Welcome to Procorem

Moving the Kansas Tax Credit & HOME Programs into the 21st Century

A few things before we get started…

Certificates will not be provided for this webinar.

Annual Report Question: Any training you received in 2014/2015 where you received a certificate. Elizabeth Moreland's class should be up and running in 2016.

We have your audio turned off so all questions will need to be typed and submitted using the Q & A window. Please locate the Q & A window in the bottom right corner of your screen.

Questions can be submitted at any point during the webinar. Only I can see your questions and I may stop and answer your question right then or hold it until the end.

If you "raise your hand" during the webinar, you will be ignored because again, the audio is turned off.

A few things before we get started…

What is your experience with Procorem?

a. Just started using.

b. Have used but limited exposure.

c. Have been using it from the beginning.

What is Procorem?

Procorem is a 21st century web design that allows owner/agents to input a variety of data and files into a completely electronic system.

Procorem is attached to ProLink, the backend office that KHRC will use to evaluate data input in 2015 and forwarded and use for allocations applications starting in 2017.

KHRC will test allocation in 2016 with three applications.

Why ProLink and Procorem

KHRC has to move into the 21 Century

Support Harmonization
Less onsite time
Less intrusive on tenants and you
Easier retrieval of demographic data
Historical record of all transactions
Record of notifications (Both ways)
Record of data input (Both ways)
Support of Application Process for Tax Credits
Long term cost savings for all
Environmentally friendly

WorkCenter Assignments

Adding and Deleting WorkCenter Users

KHRC has taken away the ability of Owner/Agents to assign users

If you need somebody assigned or removed from a WorkCenter send us

-Name
-Email Address
-Owner/Agent or Owner/Agent Site

If using a generic email address we need to know whose name it was tied to before

Procorem assigns an email address to the property

WorkCenter Owner

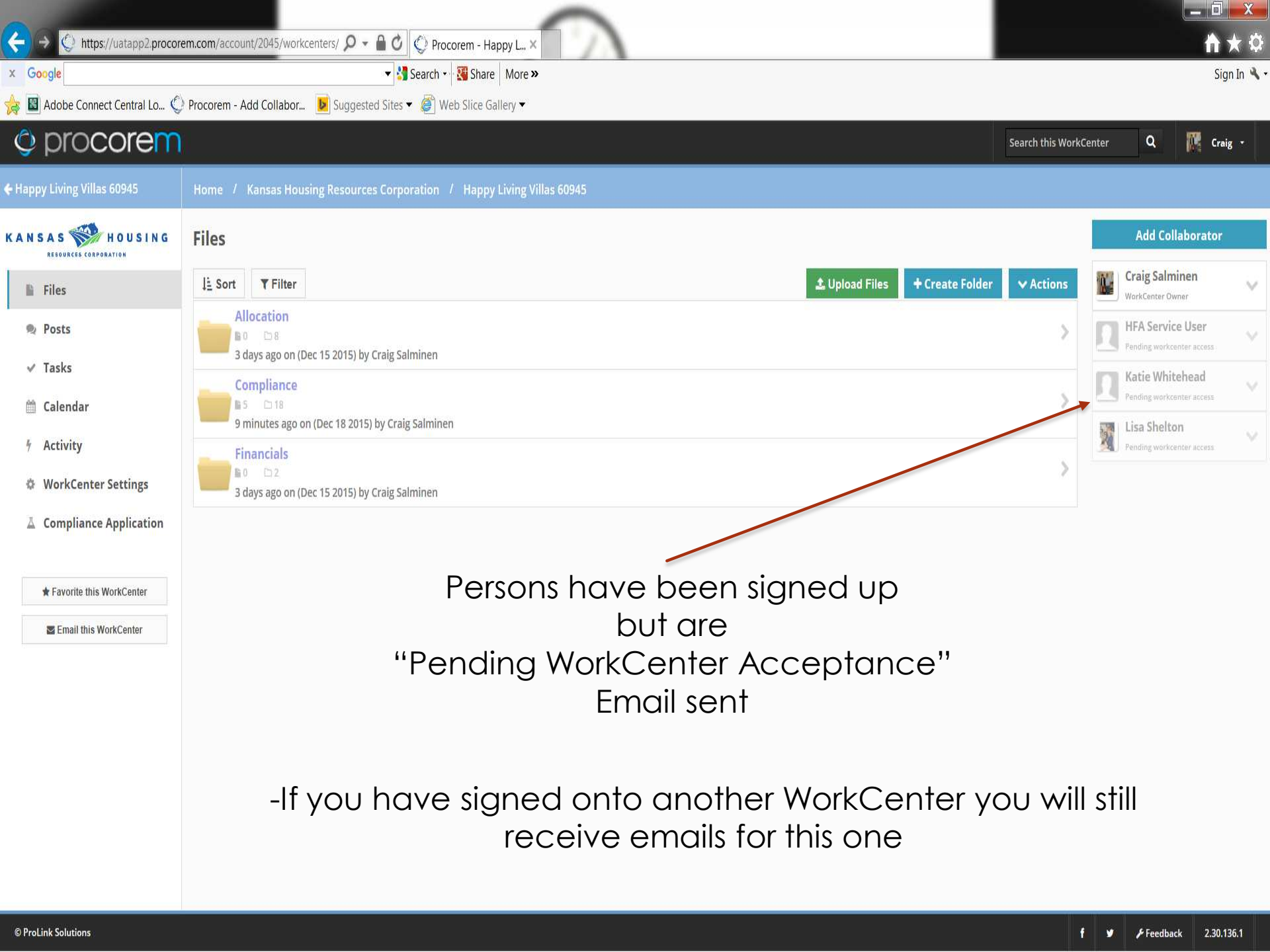
KHRC and ProLink people only

Contributor

Owner/agents-may still be a few out there
We need to know so we can change

Owner-Agent or Owner-Agent Site

<u>Only assignment now to owner/agents</u>
Data input, no deletions
Posts and tasks



Persons have been signed up
but are
"Pending WorkCenter Acceptance"
Email sent

-If you have signed onto another WorkCenter you will still receive emails for this one

WorkCenter Login

WorkCenter Login

This is how your Procorem account is first set up.

All accounts can be accessed through the Procorem Invite and you will just need to log in and join.

If you do not receive an email from Procorem check your spam folder!

The invite will appear from Procorem and not KHRC.

FW: Craig Salminen invited you to collaborate in Procorem! - Message (HTML)

FILE | MESSAGE | McAfee E-mail Scan

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Delete | Respond

Asset Managem... | To Manager | Team Email | Done | Reply & Delete | Create New | Quick Steps

Move | Rules | OneNote | Actions | Move

Assign Policy | Mark Unread | Categorize | Follow Up | Tags

Translate | Find | Related | Select | Editing

Zoom | Zoom

Tue 10/21/2014 8:28 AM

FW: Craig Salminen invited you to collaborate in Procorem!

To Craig Salminen

You replied to this message on 10/21/2014 8:30 AM.

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Bing Maps | Unsubscribe | Get more apps

Hi

You've been invited to collaborate on a new Account in Procorem by **Craig Salminen**, the one place to easily invite, collaborate, plan, and share information!

Here is your invite code: abbe87fa-c399-4091-8ef3-74a6b0d7c9fb

Please join my private and secure Blackbob WorkCenter.

Craig Salminen
Kansas Housing Resources Corporation

Visit Procorem

Thanks for choosing Procorem to collaborate and stay productive.

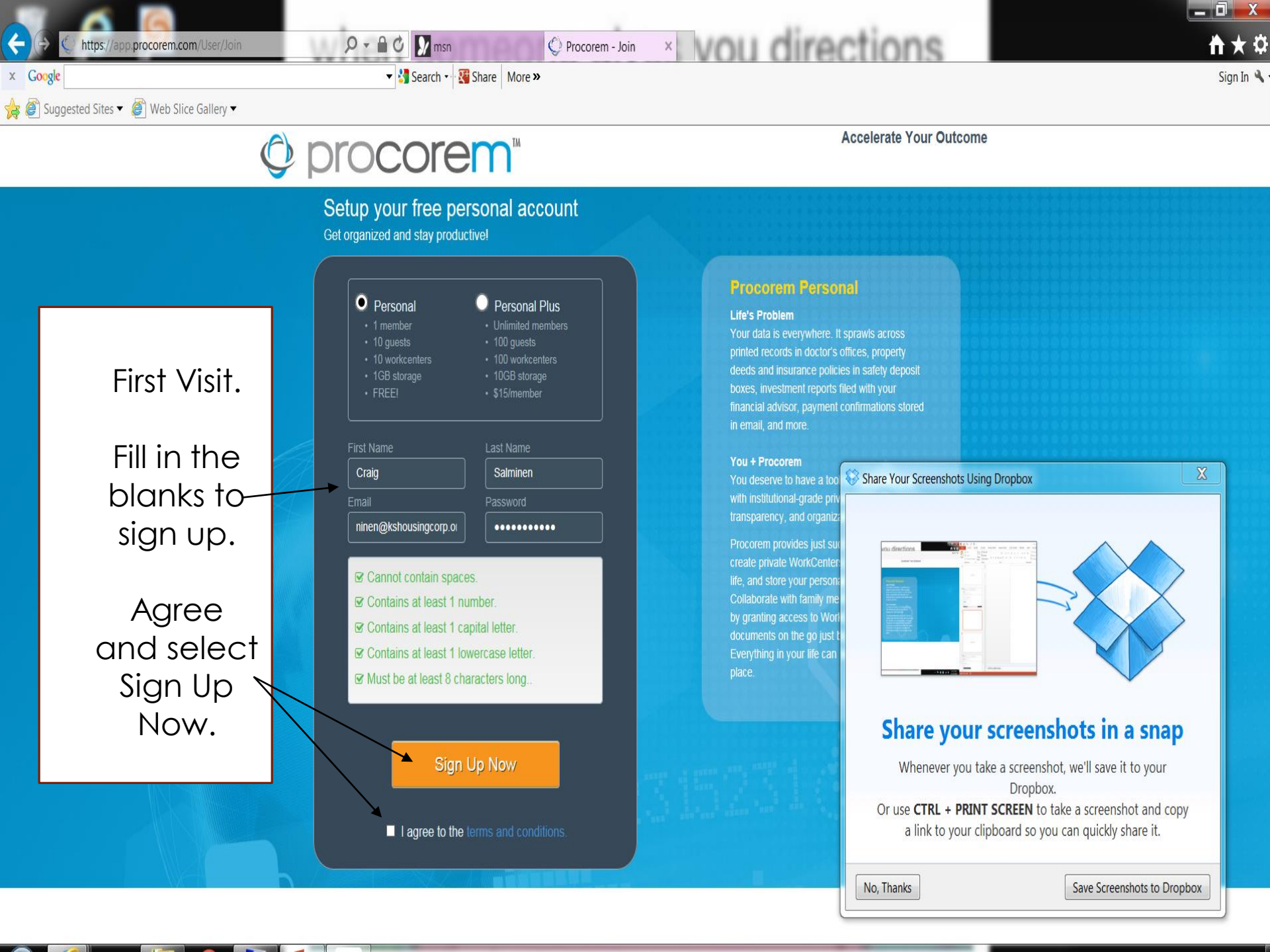
Let's get to work!
All of us on the Procorem team

Email received from Procorem-It actually is coming from KHRC.

-Select Visit Procorem.

See more about Pat Bruning.

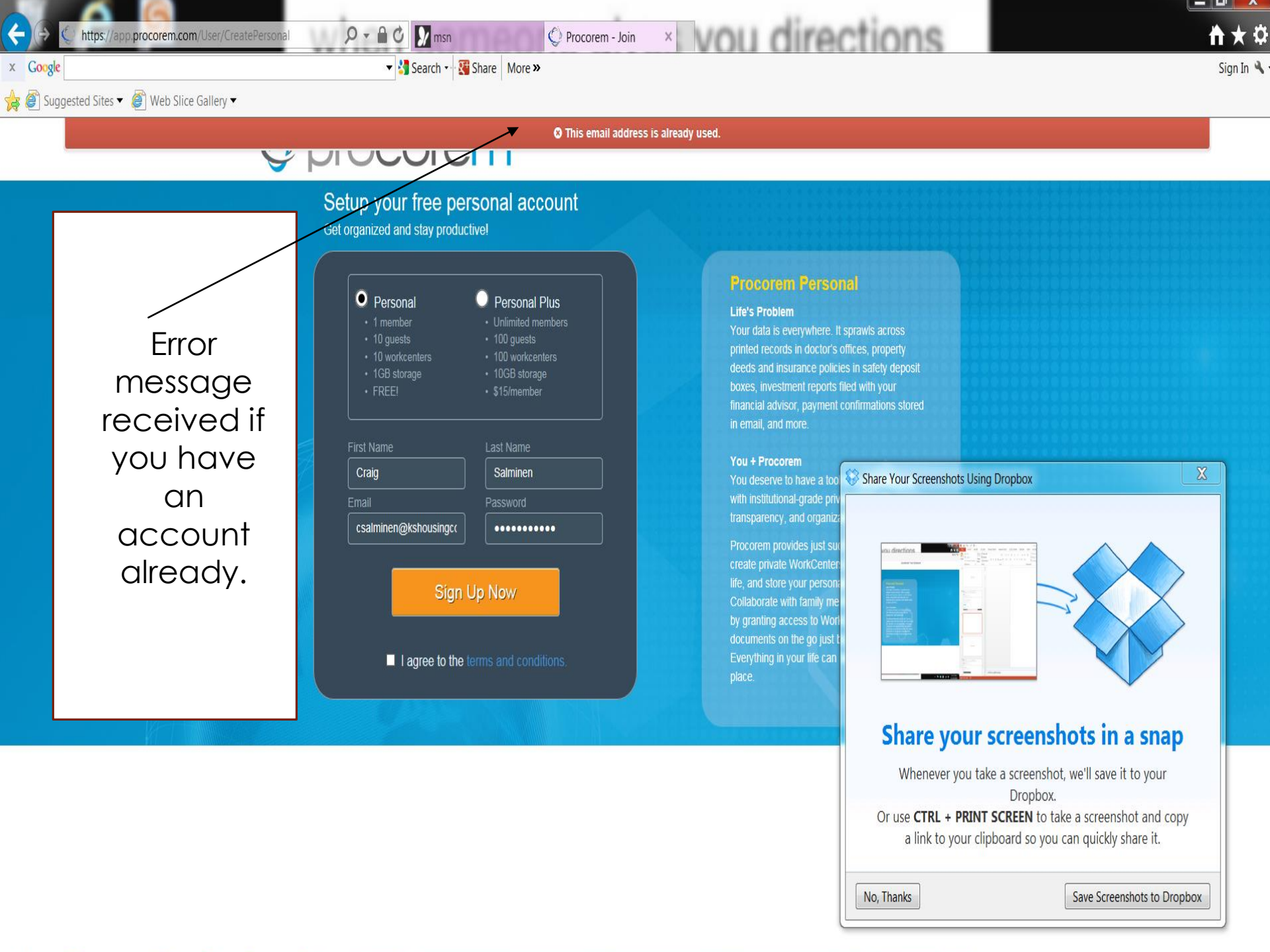
8:31 AM
10/21/2014



First Visit.

Fill in the blanks to sign up.

Agree and select Sign Up Now.


https://app.procorem.com/User/CreatePersonal
msn
Procorem - Join
Google
Search
Share
More »
Sign In
Suggested Sites
Web Slice Gallery
This email address is already used.
Error message received if you have an account already.
Setup your free personal account
Get organized and stay productive!
Personal
1 member
10 guests
10 workcenters
1GB storage
FREE!
Personal Plus
Unlimited members
100 guests
100 workcenters
10GB storage
$15/member
First Name
Craig
Last Name
Salminen
Email
csalminen@kshousingcc
Password
Sign Up Now
I agree to the terms and conditions.
Procorem Personal
Life's Problem
Your data is everywhere. It sprawls across printed records in doctor's offices, property deeds and insurance policies in safety deposit boxes, investment reports filed with your financial advisor, payment confirmations stored in email, and more.
You + Procorem
Share Your Screenshots Using Dropbox
Share your screenshots in a snap
Whenever you take a screenshot, we'll save it to your Dropbox.
Or use CTRL + PRINT SCREEN to take a screenshot and copy a link to your clipboard so you can quickly share it.
No, Thanks
Save Screenshots to Dropbox

When you respond

You must select the WorkCenter once you are in Procorem.

