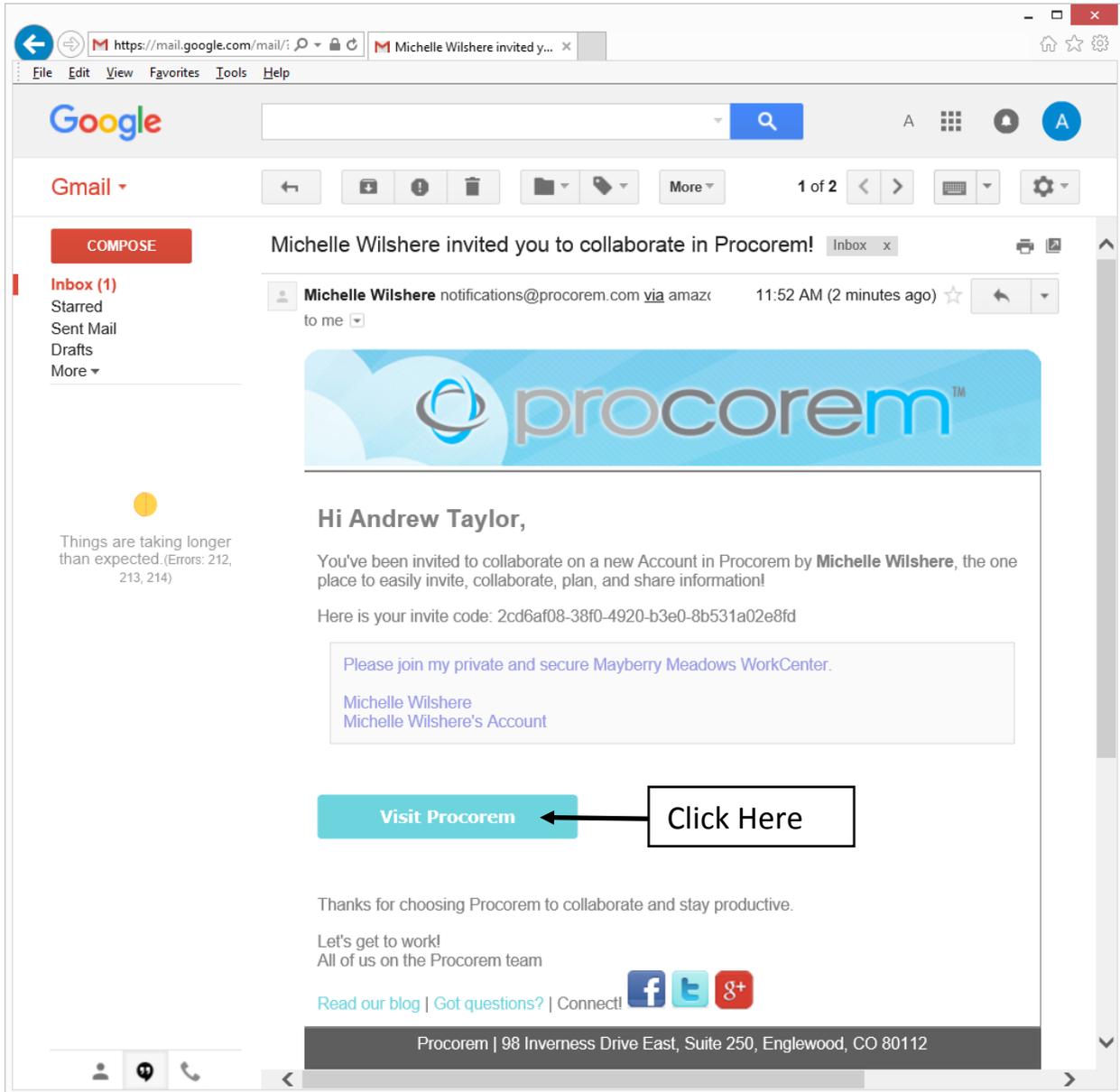


Procorem Sign In and Backup Documentation Upload Instructions

1. After the Fund receives a Pre-Registration form for your property, shortly thereafter you will receive an email similar to the one below.
2. Click on the "Visit Procorem" button.



3. This webpage will be brought up.

The screenshot shows a web browser window with the URL <https://app.procorem.com/User/Invite>. The page features the Procorem logo and the tagline "Accelerate Your Outcome". The main heading reads "You've been invited to join Procorem! Easily collaborate with friends, family, co-workers, and clients".

A dark grey card contains the following text:

Welcome, Andrew Taylor!

Michelle Wilshere would like you to join their private and secure account, **Michelle Wilshere's Account**.

