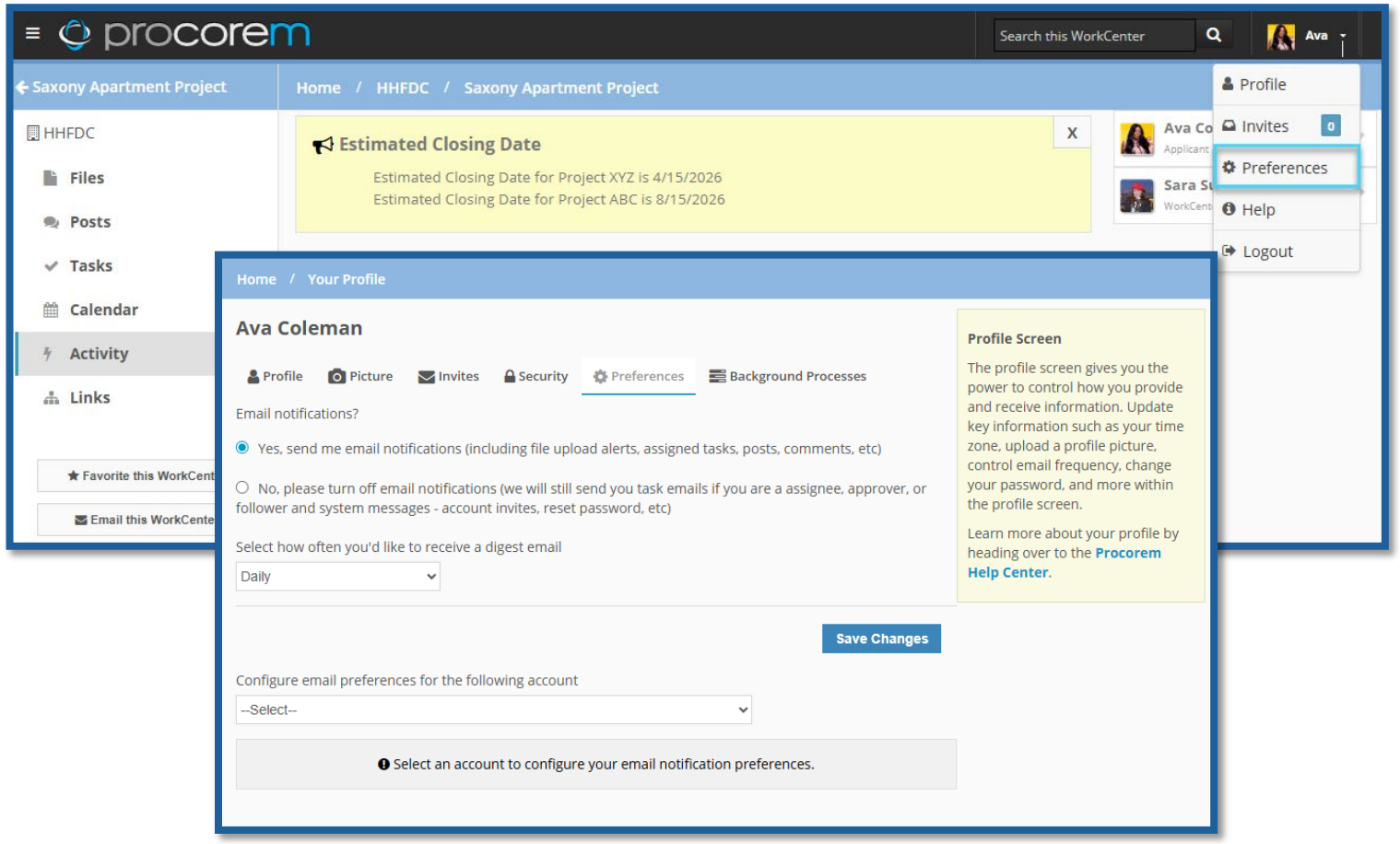
Immediate Emails—Selecting the Immediate Emails preference will ensure that you receive email notifications on all WorkCenter related activities. Any time comments are made, tasks statuses change, documents are engaged with, you will receive a notification to ensure you stay informed.

Daily Digest—The daily digest provides a summary of all the activity, across all subscribed WorkCenters, in a consolidated email, excluding activity from archived WorkCenters. Once a day, users receive the email which outlines task updates, trending topics and documents, and important project milestones.