We will receive a return email noting your acceptance.

Each property will have a WorkCenter.

We will set you up as

Owner/Agent
Or
Owner/Agent Site

Procorem - Your invitation was accepted! - Message (HTML)

FILE | MESSAGE | McAfee E-mail Scan

Ignore | Junk | Delete | Reply | Reply All | Forward | Meeting | More | Delete | Respond

Asset Managem... | To Manager | Team Email | Done | Reply & Delete | Create New | Quick Steps

Move | Rules | OneNote | Actions | Move

Assign Policy | Mark Unread | Categorize | Follow Up | Tags

Translate | Find | Related | Select | Editing

Zoom | Zoom

Tue 10/21/2014 8:12 AM

Procorem Notifications <notifications@procorem.com>

Procorem - Your invitation was accepted!

To Craig Salminen

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Bing Maps | Unsubscribe | Get more apps

Hi Craig Salminen,

Your account invitation for : to Kansas Housing Resources Corporation was accepted!

Thanks for choosing Procorem to collaborate and stay productive.

Let's get to work!
All of us on the Procorem team

Read our blog | Got questions? | Connect!

Procorem | 98 Inverness Drive East, Suite 150, Englewood, CO 80112

You are receiving this email because you signed up to receive notifications or were invited to collaborate by a colleague. To unsubscribe, click here.

We know you have signed up.

See more about notifications@procorem.com.

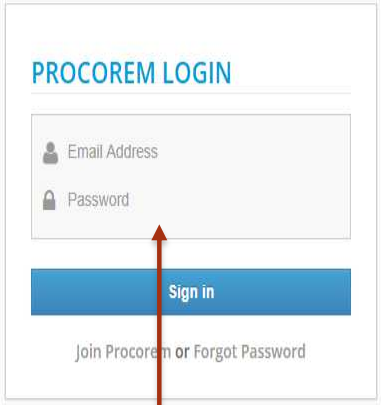
8:23 AM
10/21/2014

OR

After receiving login credentials once you only need to login through the website:

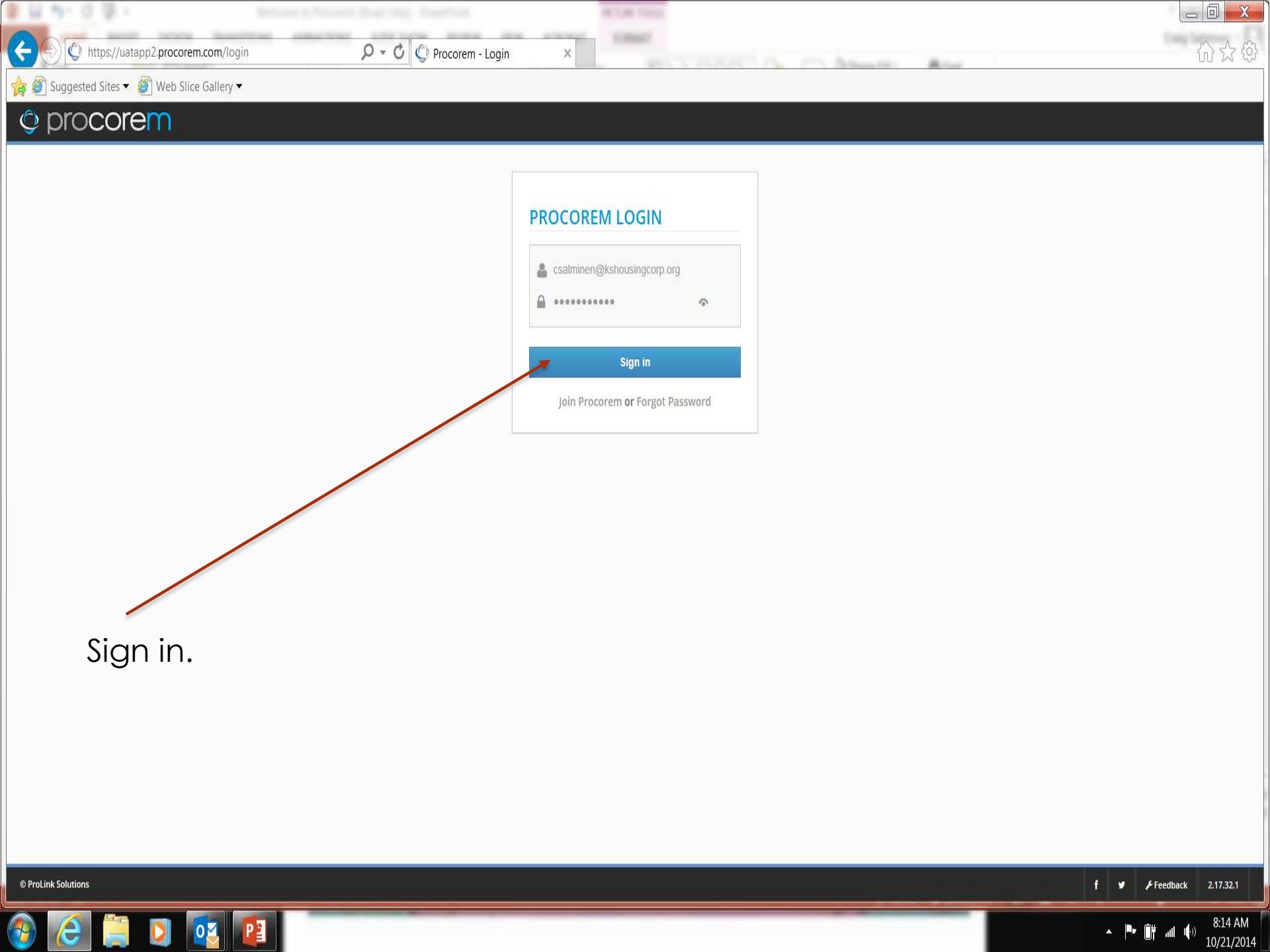
https://app.procorem.com

Please do not create login credentials before you receive your first email from Procorem.



Type in your selected email address & password.

Procorem has increased security on passwords, much longer and harder to remember.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Procorem - Login
Suggested Sites
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procorem
PROCOREM LOGIN
csalminen@kshousingcorp.org
Sign in
Join Procorem or Forgot Password
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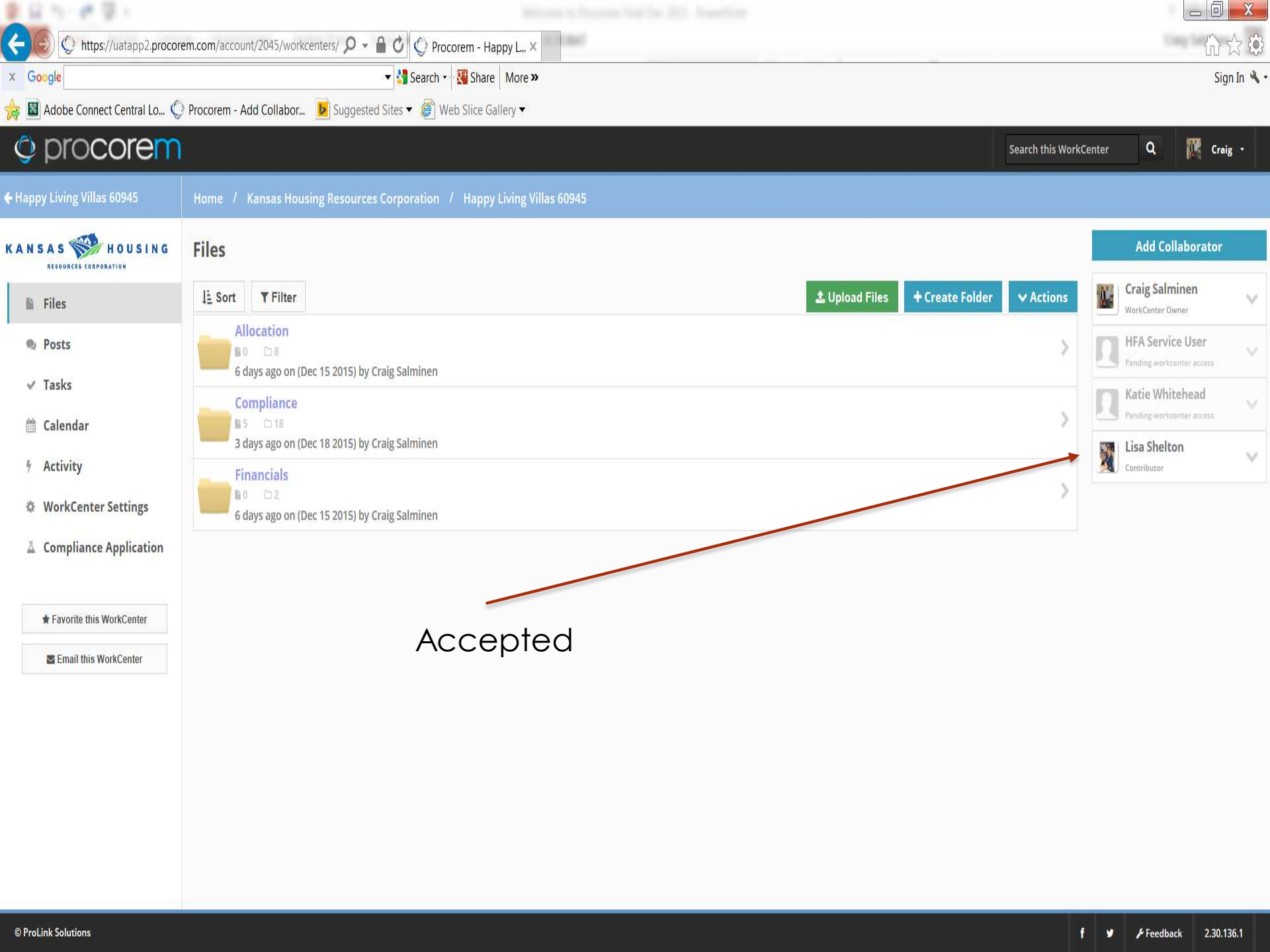
10/21/2014