As a guest, your access is completely free. Simply fill out the form below to begin working together!

The form includes the following fields:

- First Name: Andrew
- Last Name: Taylor
- Email: ataylordevelopmen
- Password: (empty)

Below the form is a list of password requirements:

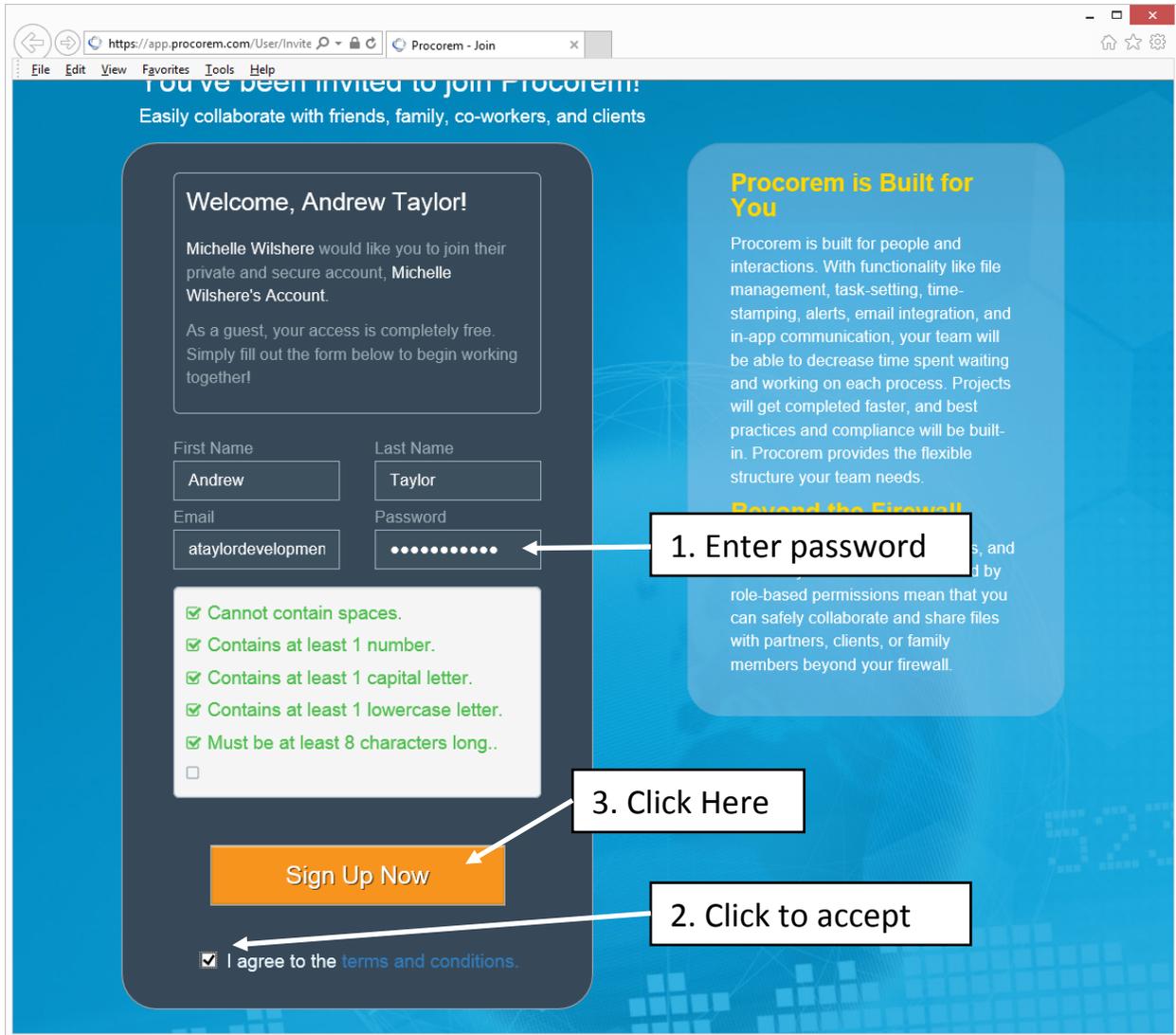
- Cannot contain spaces.
- Contains at least 1 number.
- Contains at least 1 capital letter.
- Contains at least 1 lowercase letter.
- Must be at least 8 characters long..
-

An orange "Sign Up Now" button is located at the bottom of the card.

