

ShareFile Submission Guidance

MHDC utilizes ShareFile to receive Multifamily Rental Production Application documents. ShareFile replaces the need for a thumb drive. Once application documents are ready for submission, you upload them all at once. ShareFile is not a file management system. Once you submit, you no longer see the files on your end to edit or manage. If you need to upload additional files at another time, you can use the same link and process to upload the files. You will NOT see the previously uploaded files. They are still in your file on our end, they just no longer show up in the link for you once you close out the window. As such, confidential files are secure from other staff who have access to your link.

How to use ShareFile

1. Send an email to application@mhdc.com to obtain your Development's unique submission link. When emailing, please provide the following information.
 - I. **Name and city of proposed development**
 - II. For which Federal Low Income Housing Tax Credit (LIHTC) Program are you applying? **9% or 4%**
 - III. Proposals that qualify for the Non-profit Priority, as detailed in Section III of the Qualified Allocation Plan (QAP), can request consideration under that priority and owe a \$750 application fee. Bond Developments must pay the standard application fee of \$2,000. Which proposal are you submitting?
Non-profit Priority Application Fee or Standard Application Fee
2. Once you have provided the above information, you will receive your unique link from MHDC by email. Click on the link and will receive this log in screen. Complete the log in by answering the 4 questions. You can check the Remember Me box which will remember the device you are using so that you can skip this step should you need to return to the link on the same device. You will then click Continue.

To continue, please enter your information below.

Email

First Name

Last Name

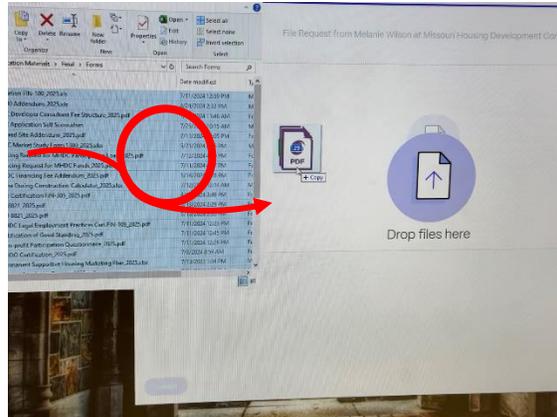
Company

Remember Me

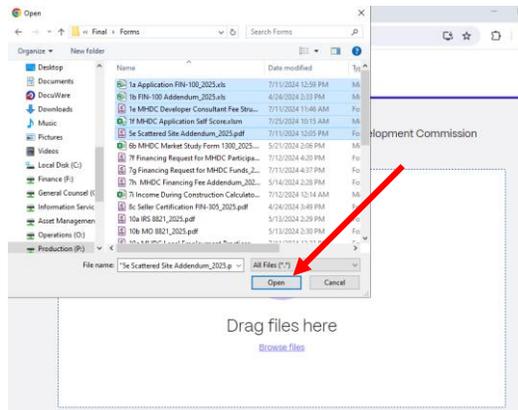
Continue

Your information will be used for internal tracking purposes only, it will not be shared with third parties.

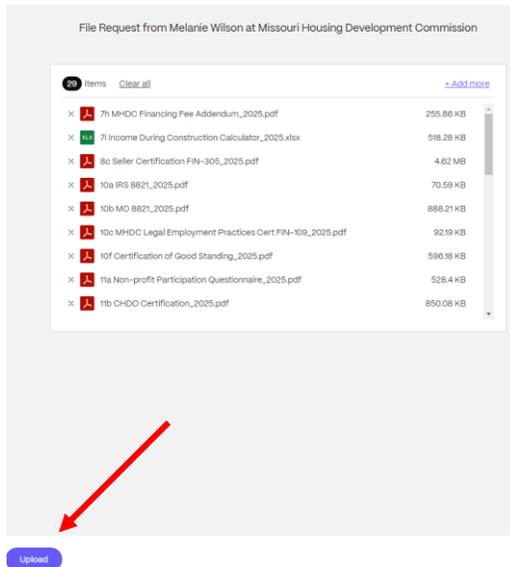
3. Upon logging in, you will see the upload screen. You can upload your files two different ways.
 - I. You can drag your file(s) into the box. Your files will appear as an icon as you drag them into the drop files here icon.