Sign in.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Compliance
5 18
3 days ago on (Dec 18 2015) by Craig Salminen
Financials
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6 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Contributor
Accepted
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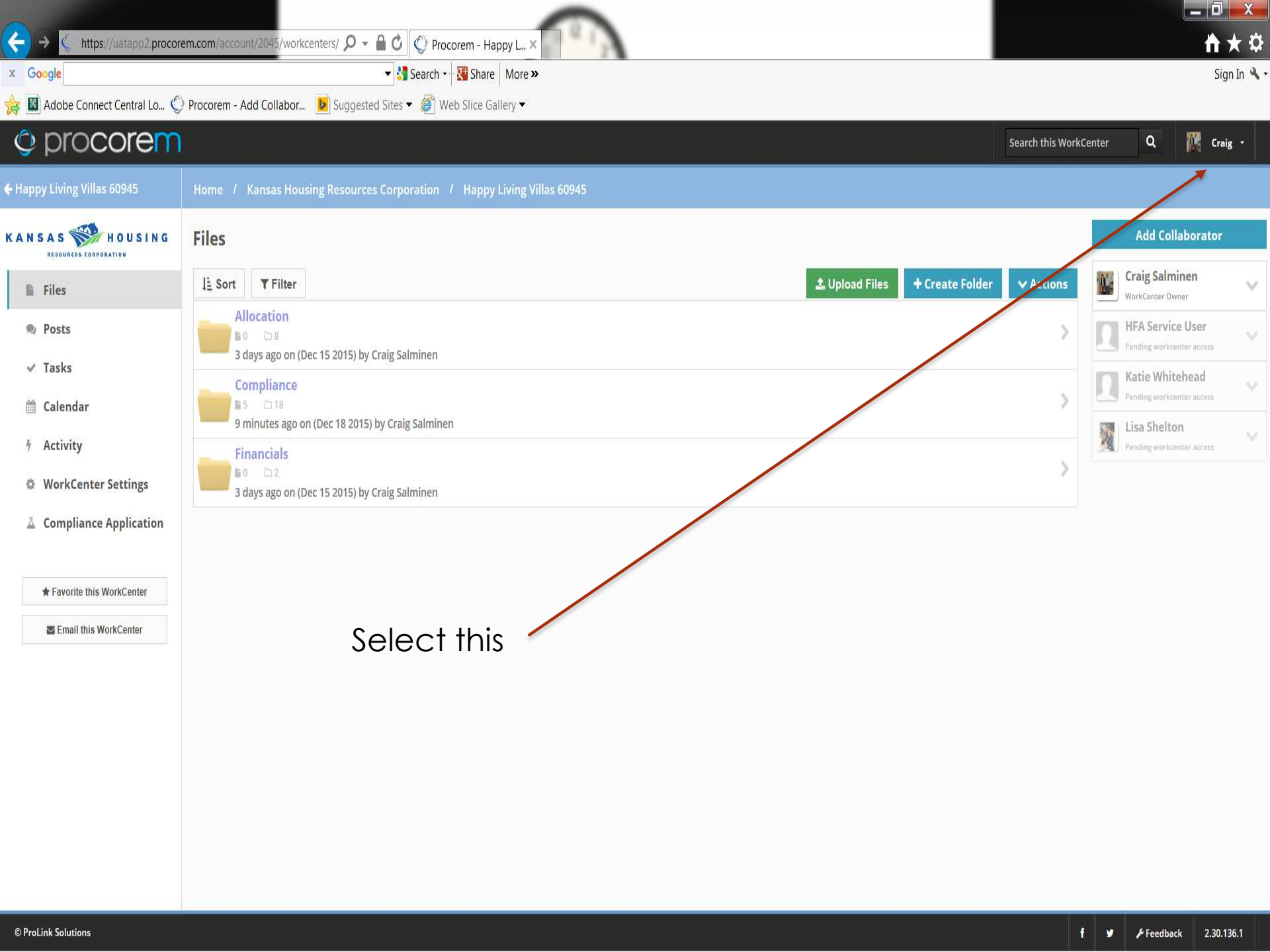
WorkCenter Profile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Financials
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Craig Salminen
WorkCenter Owner
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Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Select this
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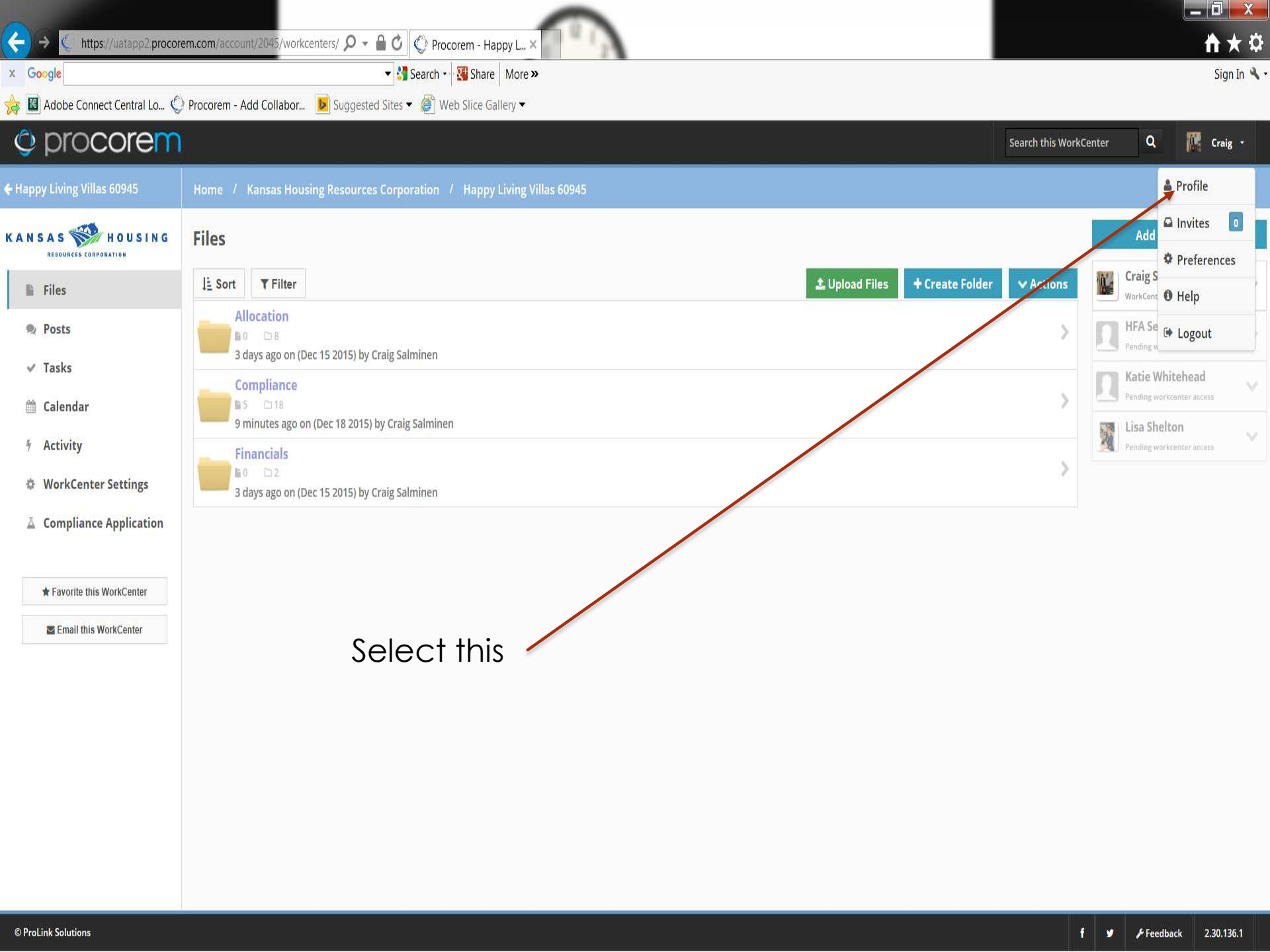
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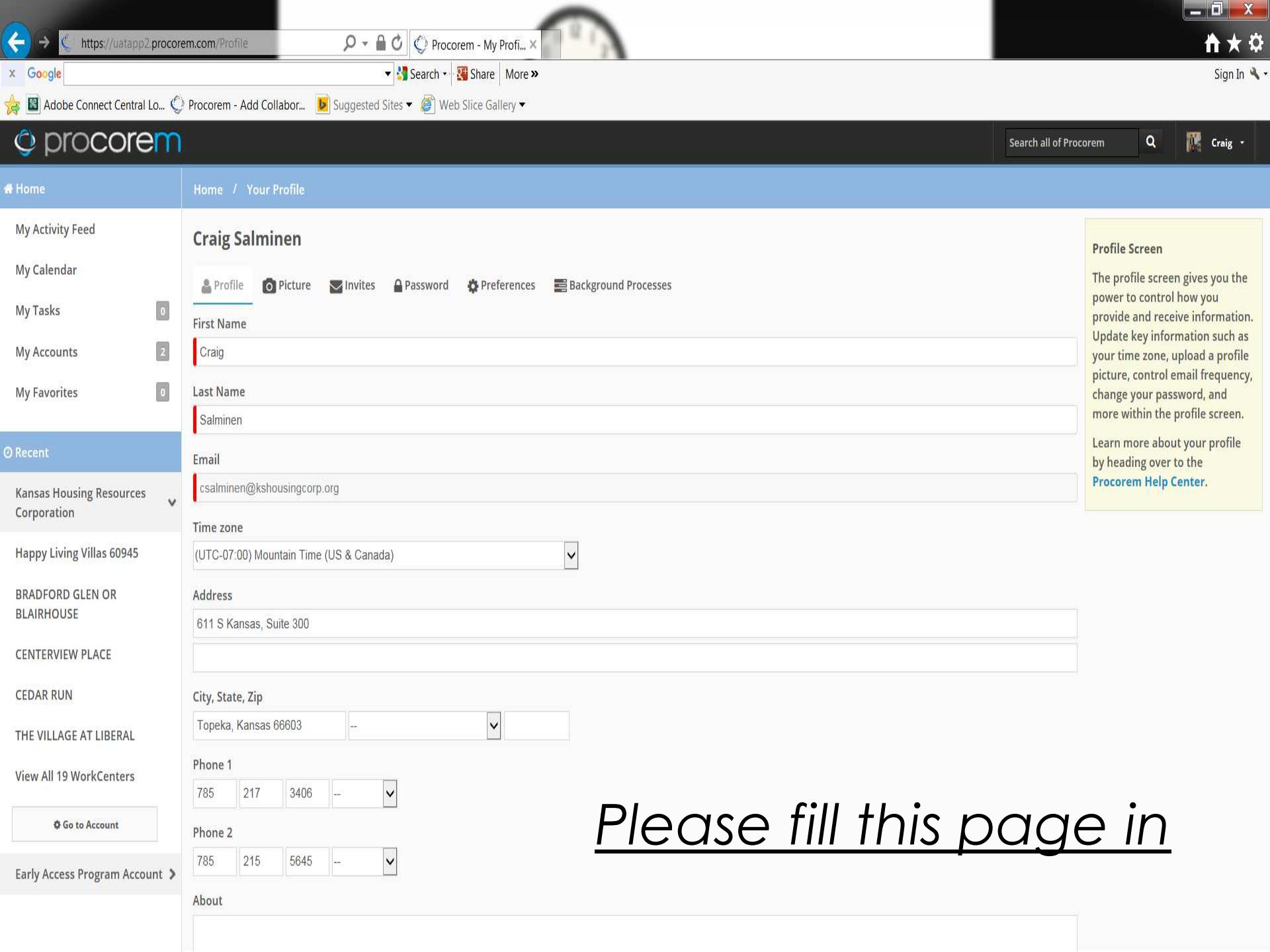
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My Calendar
My Tasks 0
My Accounts 2
My Favorites 0
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CENTERVIEW PLACE
CEDAR RUN
THE VILLAGE AT LIBERAL
View All 19 WorkCenters
Go to Account
Early Access Program Account
Home / Your Profile
Craig Salminen
Profile
Picture
Invites
Password
Preferences
Background Processes
First Name
Craig
Last Name
Salminen
Email
csalminen@kshousingcorp.org
Time zone
(UTC-07:00) Mountain Time (US & Canada)
Address
611 S Kansas, Suite 300
City, State, Zip
Topeka, Kansas 66603
--
Phone 1
785 217 3406 --
Phone 2
785 215 5645 --
About
Profile Screen
The profile screen gives you the power to control how you provide and receive information. Update key information such as your time zone, upload a profile picture, control email frequency, change your password, and more within the profile screen.
Learn more about your profile by heading over to the Procorem Help Center.
Please fill this page in

Profile

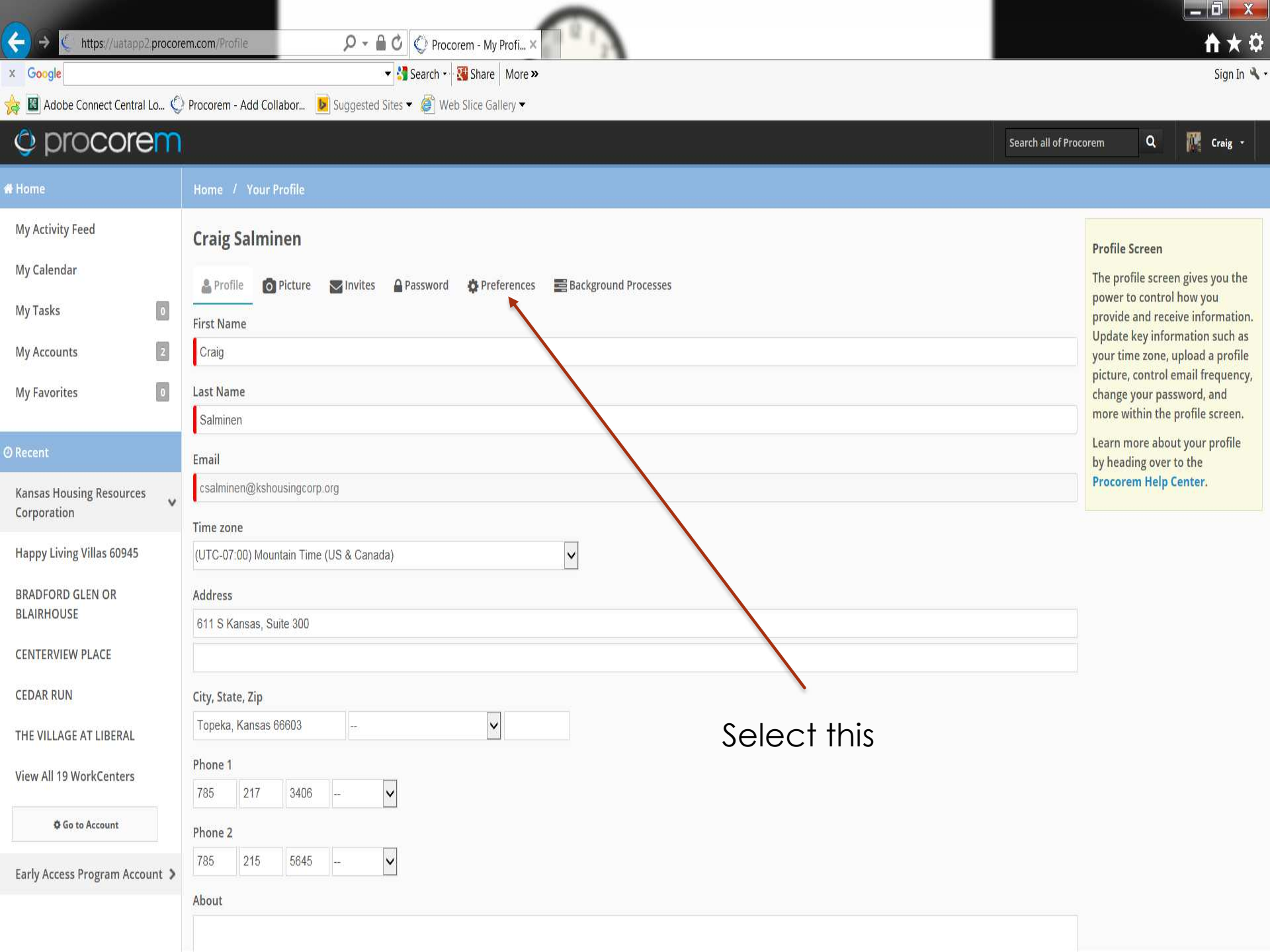
Picture
Upload your picture or a friendly picture
Poor taste will get you removed

Invites
Invites to the WorkCenter

Password
Change your password

Preferences
Email preferences

Background Processes
Historical record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My Activity Feed
My Calendar
My Tasks 0
My Accounts 2
My Favorites 0
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Background Processes
First Name
Craig
Last Name
Salminen
Email
csalminen@kshousingcorp.org
Time zone
(UTC-07:00) Mountain Time (US & Canada)
Address
611 S Kansas, Suite 300
City, State, Zip
Topeka, Kansas 66603
Phone 1
785 217 3406
Phone 2
785 215 5645
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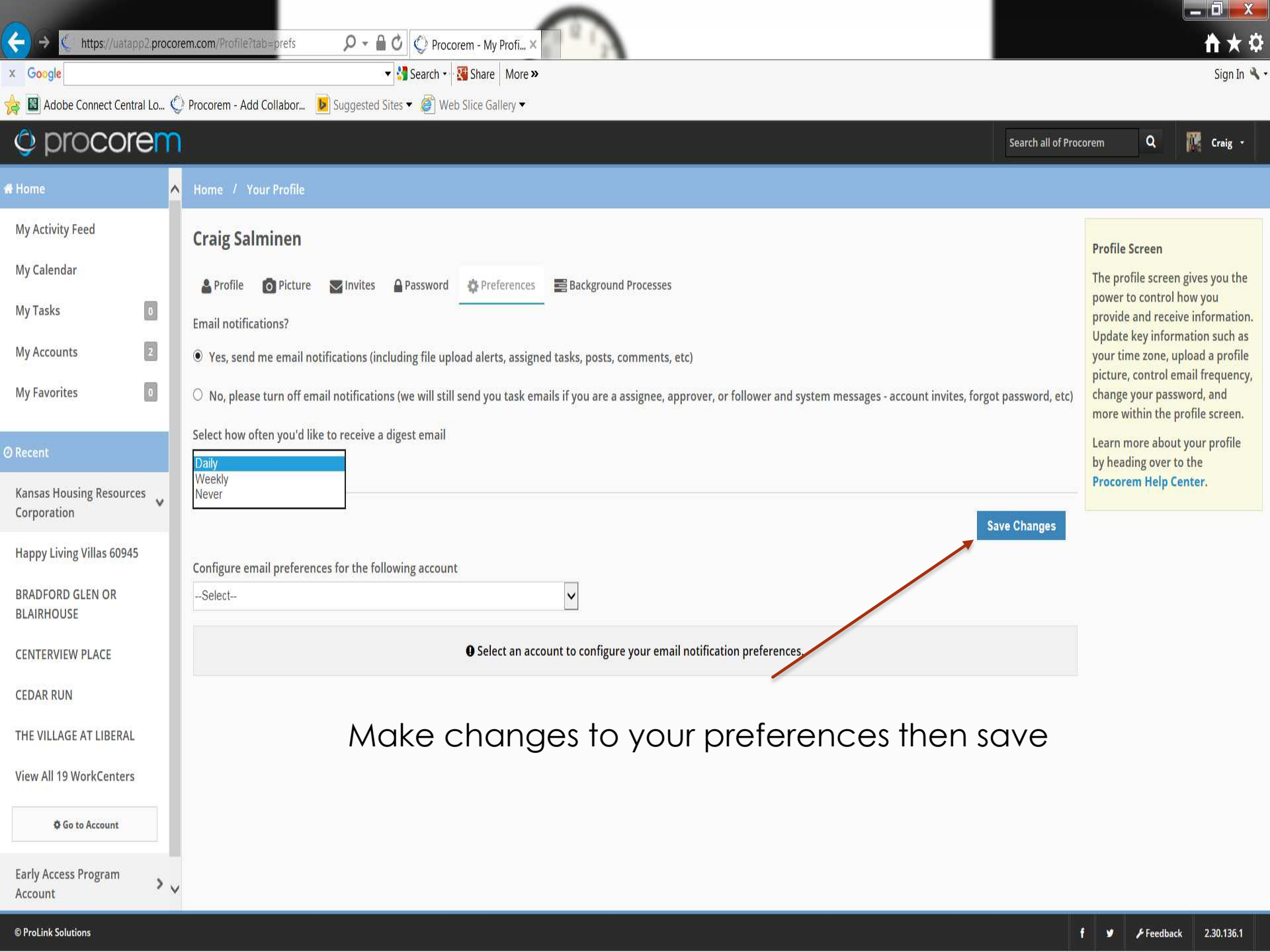
Select this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Profile
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Invites
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Email notifications?
Yes, send me email notifications (including file upload alerts, assigned tasks, posts, comments, etc)
No, please turn off email notifications (we will still send you task emails if you are a assignee, approver, or follower and system messages - account invites, forgot password, etc)
Select how often you'd like to receive a digest email
Daily
Weekly
Never
Save Changes
Configure email preferences for the following account
--Select--
Select an account to configure your email notification preferences.
Profile Screen
The profile screen gives you the power to control how you provide and receive information. Update key information such as your time zone, upload a profile picture, control email frequency, change your password, and more within the profile screen.
Learn more about your profile by heading over to the Procorem Help Center.
Make changes to your preferences then save
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When you change your preferences