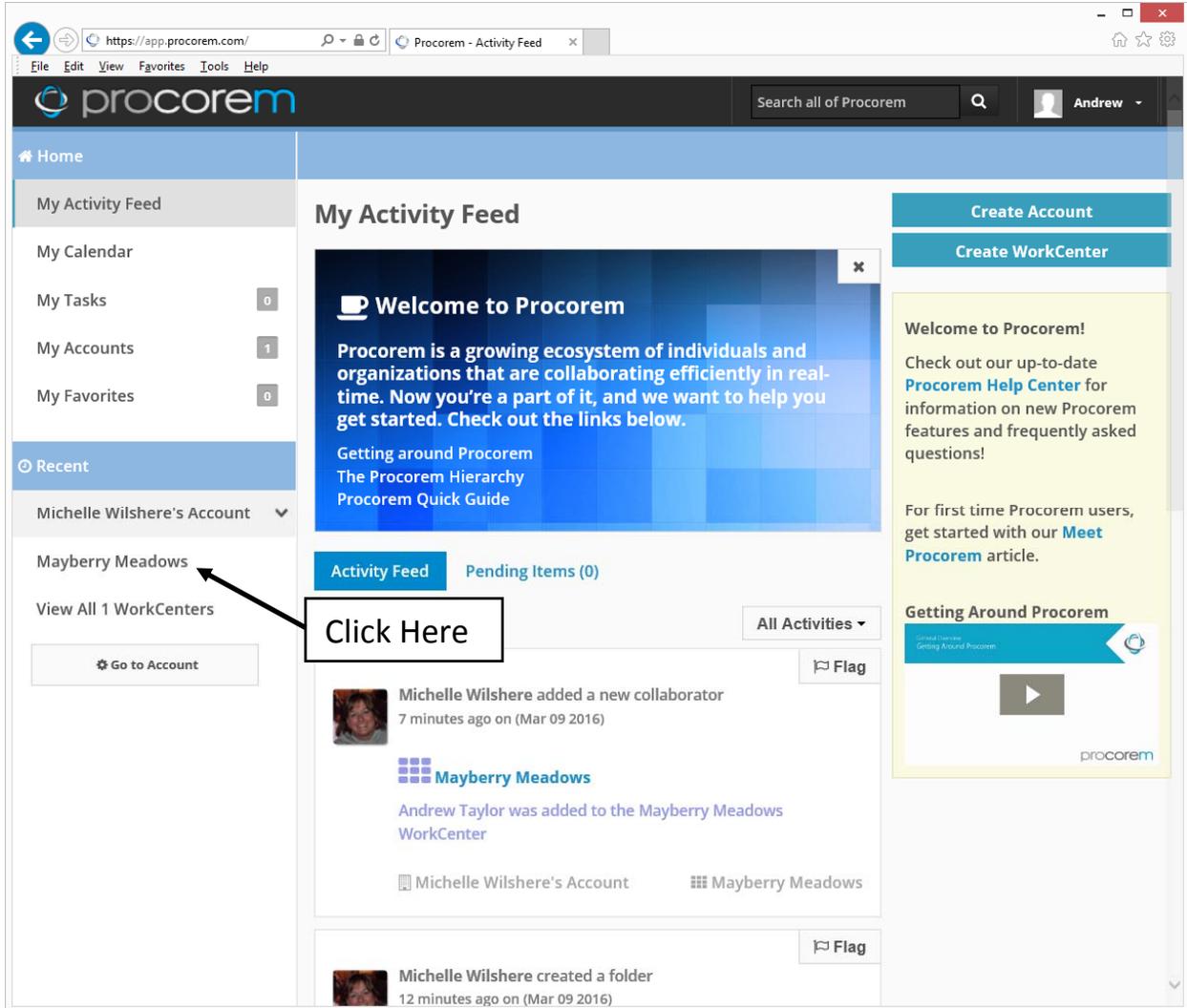
On the right side of the page, there are two informational sections:

- Procorem is Built for You**: Procorem is built for people and interactions. With functionality like file management, task-setting, time-stamping, alerts, email integration, and in-app communication, your team will be able to decrease time spent waiting and working on each process. Projects will get completed faster, and best practices and compliance will be built-in. Procorem provides the flexible structure your team needs.
- Beyond the Firewall**: The secure sign in, encrypted files, and invite-only WorkCenters controlled by role-based permissions mean that you can safely collaborate and share files with partners, clients, or family members beyond your firewall.

4. Enter an acceptable password and click on the statement at the bottom of the webpage, then click on "Sign Up Now" button.



5. You will find your property or properties on the left hand panel under Recent.
6. Click on the property for which you want to download backup documentation.



