



August 25, 2016

## VHDA Multifamily Loan Program Updates

### New Web-Based Tool for Securely Transmitting Applications and Documents

#### What You Need to Know About Procorem

Procorem is VHDA's new web-based tool for securely transmitting applications and documents. Unlike other file sharing tools such as CoreFTP, nothing needs to be loaded onto your PC or transmitted through your firewalls. Another plus is that Procorem can also be accessed on tablets and smartphones.

#### Here's How it Works

First, VHDA assigns each deal a work center. Then we invite you to join this work center. Once you access Procorem with your secure user ID and password, you will be able to see every work center assigned to you. Multiple people from your organization and VHDA staff can have access to the same work center, with varying rights to view or upload files. Procorem is a standard multi-file upload process. Email alerts keep you and VHDA staff in the loop when files are uploaded or commented on. Procorem also has versioning capabilities that can let you see the different versions of the same document. In addition, an activity log shows every time a file was uploaded, downloaded, commented on or versioned.

#### Here's How to Join

Contact the Multifamily Analysts or Alena Henderson at [alena.henderson@vhda.com](mailto:alena.henderson@vhda.com). Click here for instructions: [Procorem Downloading Instruction Guide](#).

STAY CONNECTED:



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