Update Preferences - Profile

You can also update email preferences by selecting **Preferences** under your avatar.

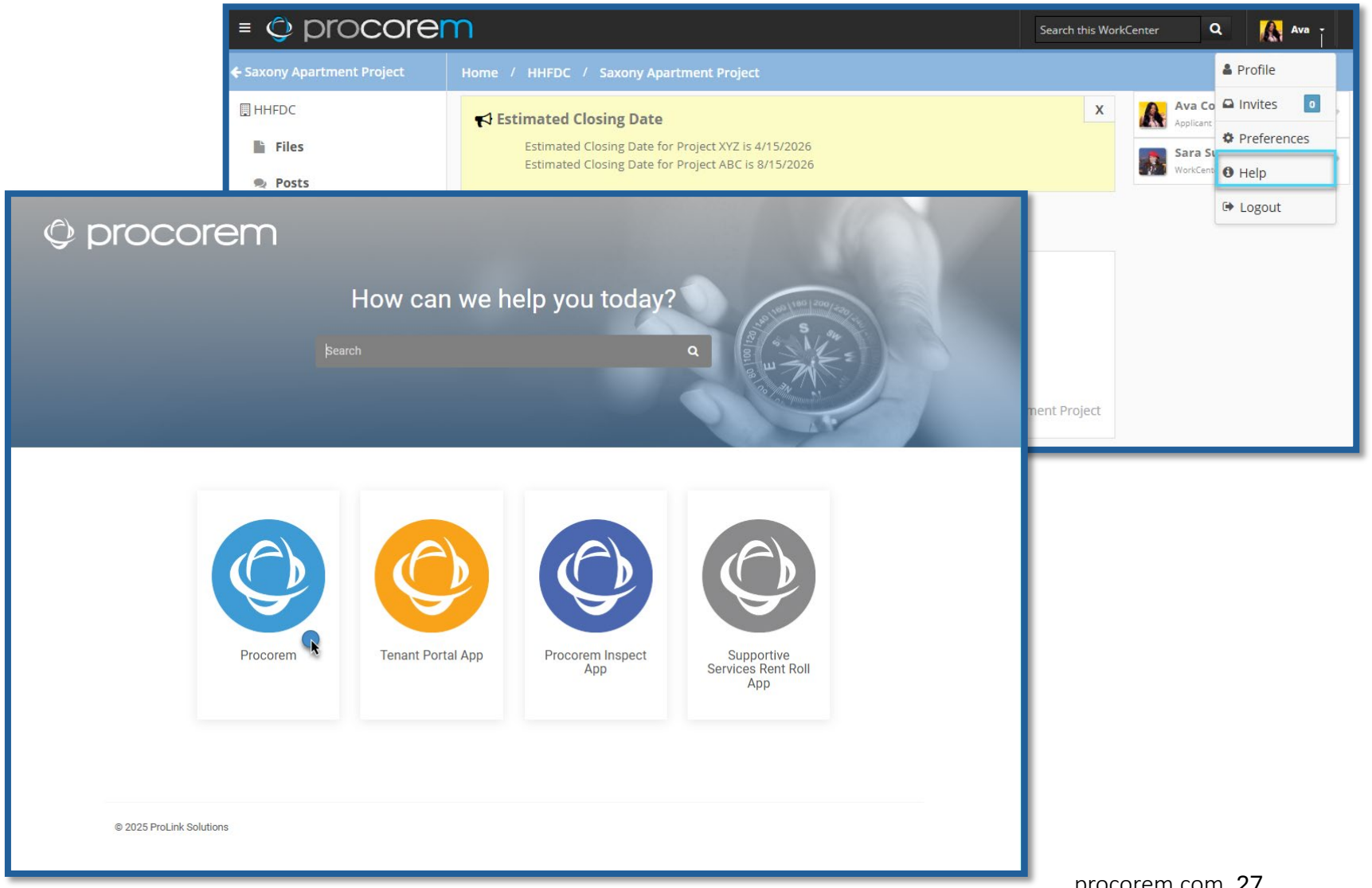


QUESTIONS?

04 Help Center for Procorem

Procorem Help

You can access the **Procorem Help Center** by selecting **Help** from the menu under your avatar.



QUESTIONS?

THANK YOU!