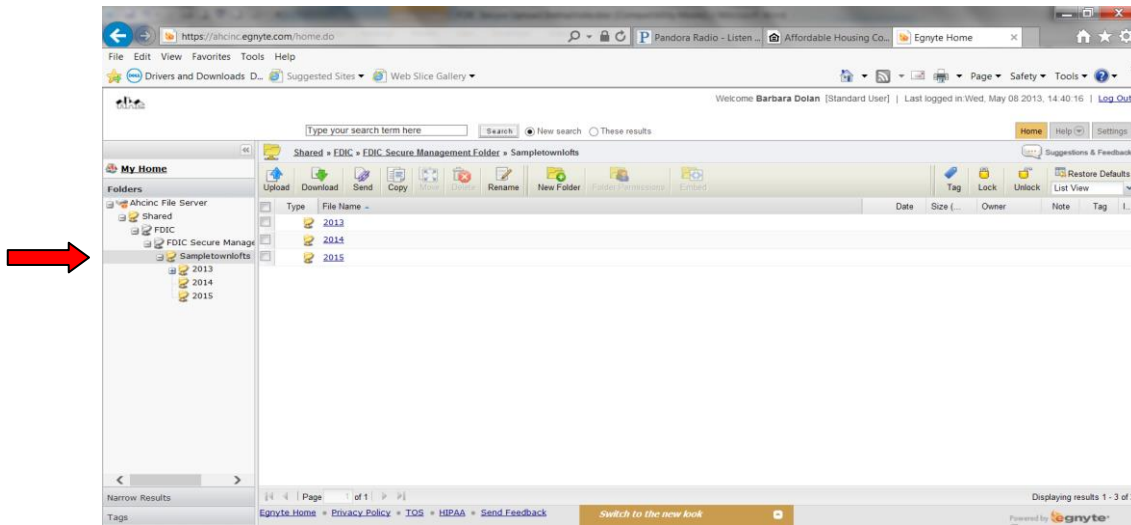


Dear FDIC Owners and Managers:

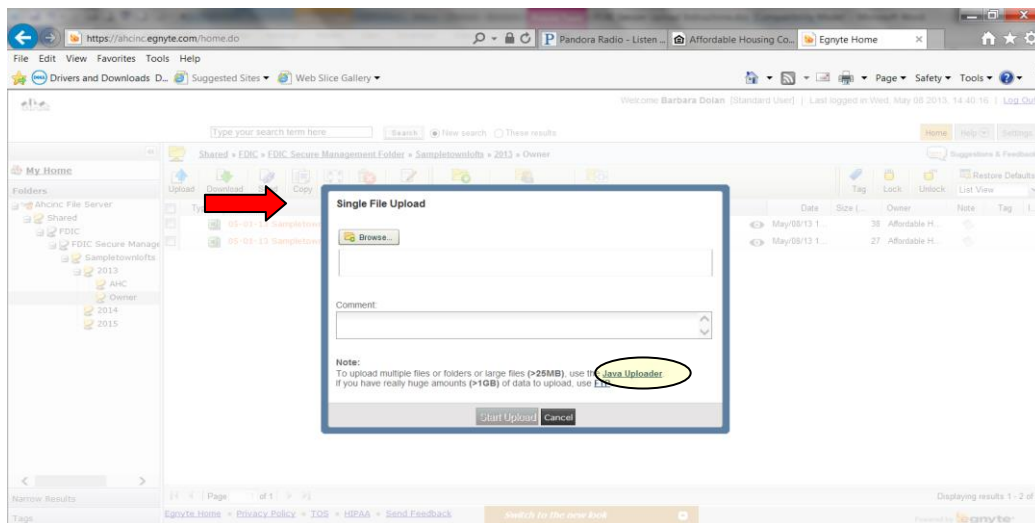
Welcome to Affordable Housing Connections' secure electronic file upload system. For added security, remember to change your password regularly.

### 2013 HTC File Upload Instructions

1. Please name your 2013 FDIC Report using the following format: *Date Uploaded, Project Name, Year Report is Due, Report (no commas)* e.g. **05-01-13 Sampletownlofts 2013 Report**.
2. Log into your Egnyte account at <https://ahcinc.egnyte.com>
3. On the screen, you will see your project(s) listed.