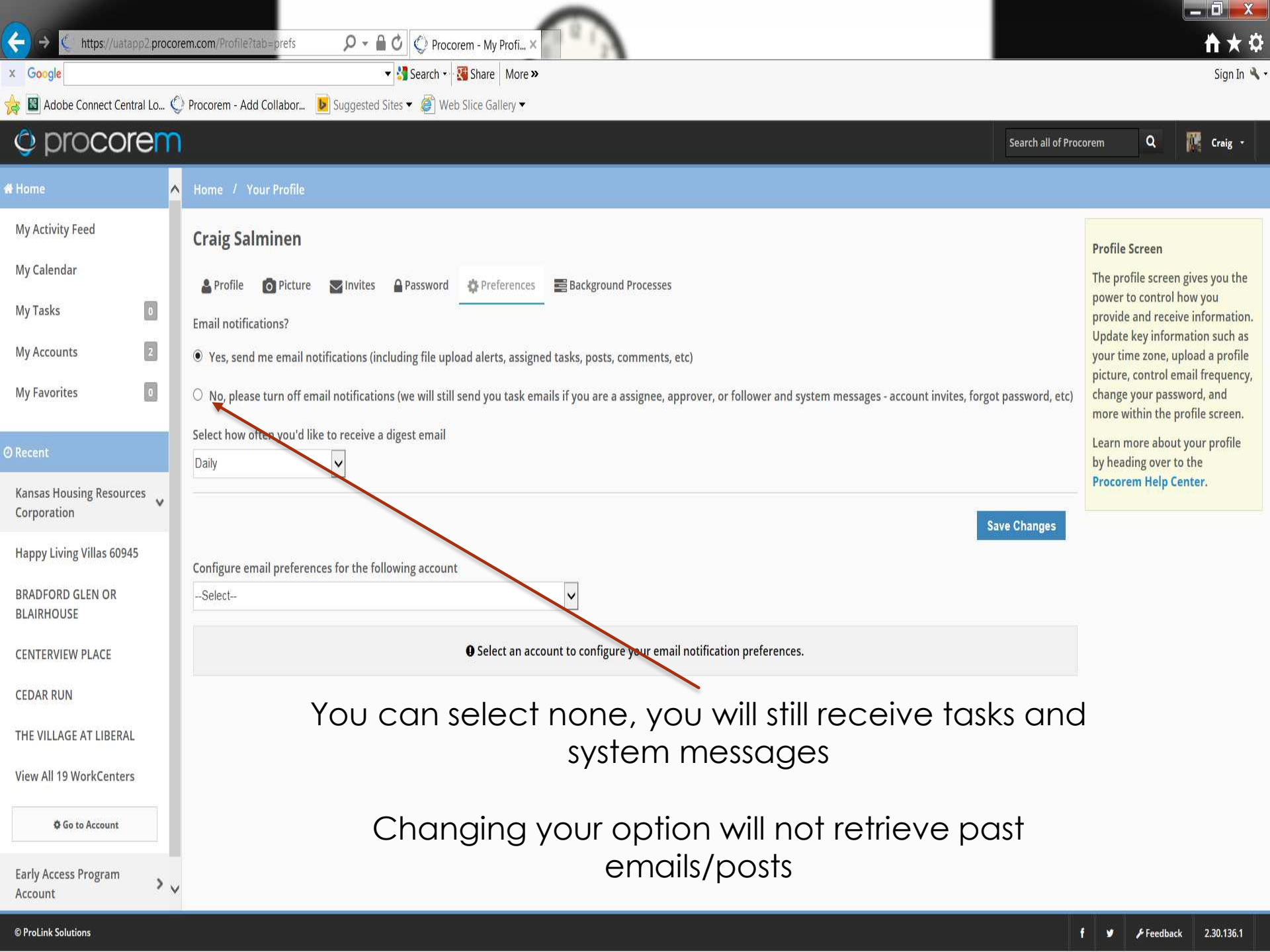
You will still receive

Tasks created/update
Tasks finished/restarted
Tasks due
Prior task completed
Task comments
Task reminders (due soon, overdue)

You will stop receiving

Regular posts
Forgot password
Password was reset
New invitations (to WorkCenters)
Account invites accepted
Account invites rejected
Bulk new collaborator

You must be set as No emails for preferences and Never for your digest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Craig Salminen
Profile
Picture
Invites
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Email notifications?
Yes, send me email notifications (including file upload alerts, assigned tasks, posts, comments, etc)
No, please turn off email notifications (we will still send you task emails if you are a assignee, approver, or follower and system messages - account invites, forgot password, etc)
Select how often you'd like to receive a digest email
Daily
Save Changes
Configure email preferences for the following account
--Select--
Select an account to configure your email notification preferences.
Profile Screen
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You can select none, you will still receive tasks and system messages
Changing your option will not retrieve past emails/posts
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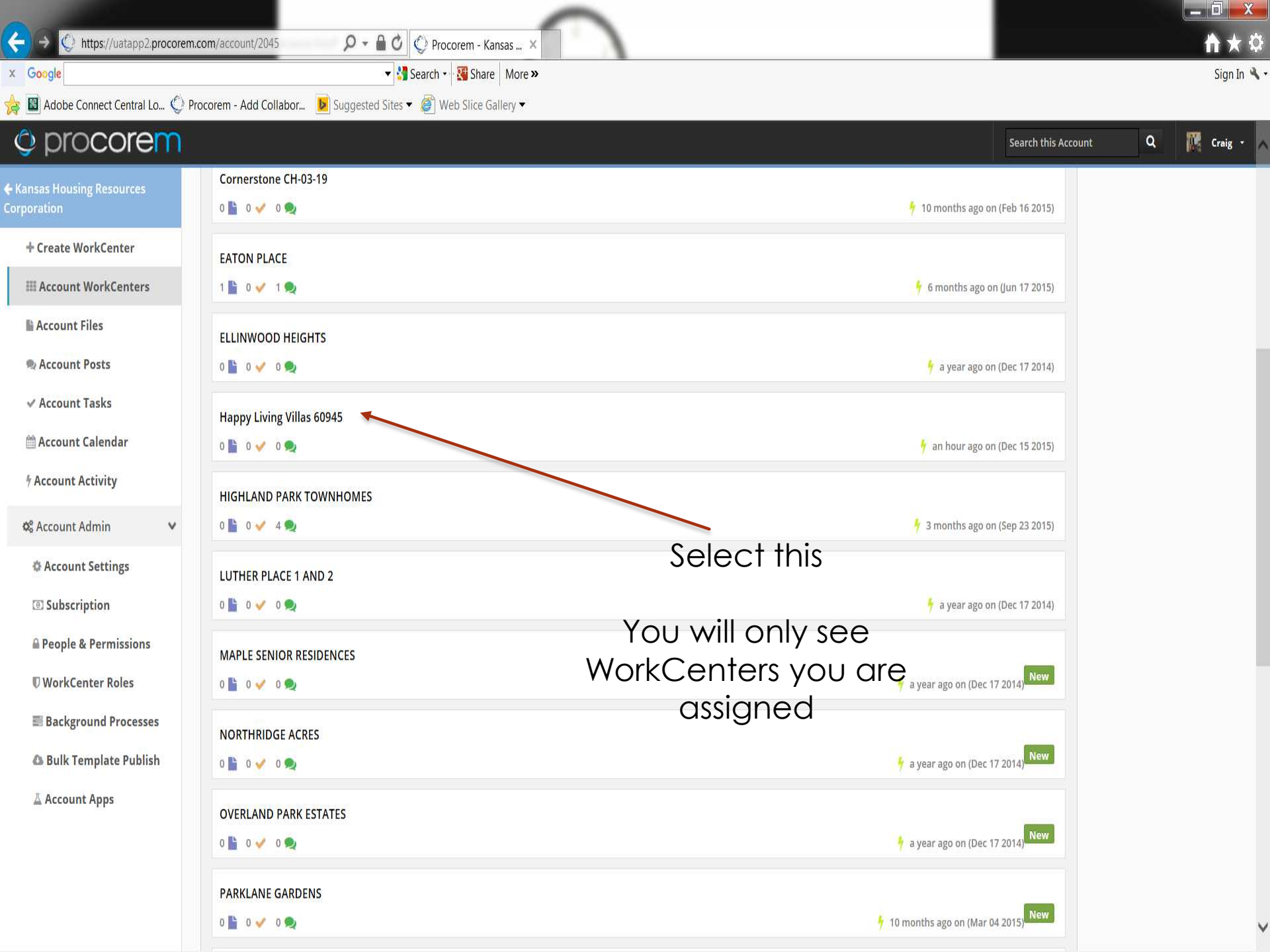
WorkCenters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Kansas Housing Resources Corporation
Create WorkCenter
Account WorkCenters
Account Files
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Account Tasks
Account Calendar
Account Activity
Account Admin
Account Settings
Subscription
People & Permissions
WorkCenter Roles
Background Processes
Bulk Template Publish
Account Apps
Cornerstone CH-03-19
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10 months ago on (Feb 16 2015)
EATON PLACE
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6 months ago on (Jun 17 2015)
ELLINWOOD HEIGHTS
0 0 0
a year ago on (Dec 17 2014)
Happy Living Villas 60945
0 0 0
an hour ago on (Dec 15 2015)
HIGHLAND PARK TOWNHOMES
0 0 4
3 months ago on (Sep 23 2015)
LUTHER PLACE 1 AND 2
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a year ago on (Dec 17 2014)
MAPLE SENIOR RESIDENCES
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a year ago on (Dec 17 2014)
New
NORTHRIDGE ACRES
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OVERLAND PARK ESTATES
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a year ago on (Dec 17 2014)
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PARKLANE GARDENS
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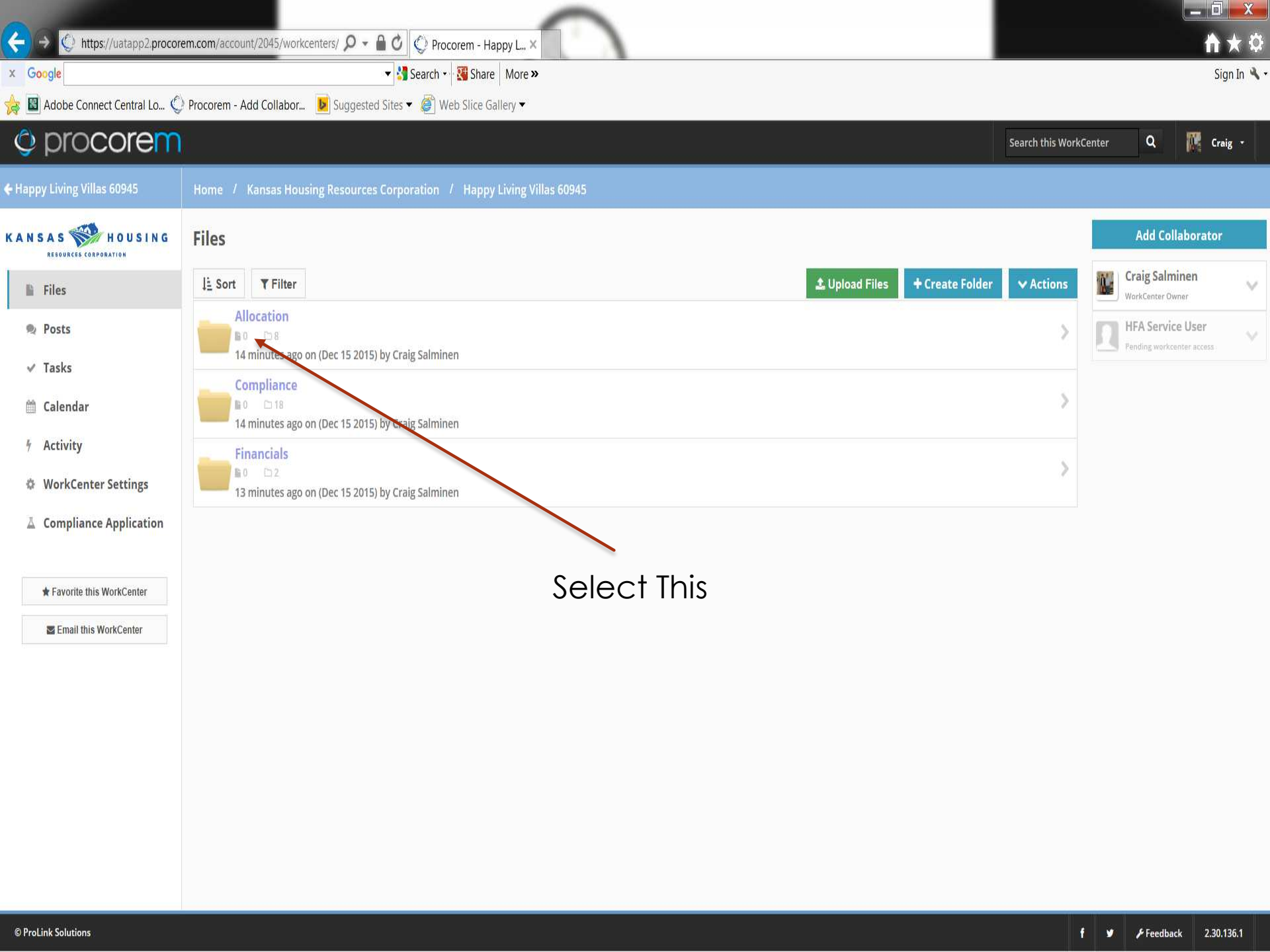
10 months ago on (Mar 04 2015)
New
Select this
You will only see WorkCenters you are assigned