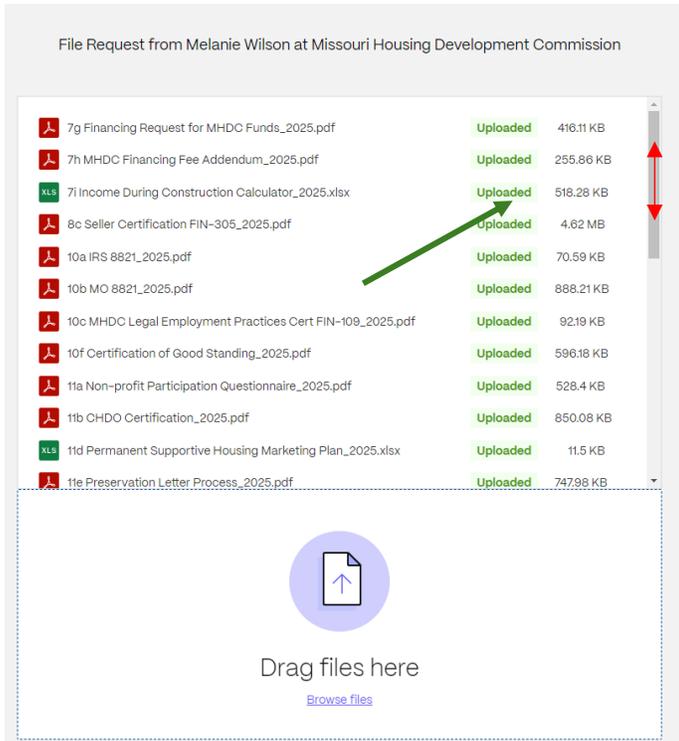
- II. You can click Browse Files and select the file(s) from the location they are stored on your computer/network. Click open once the file(s) are selected to populate them into the ShareFile application.



4. With either of these methods, you can do this one file at a time or all at once.
5. Once you have all the files selected that you want to upload, click the upload button on the bottom left of the screen.



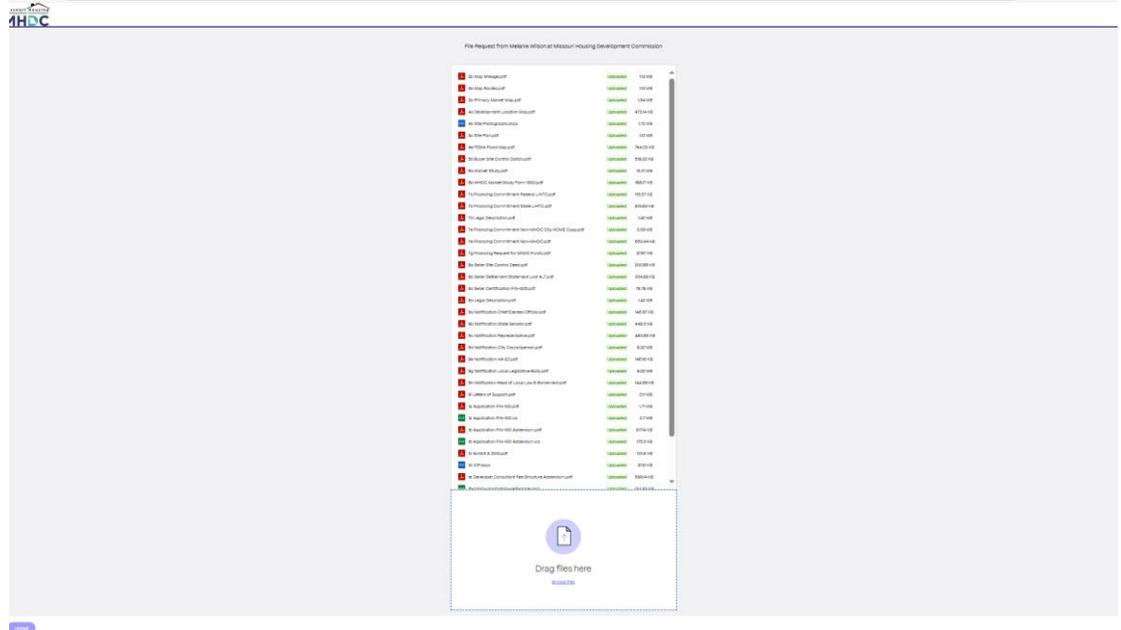
6. Once the files have uploaded, they will show above with the upload status. You can use the slide bar to the right if there are more files that fit in the window. If you find that a file is missing, you can still add it by either method then hit the upload button again.



7. It is recommended that you screenshot or print screen this screen if you want to confirm what has been uploaded for your records.

Helpful hints:

- I. When you screenshot, you can only see part of the files displayed and will need to scroll to see the other files. If you reduce your screen size, you can see more of the files uploaded for each screenshot.
- II. Then slide down the slide bar on the right to see the additional uploaded files and take another screenshot. This screen with the list of uploaded files does not disappear until you close the window.



8. Once all the files show an uploaded status, you can close out the window.

PLEASE NOTE:

IF you find that a document you uploaded needs to be changed and you are before the deadline, you can use the link to upload the corrected document again. You do not need to change the name. ShareFile will automatically number files uploaded of the same name to show the different versions. We will only use the most recent version for your application.

<input type="checkbox"/>	Name ▲	Size	Last modified	Creator
<input type="checkbox"/>	1a Application FIN-100_2025 (2).xls	2 MB	3:45PM me	M. Wilson
<input type="checkbox"/>	1a Application FIN-100_2025.xls	2 MB	3:31PM me	M. Wilson

IF you realize that you upload a file in error and need to remove it, please contact Melanie at melanie.wilson@mhdc.com so that it can be removed from your application on MHDC’s end before the files are pulled for processing.

For more information regarding your proposal, please refer to the QAP located on MHDC’s website listed [here](#). Should you have any questions, contact Melanie at melanie.wilson@mhdc.com.