7. Click on the LIHTCP folder.

The screenshot displays the Procorem web application interface. The browser address bar shows the URL <https://app.procorem.com/account/622/>. The page header includes the Procorem logo, a search bar, and the user name 'Andrew'. The breadcrumb navigation shows 'Home / Michelle Wilshere's Account / Mayberry Meadows'. The left sidebar contains navigation options: 'Files', 'Posts', 'Tasks', 'Calendar', and 'Activity'. The main content area is titled 'Files' and shows a folder named 'LIHTCP' created '9 minutes ago on (Mar 09 2016) by Michelle Wilshere'. A callout box with the text 'Click Here' and an arrow points to the 'LIHTCP' folder. The right sidebar shows user profiles for 'Andrew Taylor' (Contributor) and 'Michelle Wilshere' (WorkCenter Owner). The footer contains '© ProLink Solutions', social media icons for Facebook and Twitter, a 'Feedback' link, and the version number '2.32.41.1'.

8. Click on the Reservation Request file folder.

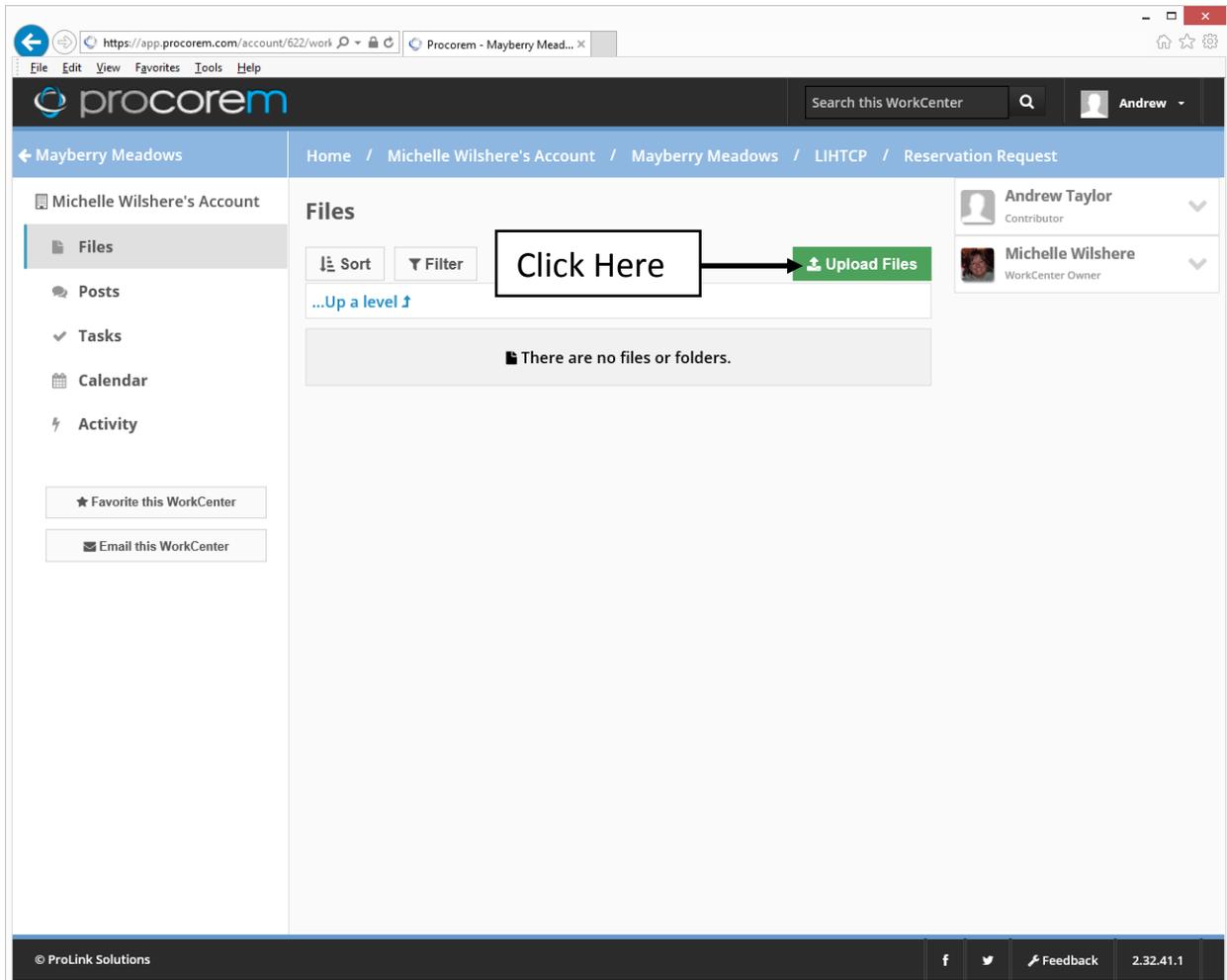
The screenshot displays the Procorem web application interface. The browser address bar shows the URL <https://app.procorem.com/account/622/>. The page header includes the Procorem logo, a search bar, and the user name "Andrew". The breadcrumb navigation path is "Home / Michelle Wilshere's Account / Mayberry Meadows / LIHTCP".