WorkCenter Files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Favorite this WorkCenter
Email this WorkCenter
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14 minutes ago on (Dec 15 2015) by Craig Salminen
Compliance
0 18
14 minutes ago on (Dec 15 2015) by Craig Salminen
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13 minutes ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select This
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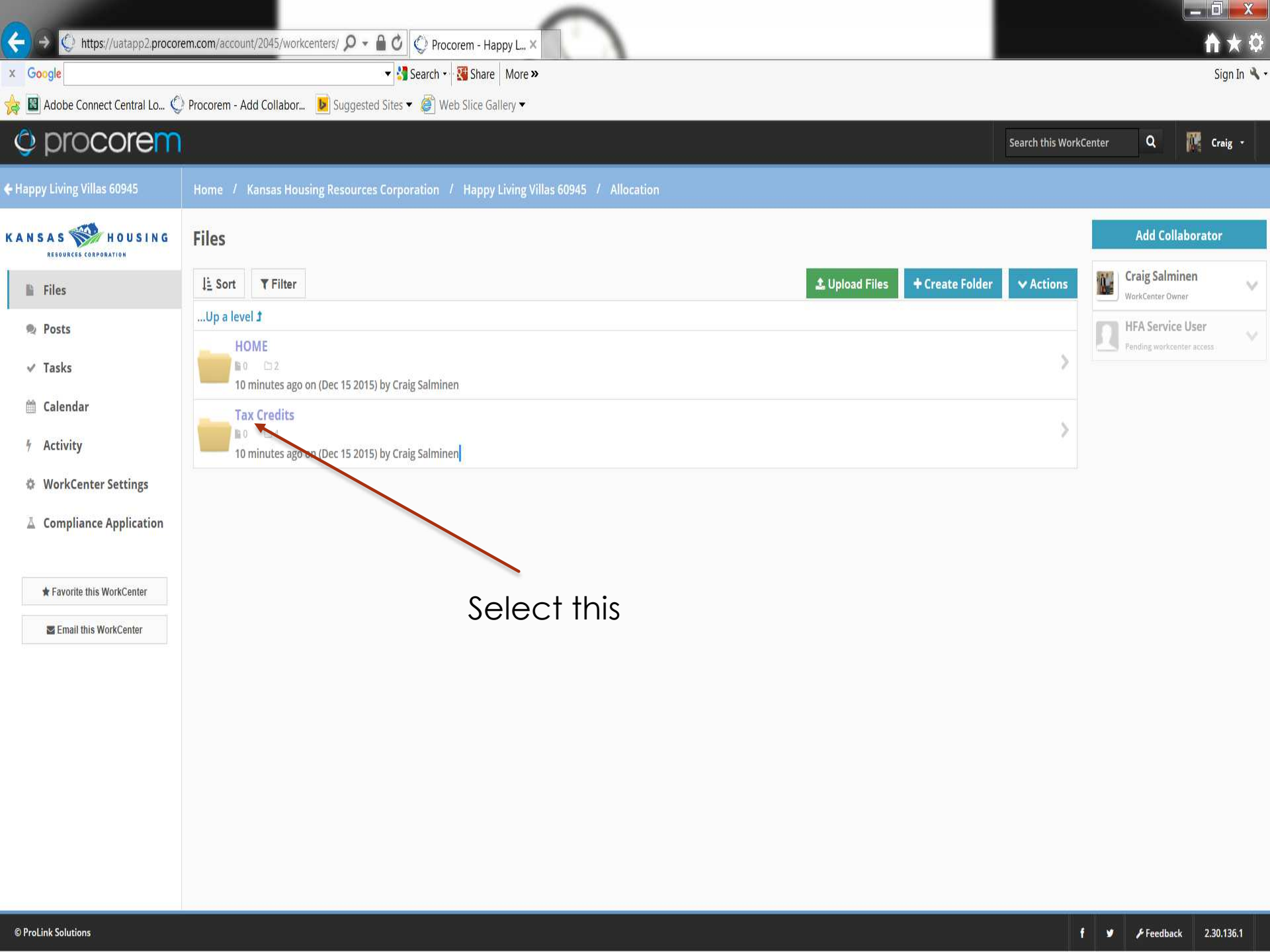
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Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select this
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Feedback
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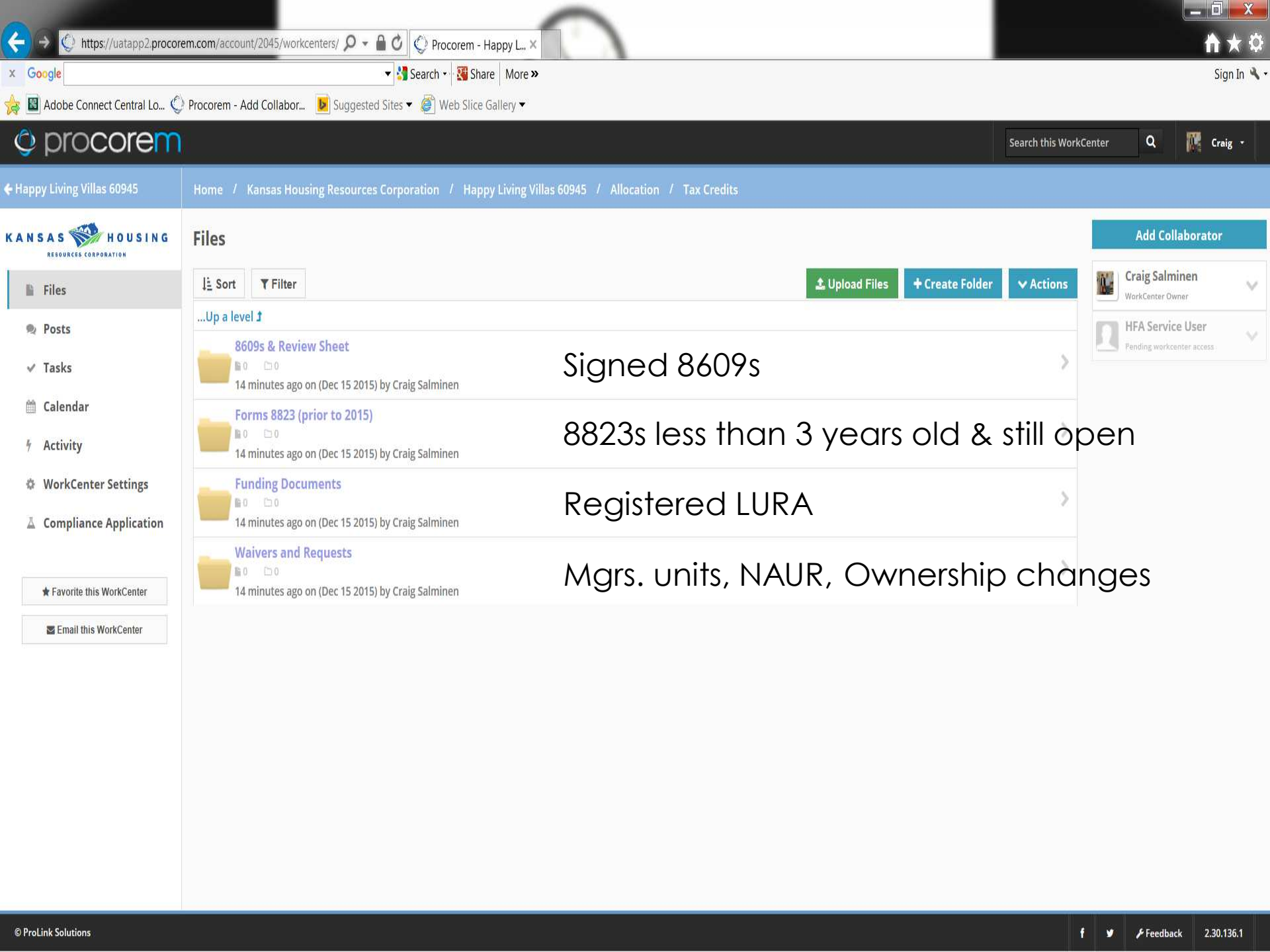
https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Allocation / Tax Credits
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
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Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
...Up a level
8609s & Review Sheet
14 minutes ago on (Dec 15 2015) by Craig Salminen
Forms 8823 (prior to 2015)
14 minutes ago on (Dec 15 2015) by Craig Salminen
Funding Documents
14 minutes ago on (Dec 15 2015) by Craig Salminen
Waivers and Requests
14 minutes ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Signed 8609s
8823s less than 3 years old & still open
Registered LURA
Mgrs. units, NAUR, Ownership changes
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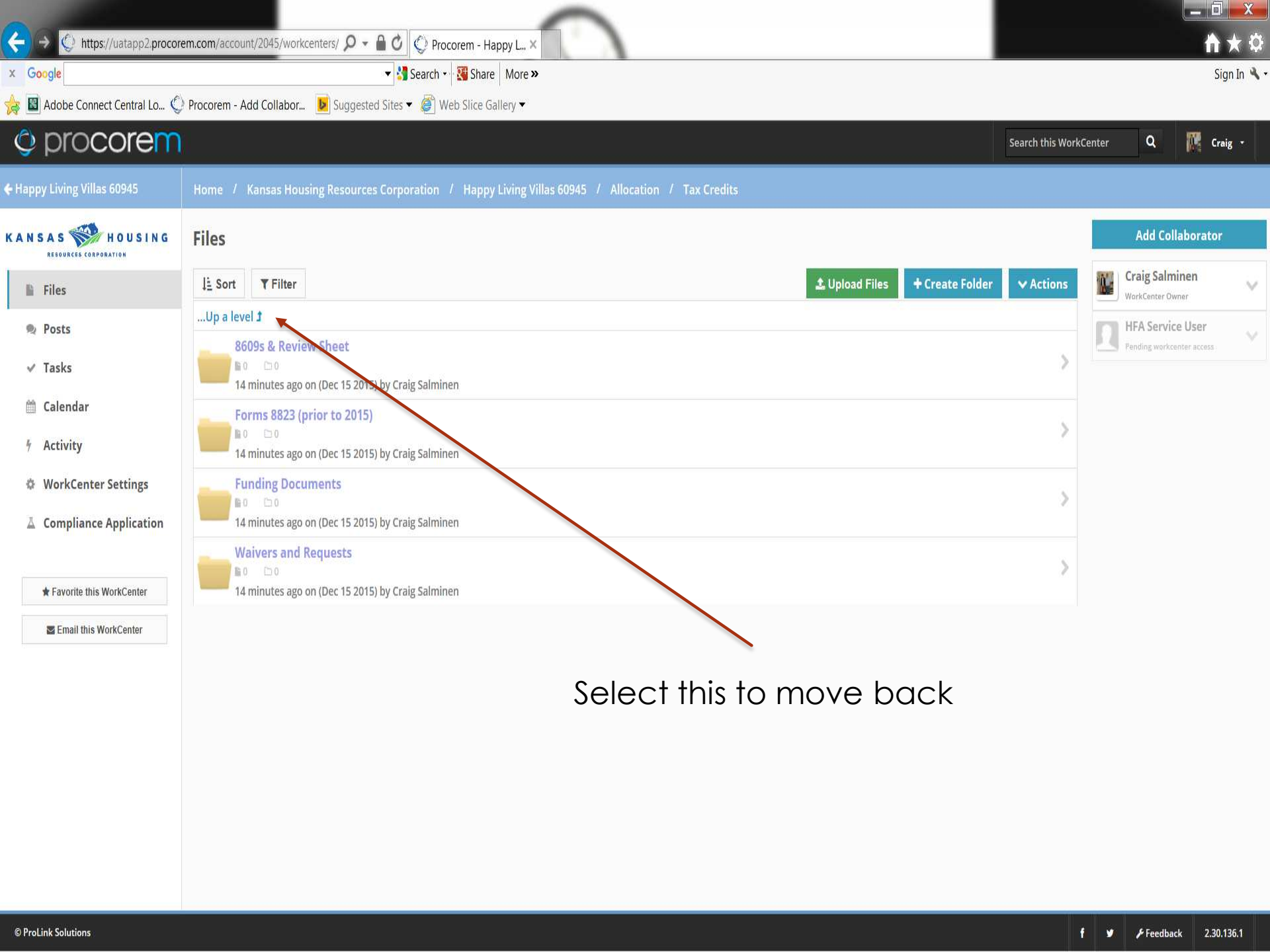
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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14 minutes ago on (Dec 15 2015) by Craig Salminen
Forms 8823 (prior to 2015)
14 minutes ago on (Dec 15 2015) by Craig Salminen
Funding Documents
14 minutes ago on (Dec 15 2015) by Craig Salminen
Waivers and Requests
14 minutes ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select this to move back
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Feedback
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https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Happy L...