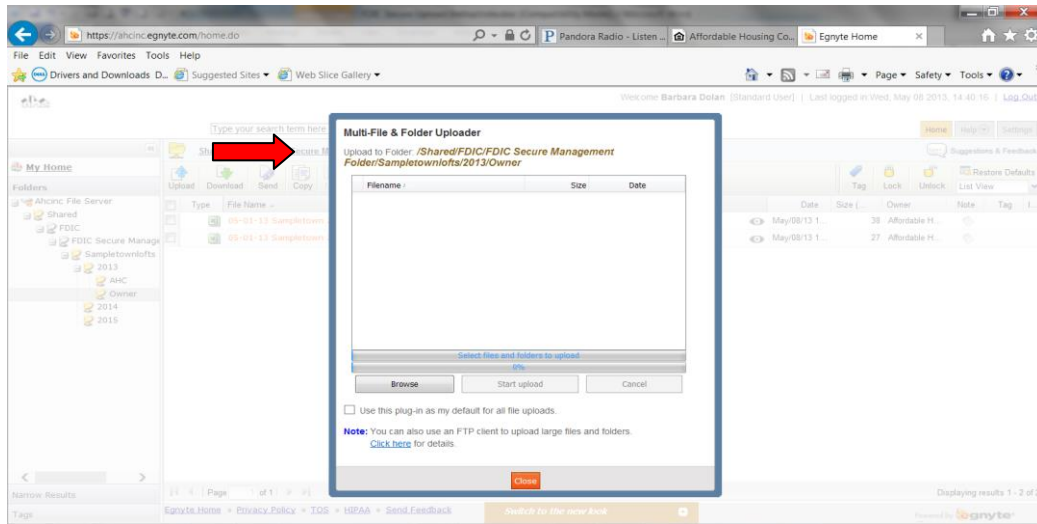


- a. Expand the *Project* folder to view *Report Year* folders.
  - b. Expand the *2013 Report Year* folder to view drop boxes for AHC and Owner.
  - c. Click on *Owner* folder. This is where you will upload your Report, Owner Certification (signed in blue ink), Tenant Income Certification and other documents for the project.
4. Click on the **Upload** button on the toolbar and the **Single File Upload** dialog box will pop up.

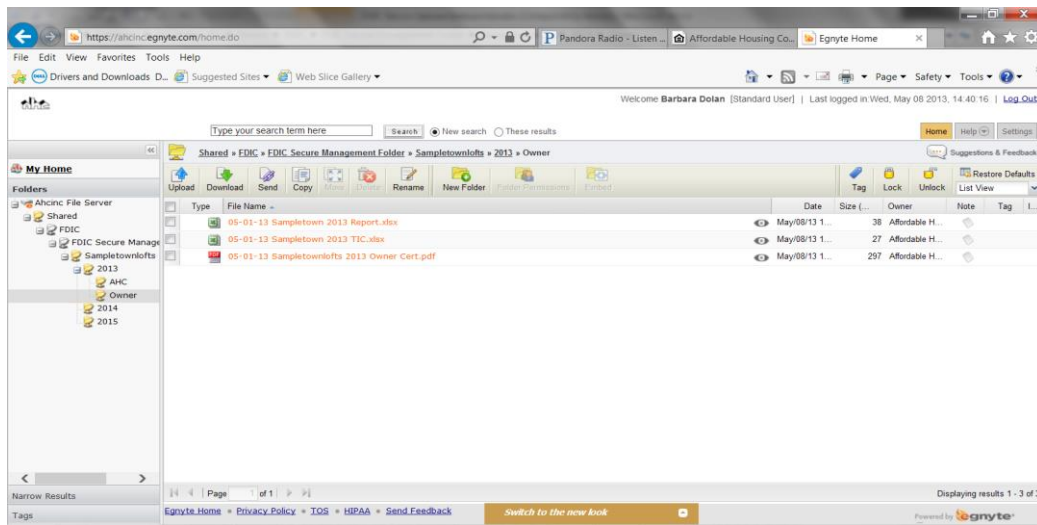


5. Click on **Browse** to locate the appropriately named 2013 Report in your computer.
6. Click on **Start Upload** to begin the upload.
7. Repeat the process for your Tenant Income Certification. Naming format should be: *Date Uploaded, Project Name, Year Report is Due, TIC (no commas)* e.g. **05-01-13 Sampletownlofts 2013 TIC**

8. Repeat the process for your signed Owner Certification. Naming format should be: *Date Uploaded, Project Name, Year Report is Due, TIC* (no commas) e.g. **05-01-13 Sampletownlofts 2013 Owner Cert**
9. For files larger than 25MB and/or multiple files or folders, click on the **Java Uploader** link to access the multi-file uploader (Java based uploader).



- a. Examples of files that can be uploaded include cover letters and attachments.
  - b. You may either click on **Select file(s)** or simply drag and drop files/folders into the rectangular box for uploading.
  - c. Click on **Start Upload** to begin the upload. A progress bar will be displayed.
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.

Egnyte is committed to providing a world class secure infrastructure and data protection. View the [Egnyte Security Whitepaper](#)