The left sidebar contains a navigation menu for "Michelle Wilshere's Account" with options for "Files", "Posts", "Tasks", "Calendar", and "Activity". Below the menu are buttons for "Favorite this WorkCenter" and "Email this WorkCenter".

The main content area is titled "Files" and shows a folder named "Reservation Request" created 2 minutes ago on (Mar 09 2016) by Michelle Wilshere. A callout box with the text "Click Here" and an arrow points to the folder icon.

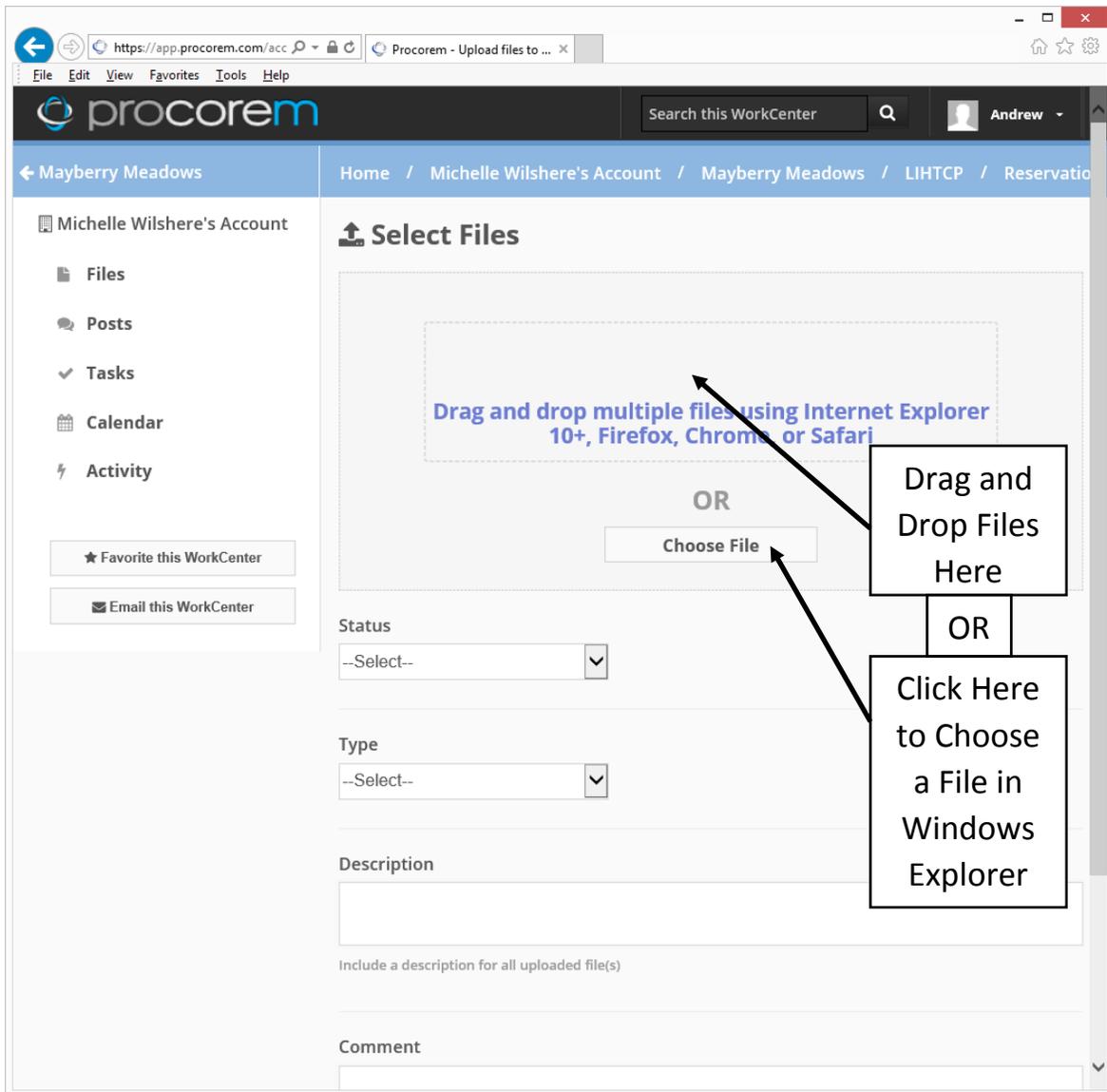
The footer of the page includes "© ProLink Solutions", social media icons for Facebook and Twitter, a "Feedback" link, and the version number "2.32.41.1".

