

MEMORANDUM – Guidelines for Electronic Submission – Attachment F

TO: Owners/Agents

FROM: DCA Compliance Department - Office of Portfolio Management

DATE: October 26, 2021

RE: Steps to Upload Pre-audit Documents and Tenant Files in the Emphasys Certification Portal

DCA is now requiring all housing partners to electronically submit preliminary audit documents, tenant files, health and safety forms/cures, cure responses and other requested Compliance Review documents in the Emphasys Certification Portal:

Please follow the instructions outlined below when uploading files to DCA:

- From the home screen in the Certification Portal, click “View All” under Projects Status and Search.
- Click on the magnifying glass next to the property name, click “Upload Files” on the screen’s left. Click the plus sign under Miscellaneous. Complete the document title as this is required. Upload the document and click “Save”, “Save and New”, or “Save and Close”.
- To delete a file, check the box next to the file name, click the red X, and click OK in the box asking if you are sure you want to delete the selected document.
- Name the tenant files with the unit number and last name.