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procorem

Search this WorkCenter Craig

Happy Living Villas 60945

Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Allocation

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

✉ Email this WorkCenter

Files

Sort Filter

Upload Files + Create Folder Actions

...Up a level

HOME
0 2
10 minutes ago on (Dec 15 2015) by Craig Salminen

Tax Credits
0 4
10 minutes ago on (Dec 15 2015) by Craig Salminen

Add Collaborator

Craig Salminen
WorkCenter Owner

HFA Service User
Pending workcenter access

Select this

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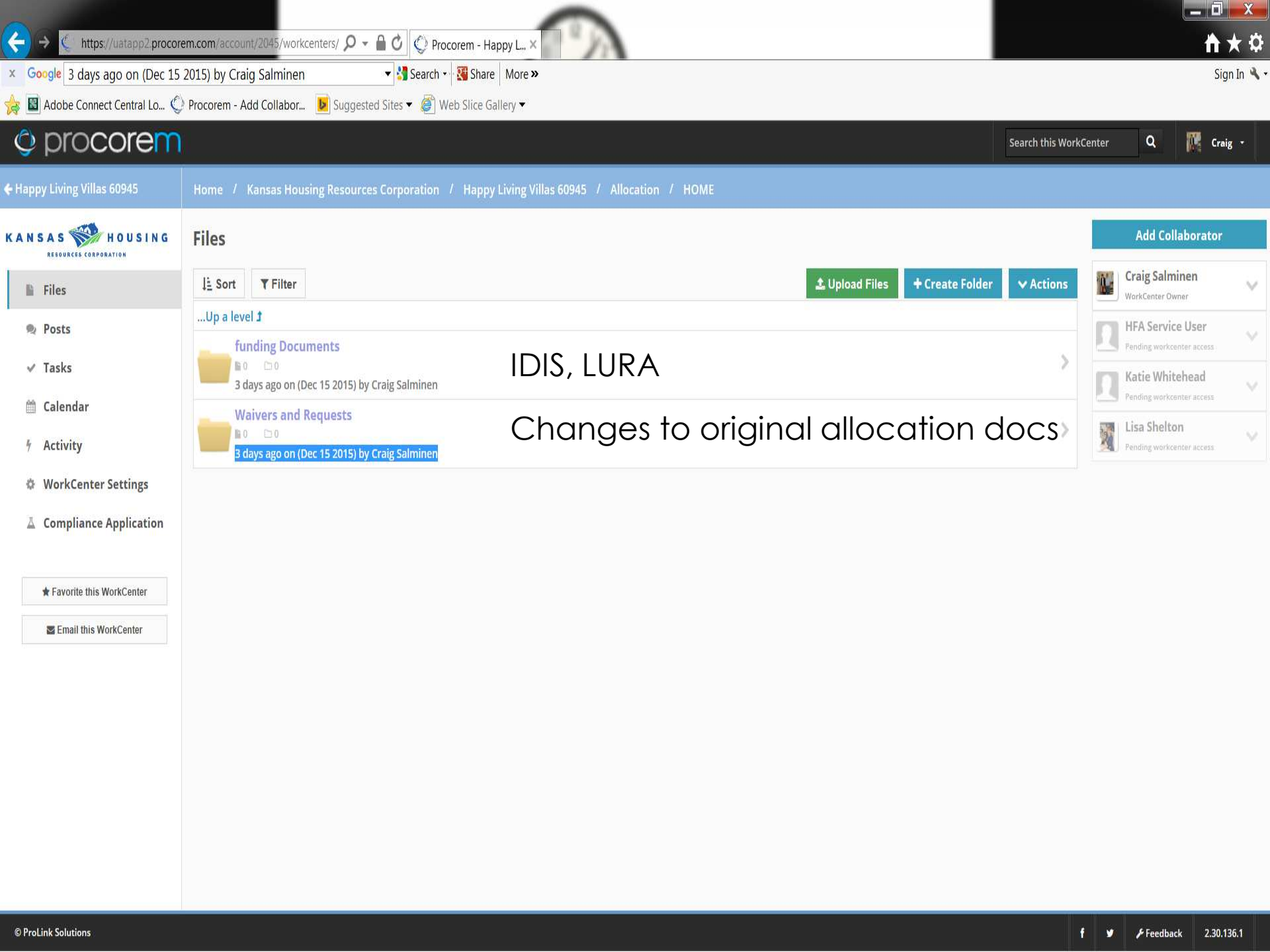
https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
3 days ago on (Dec 15 2015) by Craig Salminen
Search
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Favorite this WorkCenter
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Create Folder
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...Up a level
funding Documents
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3 days ago on (Dec 15 2015) by Craig Salminen
Waivers and Requests
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3 days ago on (Dec 15 2015) by Craig Salminen
IDIS, LURA
Changes to original allocation docs
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
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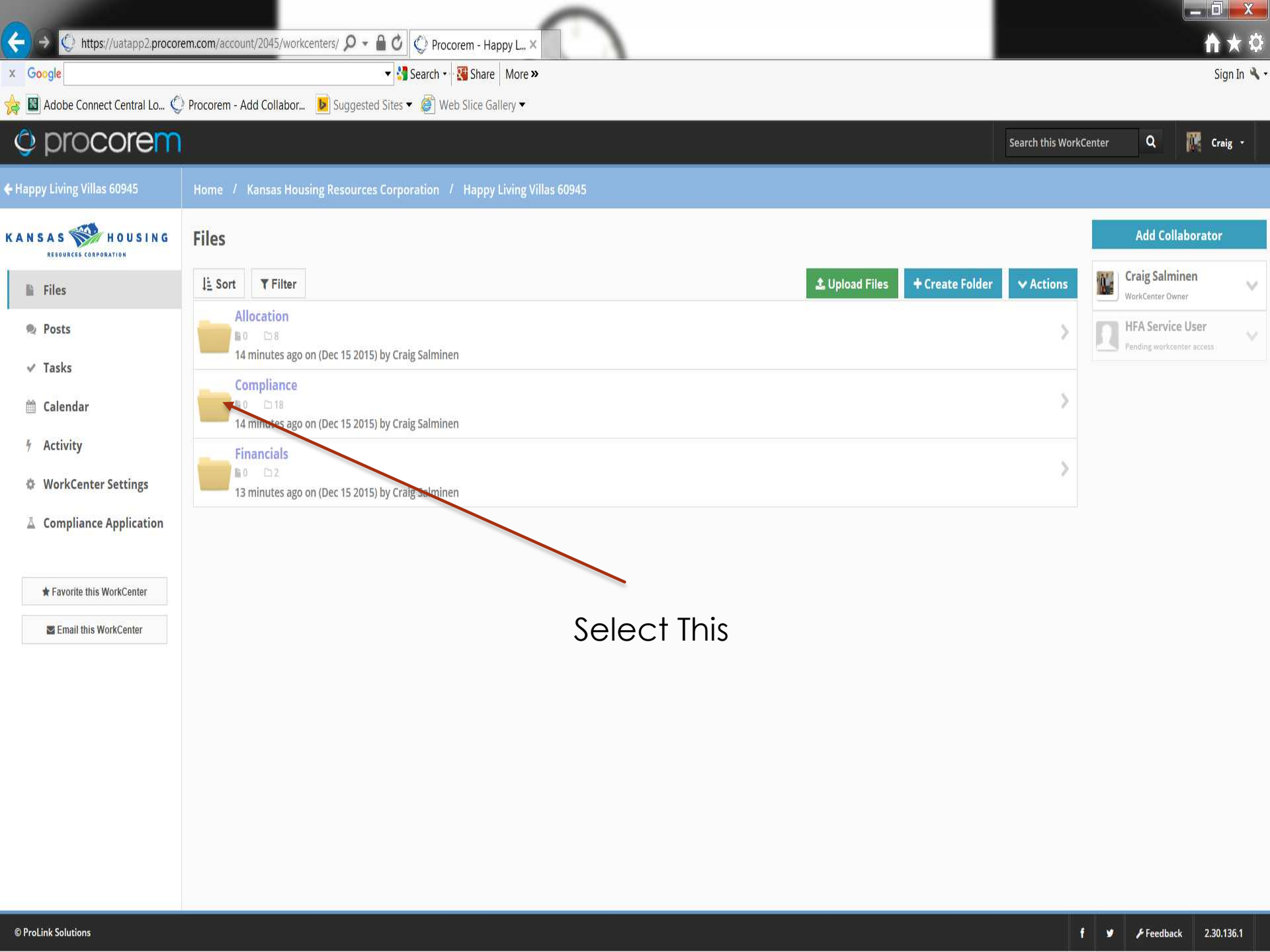
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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More »
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
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Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
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WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
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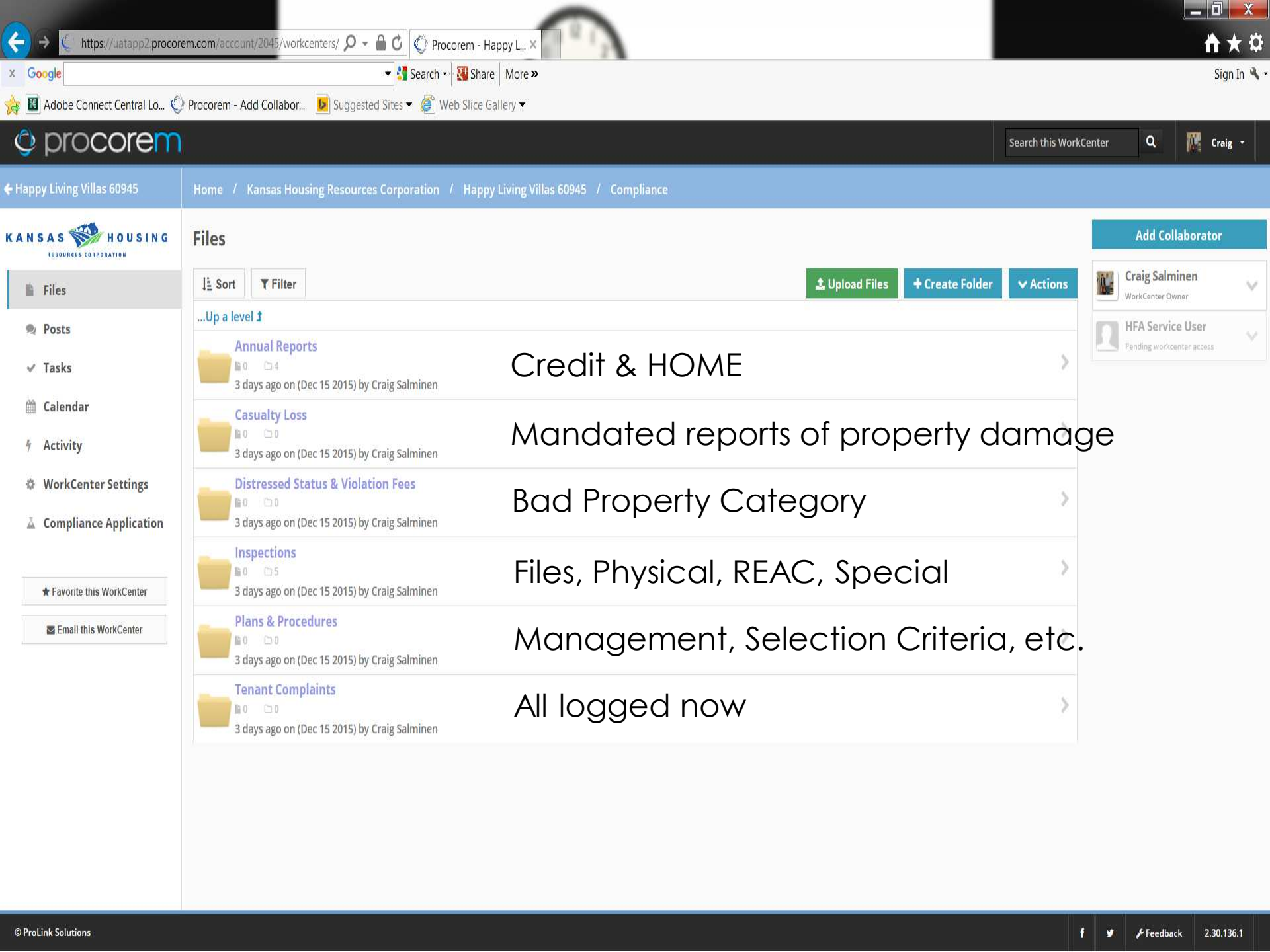
14 minutes ago on (Dec 15 2015) by Craig Salminen
Compliance
0 18
14 minutes ago on (Dec 15 2015) by Craig Salminen
Financials
0 2
13 minutes ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select This
© ProLink Solutions
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
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Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance
KANSAS HOUSING RESOURCES CORPORATION
Files
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WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
...Up a level
Annual Reports
3 days ago on (Dec 15 2015) by Craig Salminen
Credit & HOME
Casualty Loss
3 days ago on (Dec 15 2015) by Craig Salminen
Mandated reports of property damage
Distressed Status & Violation Fees
3 days ago on (Dec 15 2015) by Craig Salminen
Bad Property Category
Inspections
3 days ago on (Dec 15 2015) by Craig Salminen
Files, Physical, REAC, Special
Plans & Procedures
3 days ago on (Dec 15 2015) by Craig Salminen
Management, Selection Criteria, etc.
Tenant Complaints
3 days ago on (Dec 15 2015) by Craig Salminen
All logged now
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
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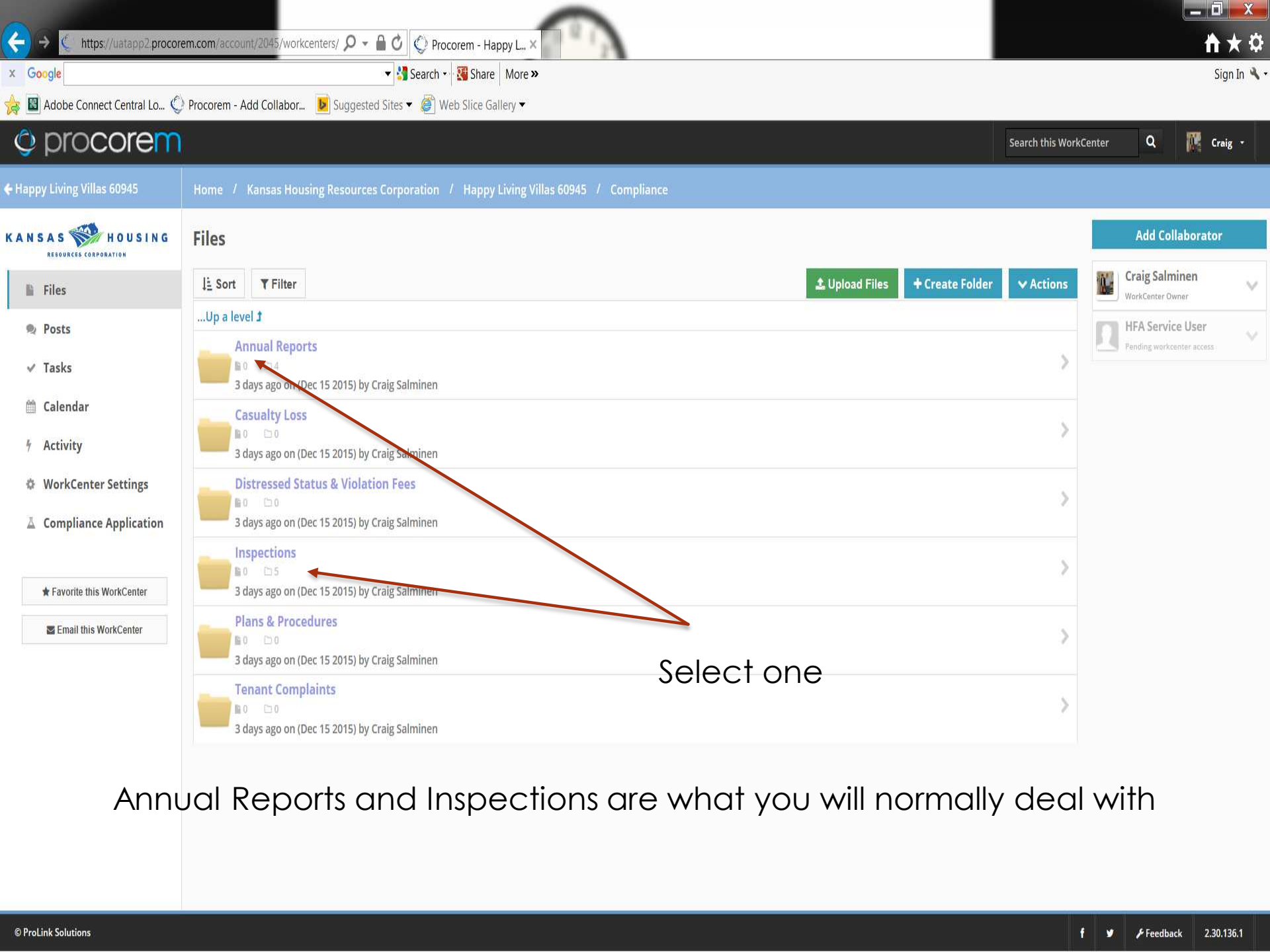
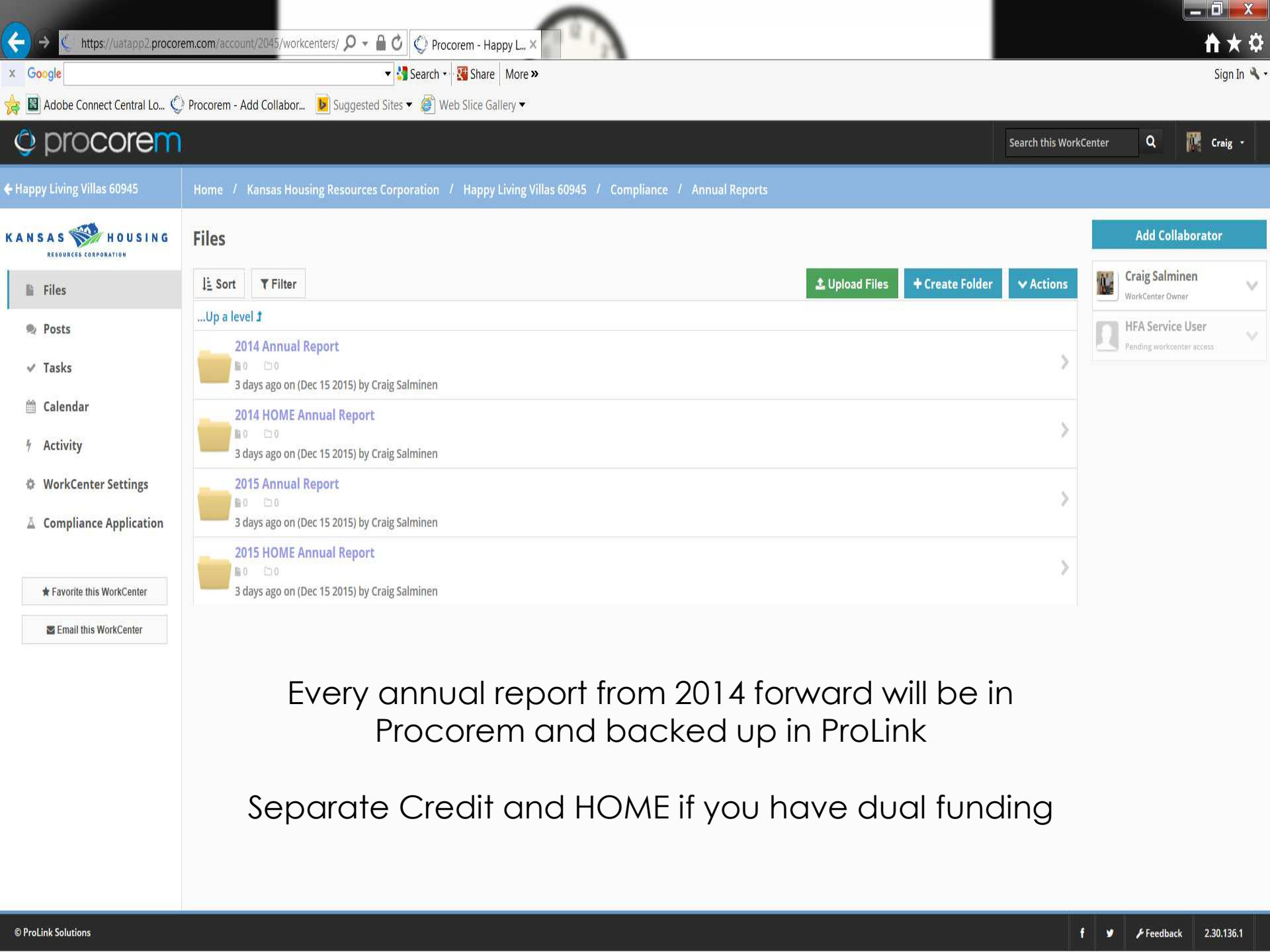
Feedback
2.30.136.1