9. To upload a file into the Reservation Request folder, click on the “Upload Files” button.



10. This webpage will be brought up.

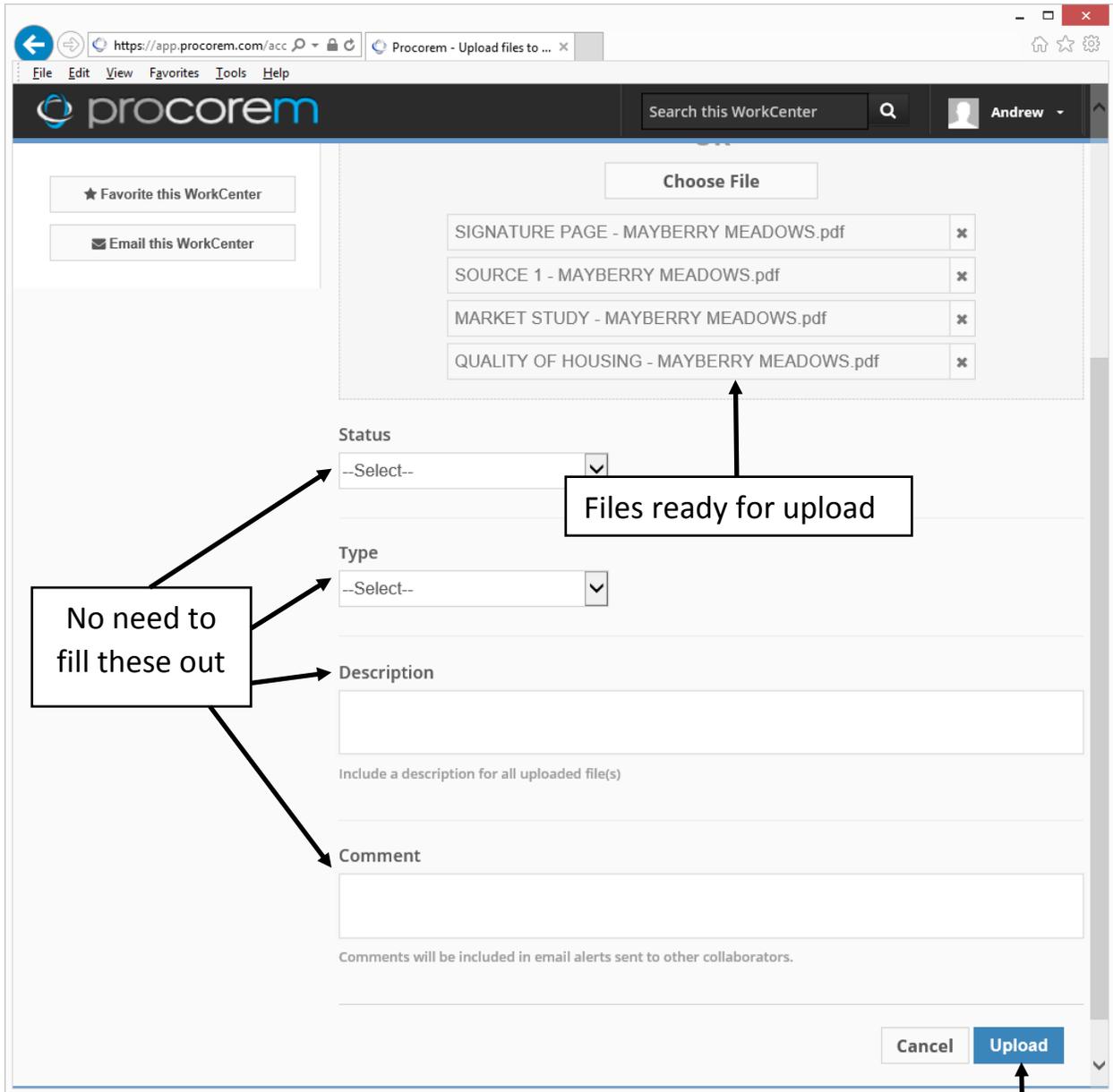
11. Click on the choose file or drag and drop from Windows Explorer the file(s) you want to upload.



