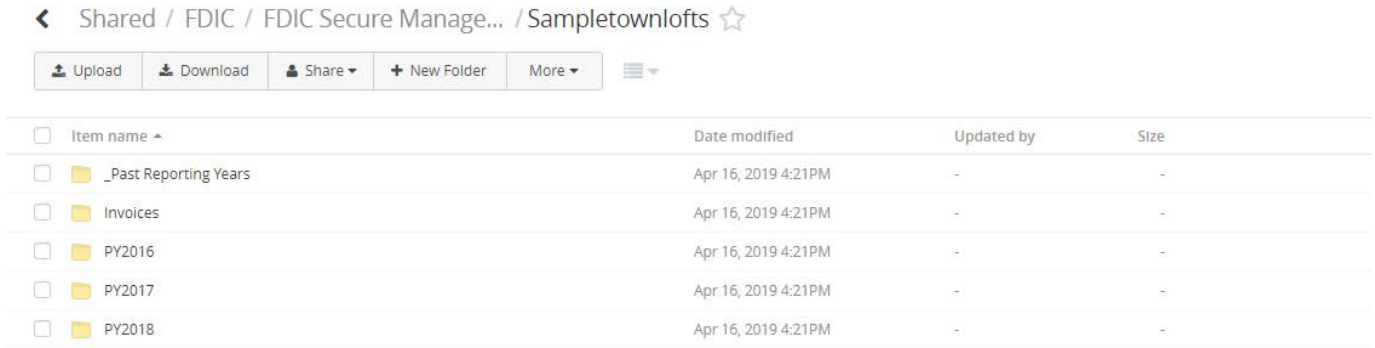


Dear FDIC Owners and Managers:

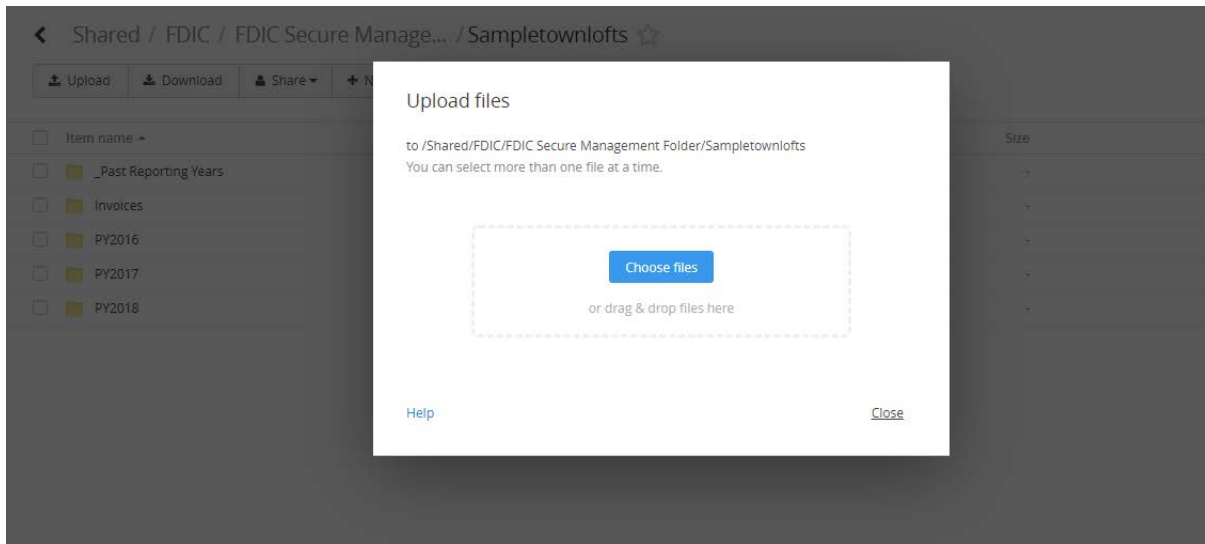
Welcome to Affordable Housing Connections' secure electronic file upload system. For added security, remember to change your password regularly.

### 2019 FDIC File Upload Instructions

1. Please name your 2019 FDIC Report, Tenant Income Certification, and Owner Certification using the following format: *Date Uploaded, Project Name, Year Report is Due, Report (no commas)* e.g. **05-01-19 Sampletownlofts 2019 Report, 05-01-19 Sampletownlofts 2019 TIC, and 05-01-19 Sampletownlofts 2019 Owner Cert**
2. Log into your Egnyte account at <https://ahcinc.egnyte.com>
3. On the screen, you will see your project(s) listed.

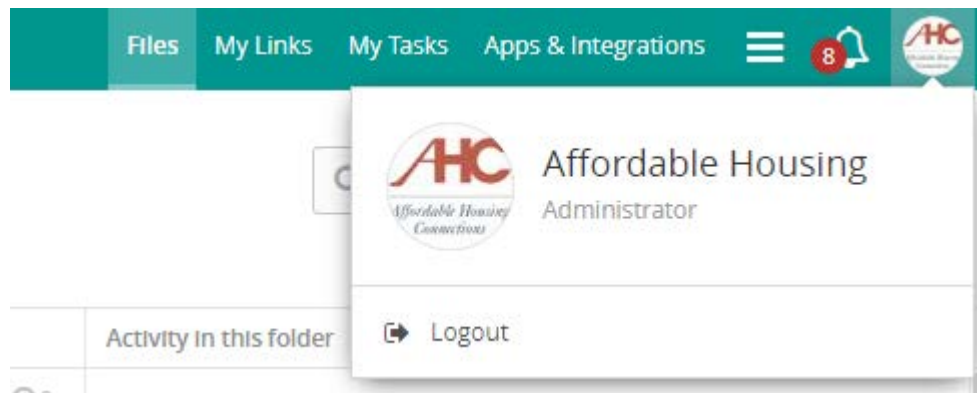


- a. Expand the *Project* folder to view *Report Year* folders.
  - b. Click on the *PY2018* folder. This is where you will upload your Report, Owner Certification (signed in blue ink), Tenant Income Certification and other documents for the project.
4. Click on the **Upload** button on the toolbar and the **Upload files** dialog box will pop up.



5. Click on **Choose files** to locate the appropriately named 2019 Report, Tenant Income Certification, and Owner Certification in your computer.
  - a. Examples of files that can be uploaded include cover letters and attachments.

10. After all your reports and files are uploaded, click the **Log Out** button at the top right corner of the screen and close your browser.



11. AHC will receive notification of the successfully completed file upload.