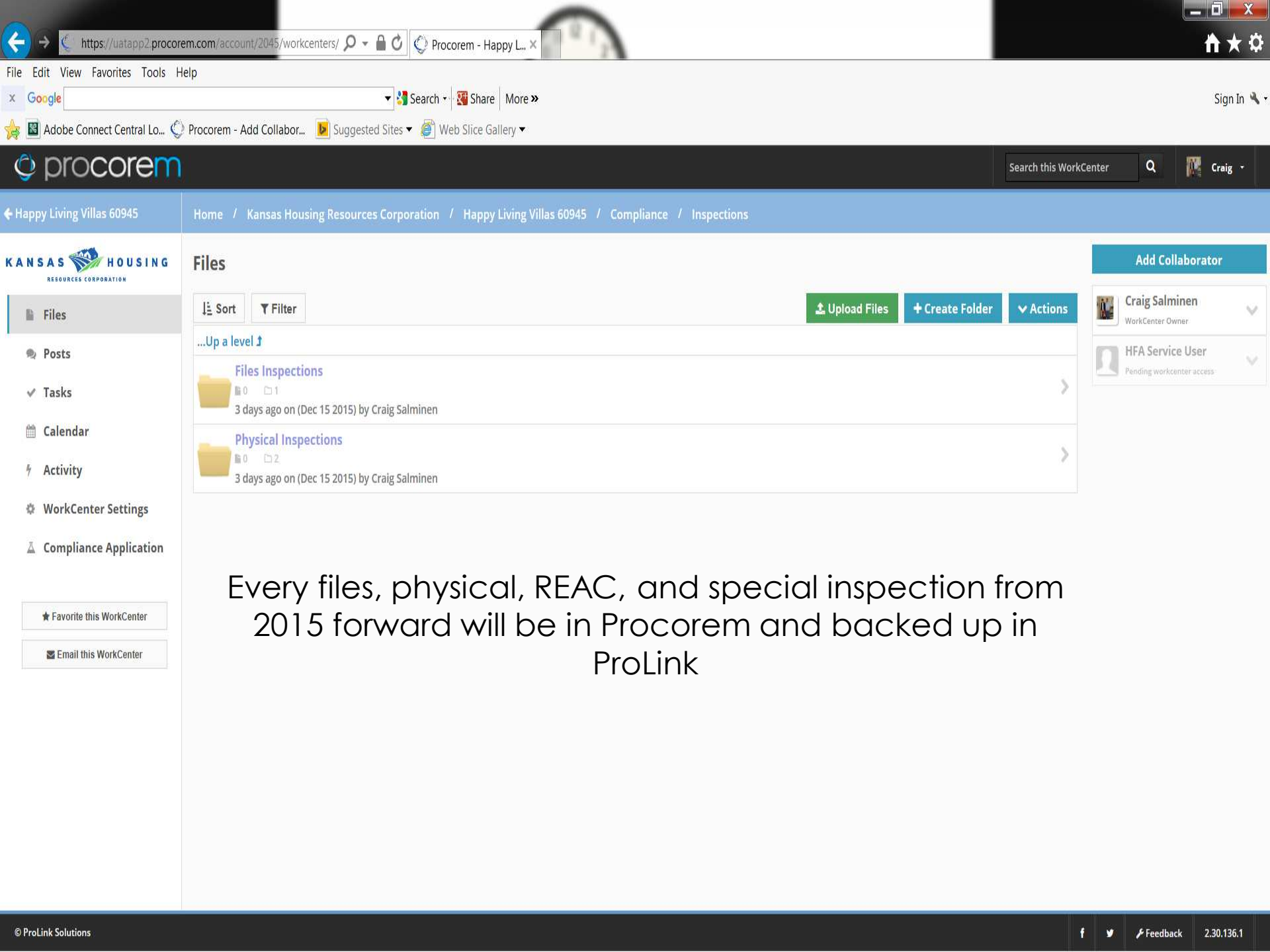


Annual Reports and Inspections are what you will normally deal with



Every annual report from 2014 forward will be in Procorem and backed up in ProLink

Separate Credit and HOME if you have dual funding


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
File Edit View Favorites Tools Help
Google
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Adobe Connect Central Lo...
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Suggested Sites
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Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance / Inspections
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
...Up a level
Files Inspections
0 1
3 days ago on (Dec 15 2015) by Craig Salminen
Physical Inspections
0 2
3 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Every files, physical, REAC, and special inspection from 2015 forward will be in Procorem and backed up in ProLink
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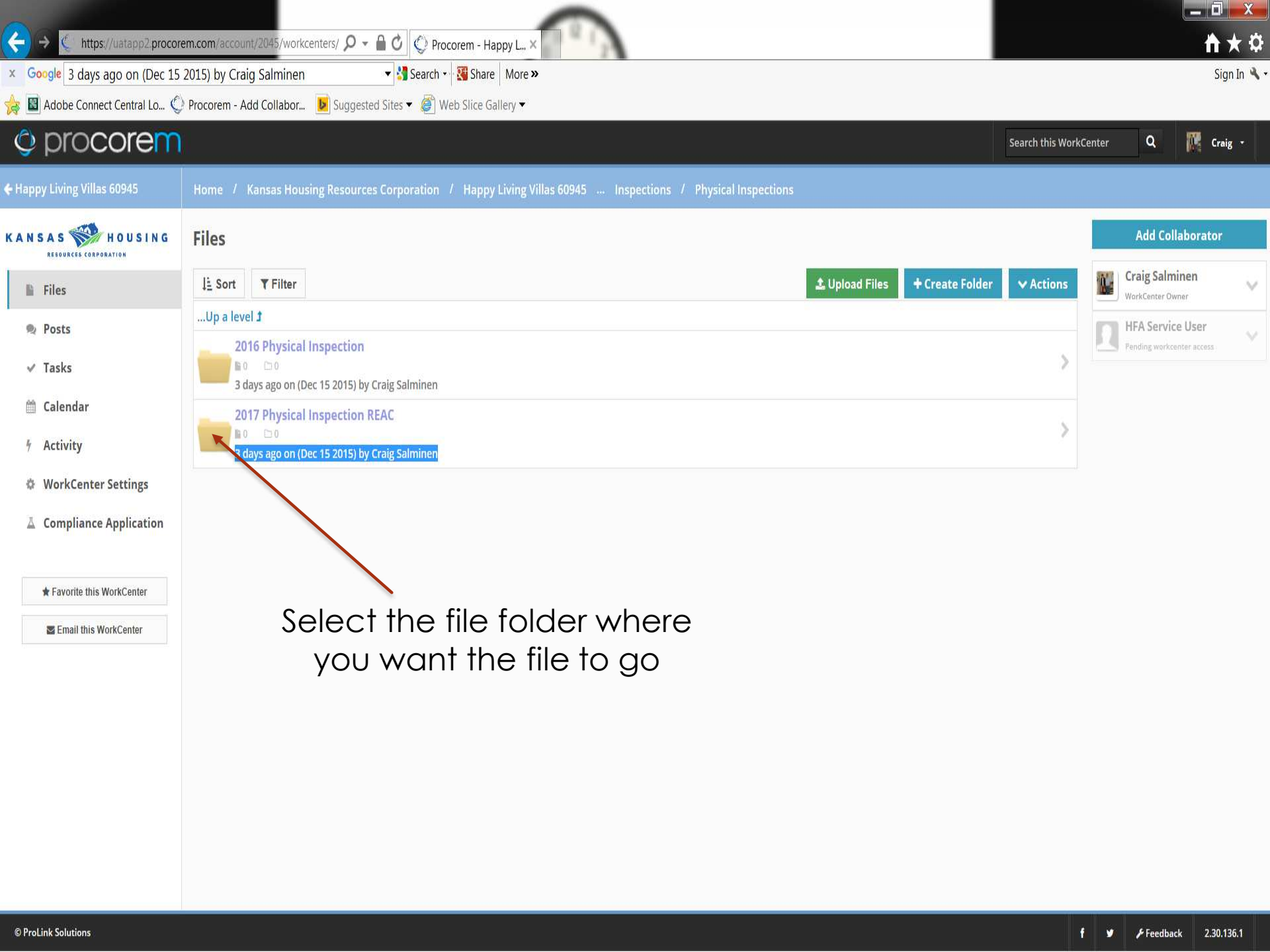
Feedback
2.30.136.1

WorkCenter Files

Uploading
Downloading
Opening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3 days ago on (Dec 15 2015) by Craig Salminen
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Sign In
Adobe Connect Central Lo...
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Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Inspections / Physical Inspections
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
...Up a level
2016 Physical Inspection
0 0
3 days ago on (Dec 15 2015) by Craig Salminen
2017 Physical Inspection REAC
0 0
3 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select the file folder where you want the file to go
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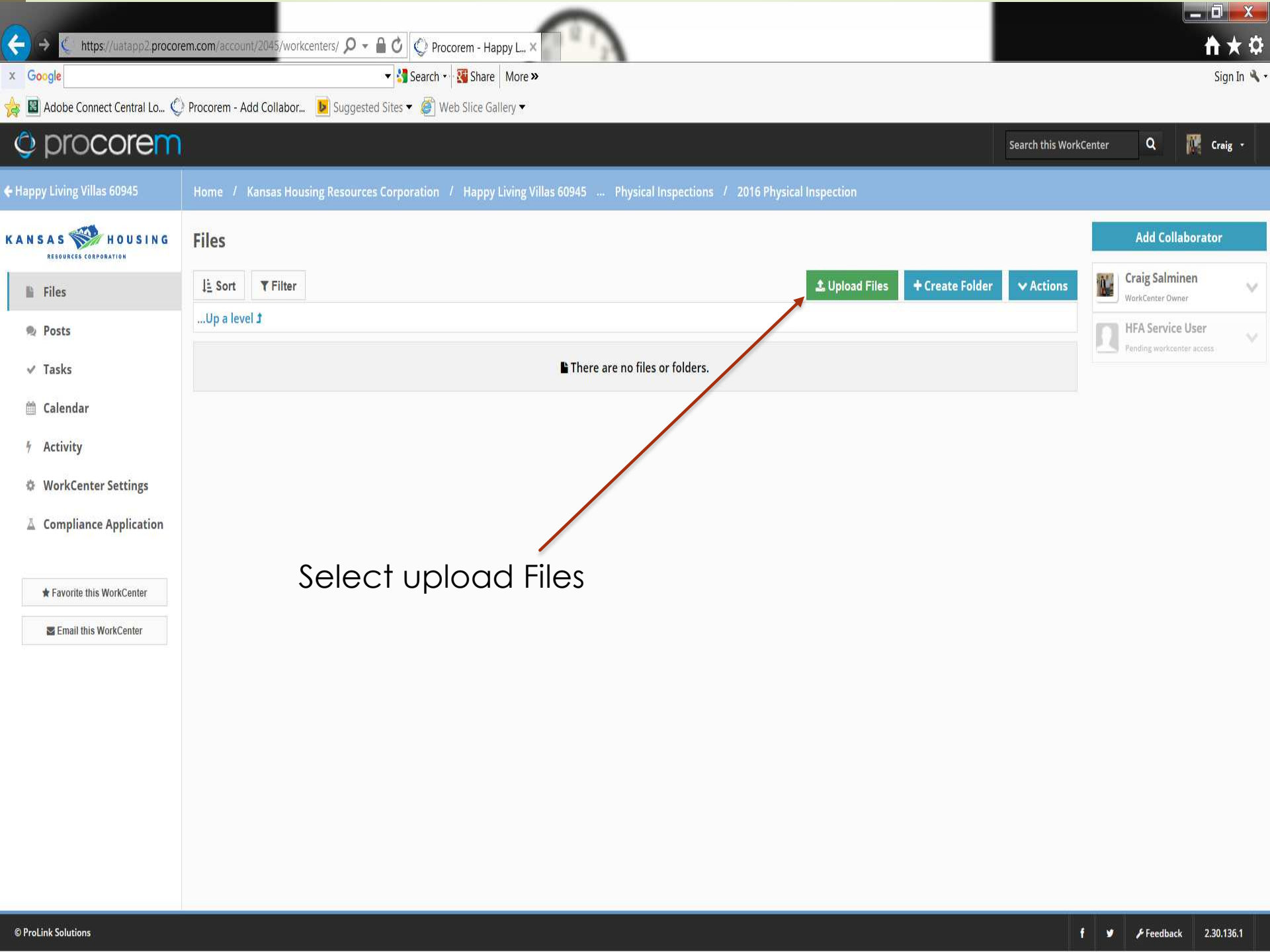
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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More »
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Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
...Up a level
There are no files or folders.
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select upload Files
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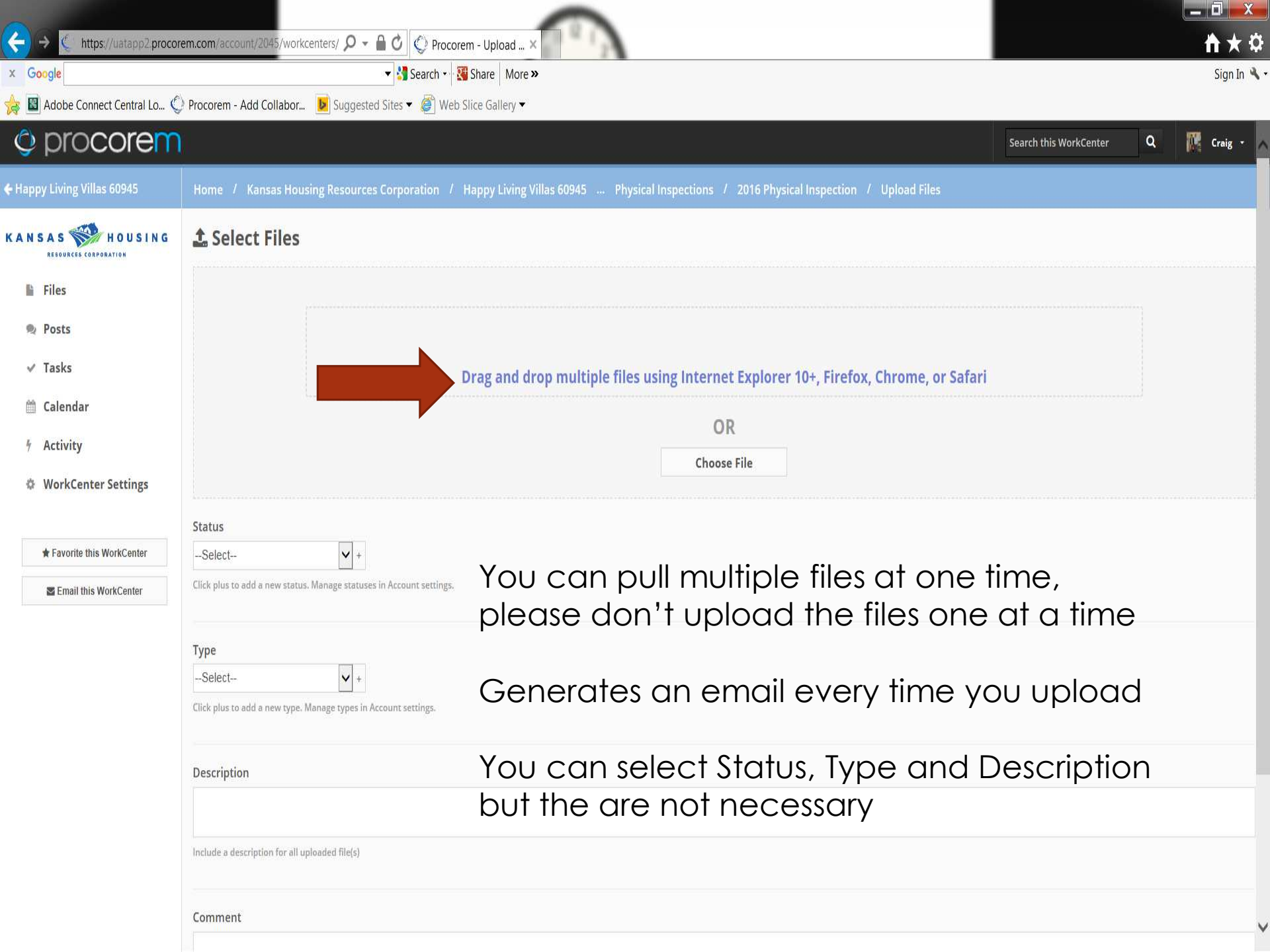
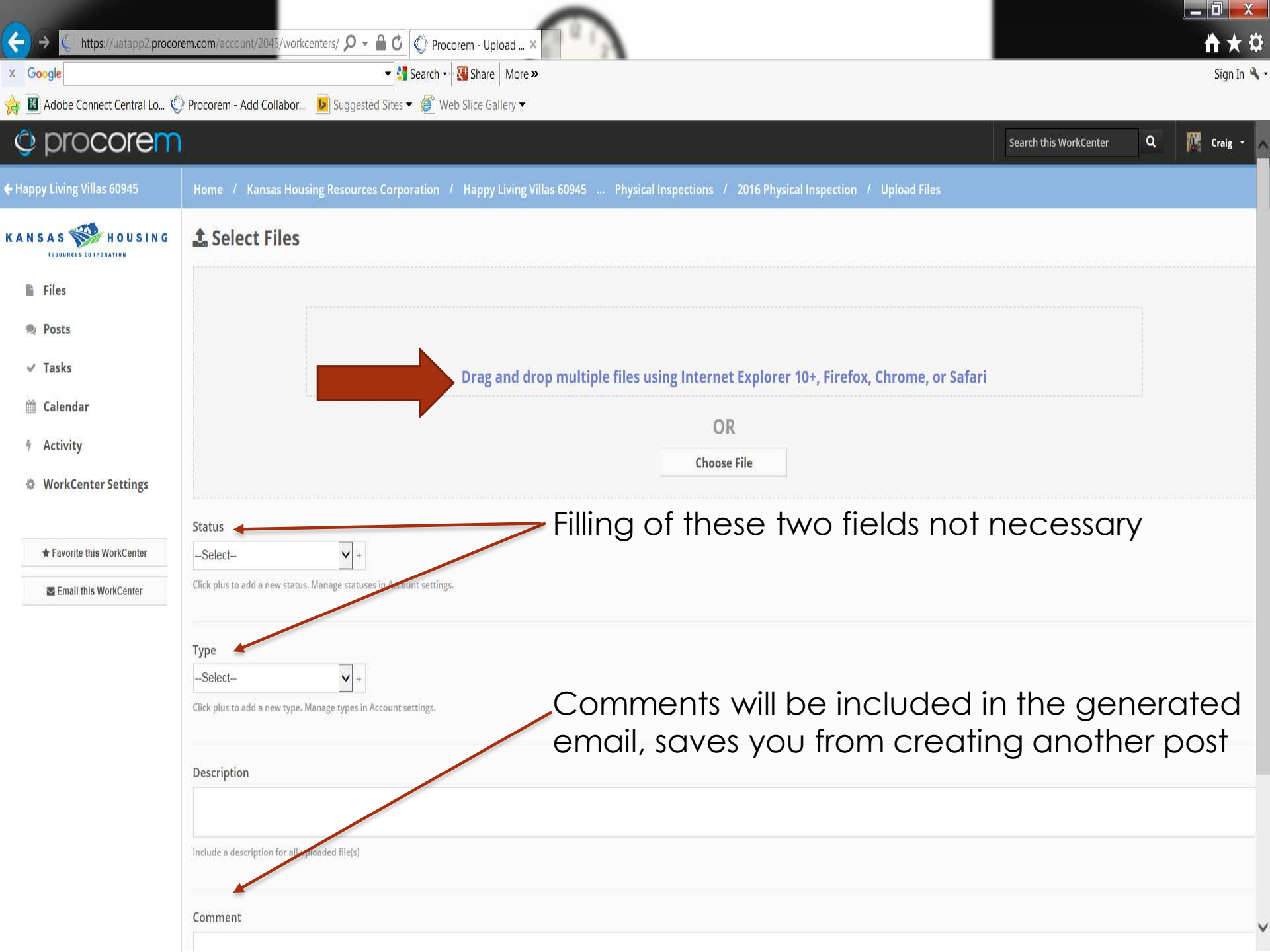
Feedback
2.30.136.1