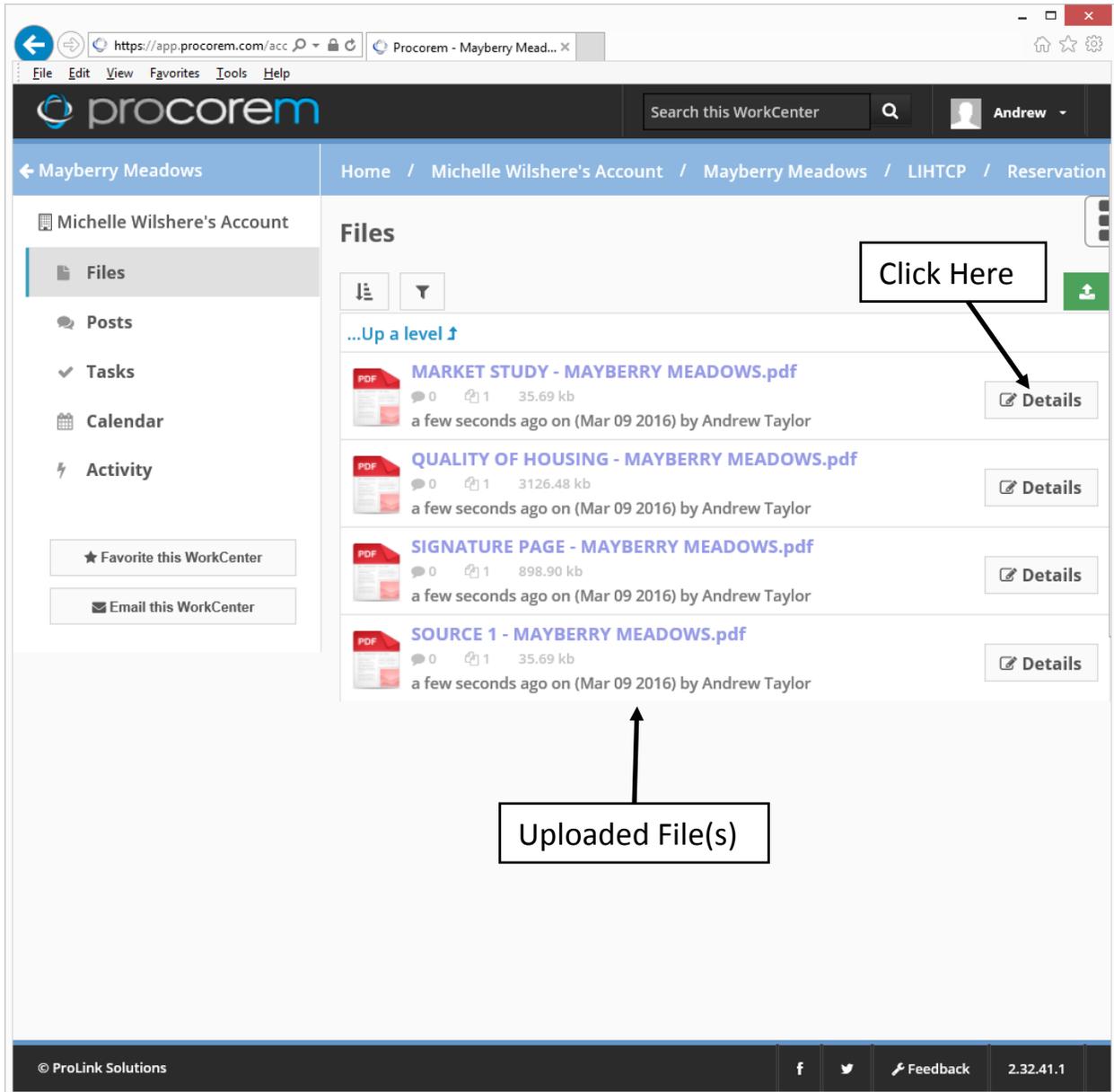
Important Reminders regarding file uploads:

- Be certain that you are downloading into the correct file folder (Reservation Request).
- Be certain that you use the Required File Naming Convention as shown on the LIHTCP-E Summary of Attachments to Support Responses Provided on Form 1040 and Other Attachments – Reservation Request. A file cannot be renamed inside Procorem. The file must be correctly named on your computer **BEFORE** it is uploaded.
- Be certain that when submitting signed documentation, that what you are submitting to the Fund is the signed version and not an unsigned version.

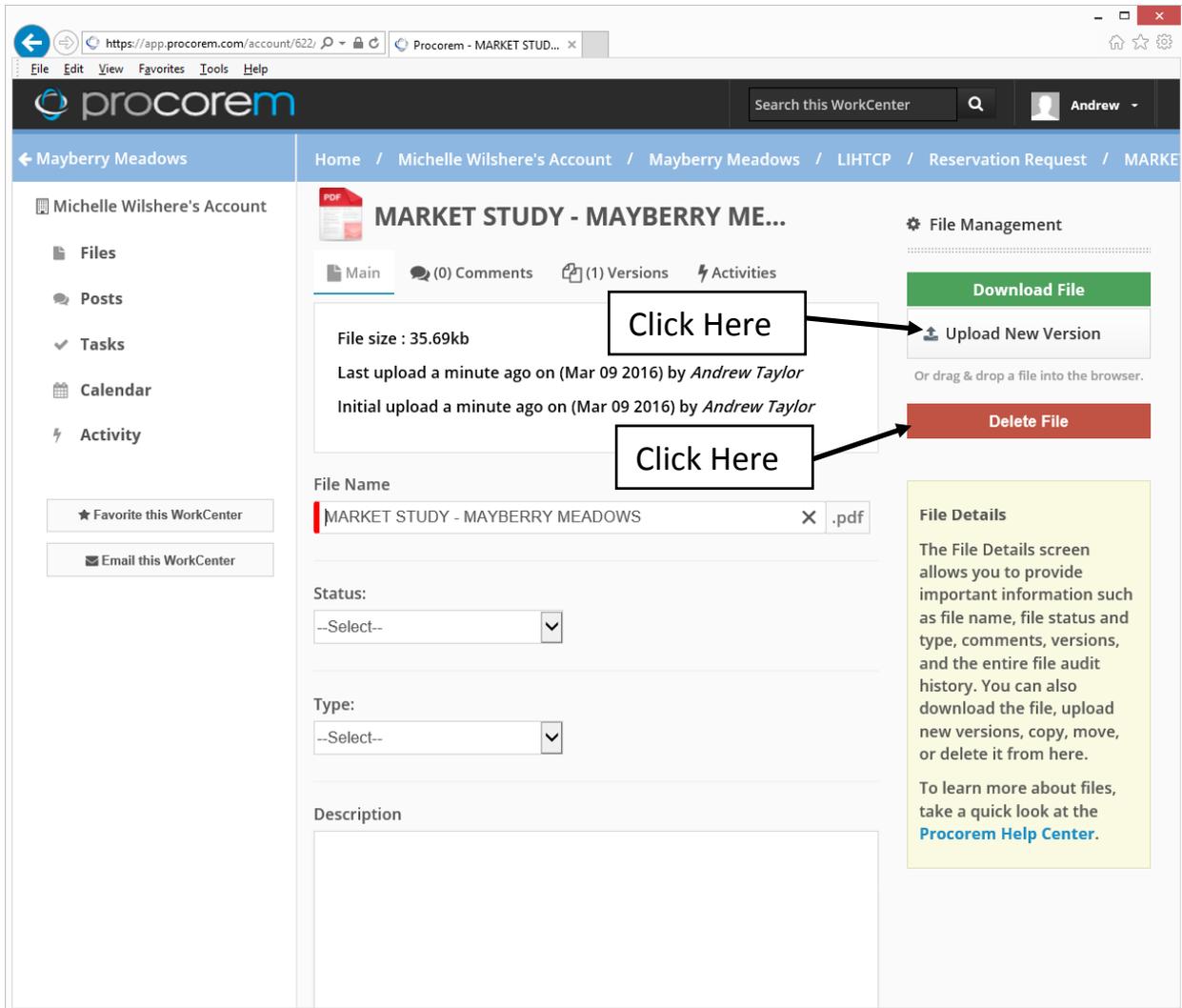
- 12. Your file(s) will show up as seen below.
- 13. Click on the "Upload" button.



- 14. This is how your file(s) will appear in the Reservation Request file folder.
- 15. To delete a file that you have uploaded, click on the "Details" button.



16. This webpage will be brought up.
17. To delete a file:
 - a. Click on the “Delete File” button.
 - b. A message will pop up for you to confirm your decision.
18. To upload a new version of a file:
 - a. Click on the “Upload New Version” button.
 - b. In the windows box, choose the file you want to upload, and select “Open.”



IMPORTANT NOTE

Please notify the Fund when you have uploaded the Form 1040 and all backup documentation for your property so that the Fund can assign a number to your property.

Note: Subsequent logins to Procorem (<https://app.procorem.com/login>) will bring you to this login webpage, where you will enter your email address and password.