You can pull multiple files at one time, please don't upload the files one at a time

Generates an email every time you upload

You can select Status, Type and Description but the are not necessary


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Upload ...
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Adobe Connect Central Lo...
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Suggested Sites
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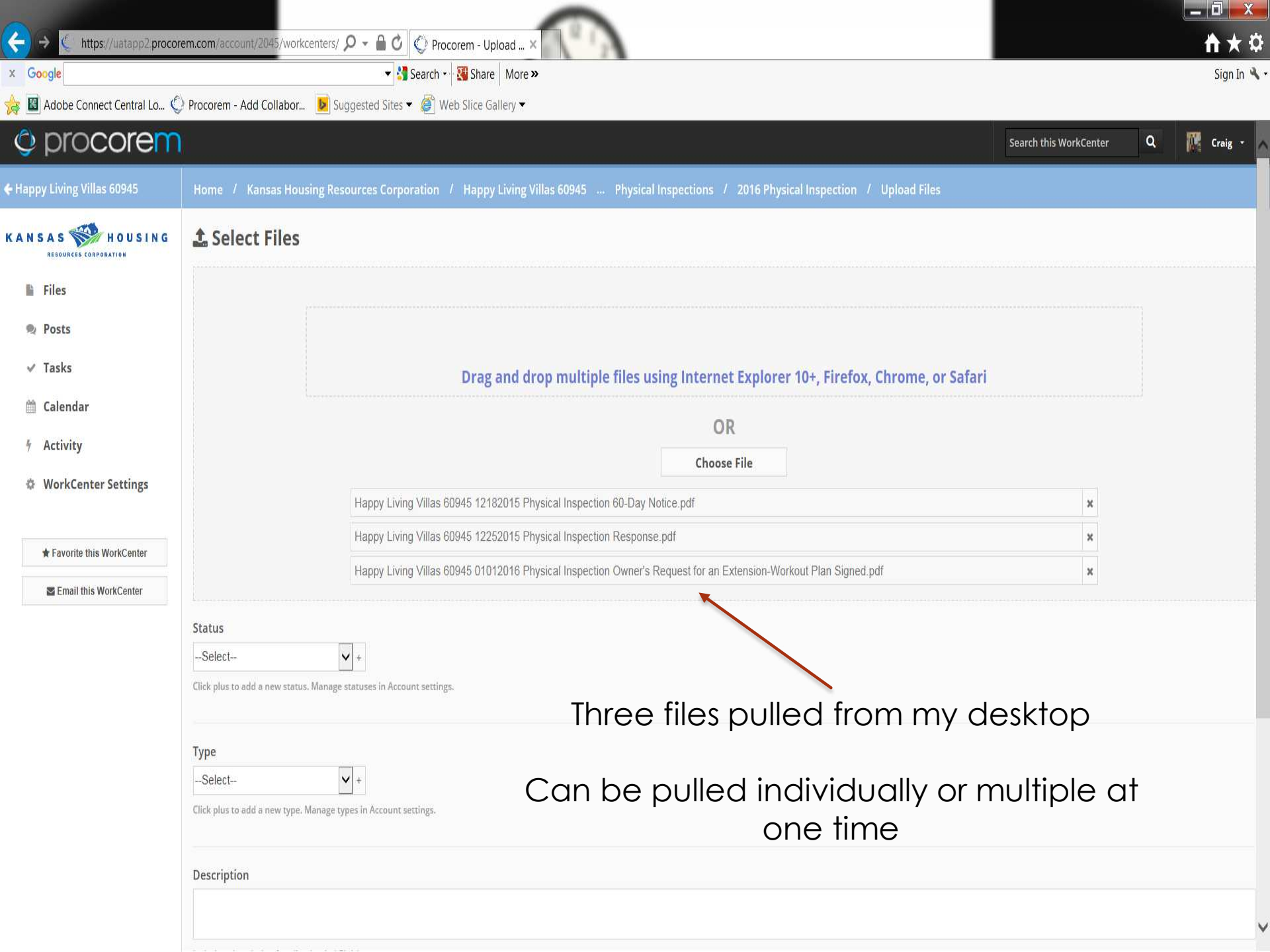
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection / Upload Files
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Favorite this WorkCenter
Email this WorkCenter
Select Files
Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari
OR
Choose File
Status
--Select--
Click plus to add a new status. Manage statuses in Account settings.
Type
--Select--
Click plus to add a new type. Manage types in Account settings.
Description
Include a description for all uploaded file(s)
Comment
Filling of these two fields not necessary
Comments will be included in the generated email, saves you from creating another post


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Upload ...
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Procorem - Add Collabor...
Suggested Sites
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Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection / Upload Files
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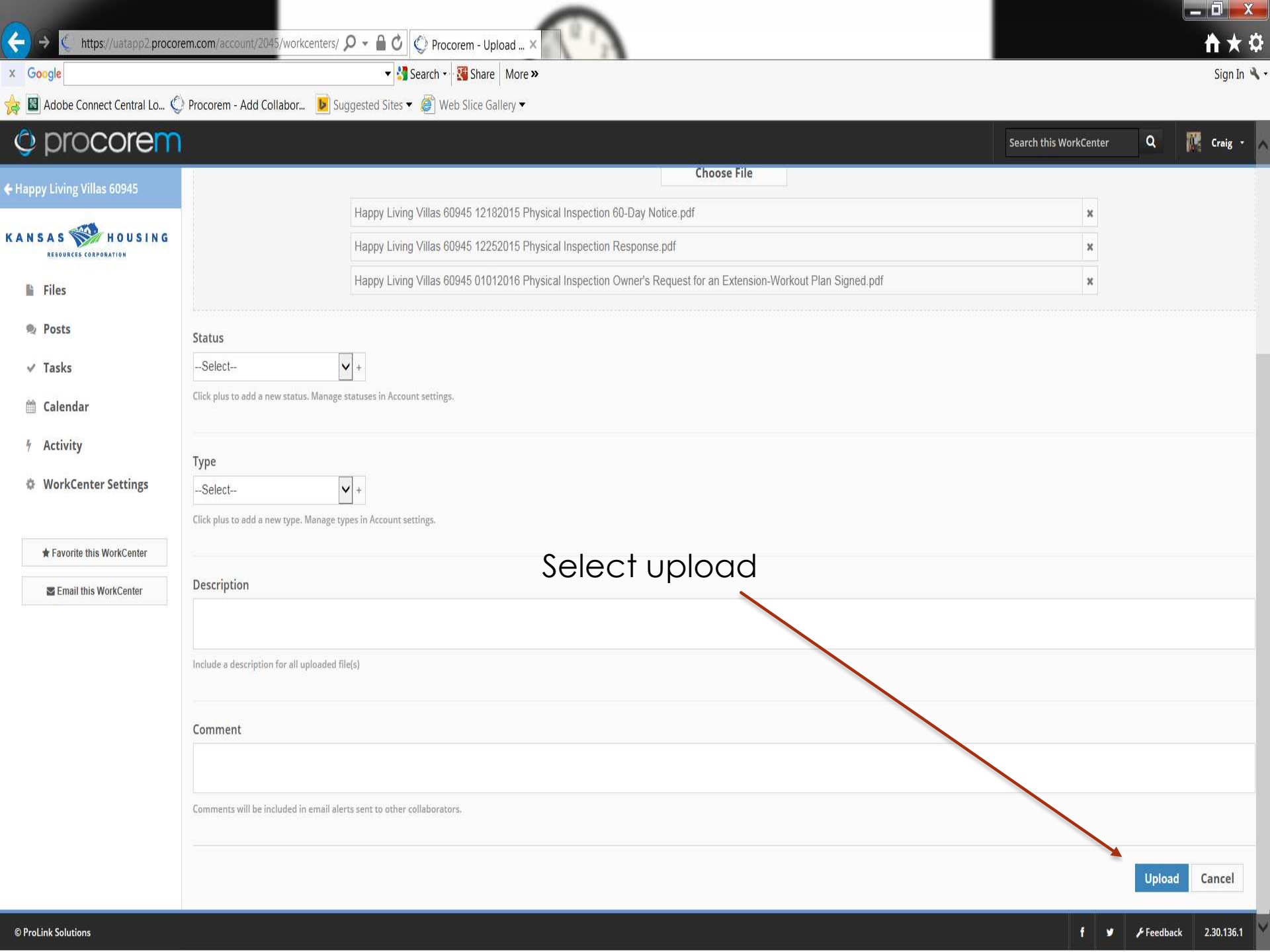
Favorite this WorkCenter
Email this WorkCenter
Select Files
Drag and drop multiple files using Internet Explorer 10+, Firefox, Chrome, or Safari
OR
Choose File
Happy Living Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
Happy Living Villas 60945 12252015 Physical Inspection Response.pdf
Happy Living Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout Plan Signed.pdf
Status
--Select--
Click plus to add a new status. Manage statuses in Account settings.
Type
--Select--
Click plus to add a new type. Manage types in Account settings.
Description
Three files pulled from my desktop
Can be pulled individually or multiple at one time


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Upload ...
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More »
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Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
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WorkCenter Settings
Favorite this WorkCenter
Email this WorkCenter
Choose File
Happy Living Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
Happy Living Villas 60945 12252015 Physical Inspection Response.pdf
Happy Living Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout Plan Signed.pdf
Status
--Select--
Click plus to add a new status. Manage statuses in Account settings.
Type
--Select--
Click plus to add a new type. Manage types in Account settings.
Select upload
Description
Include a description for all uploaded file(s)
Comment
Comments will be included in email alerts sent to other collaborators.
Upload
Cancel
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Feedback
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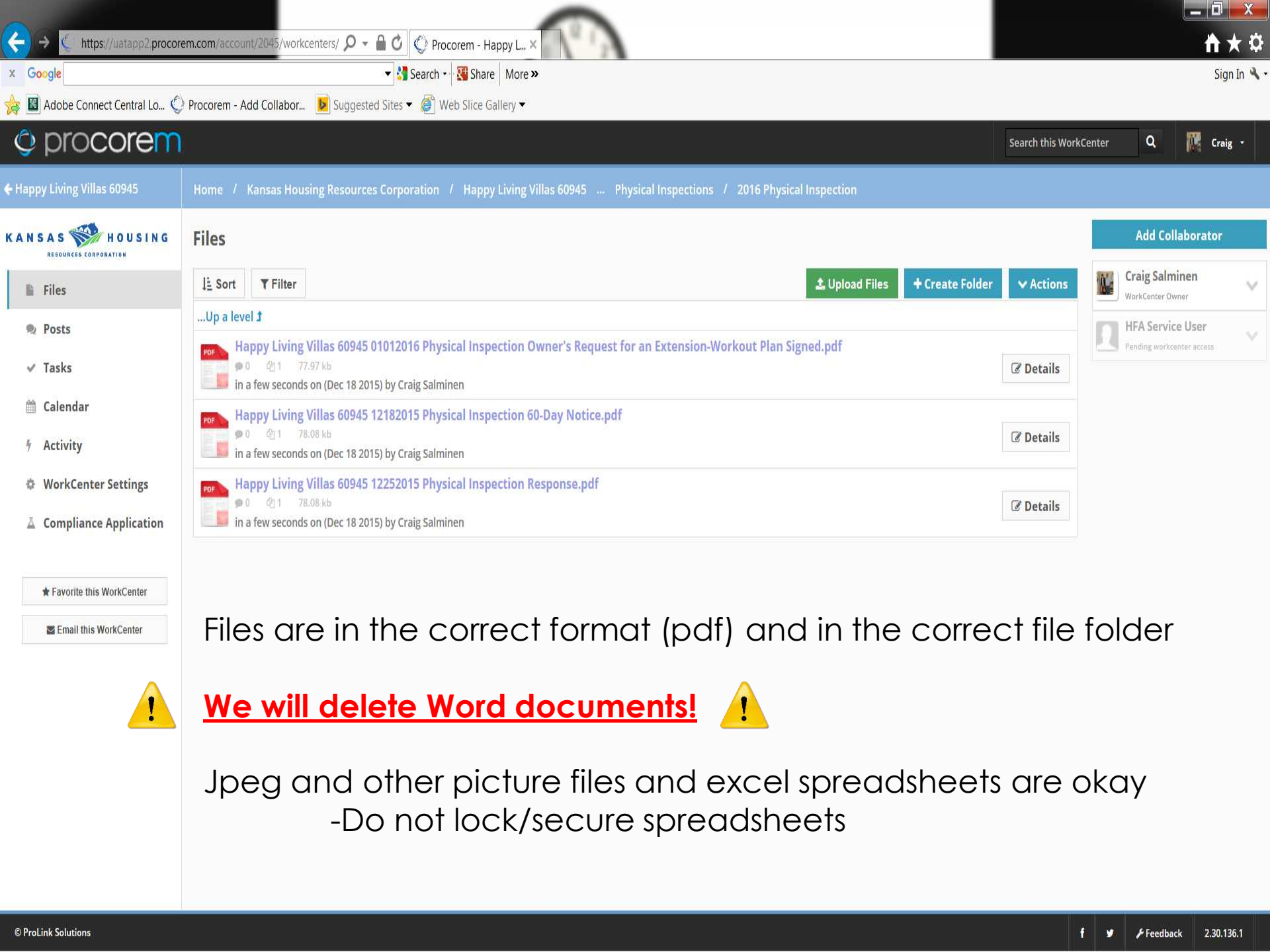
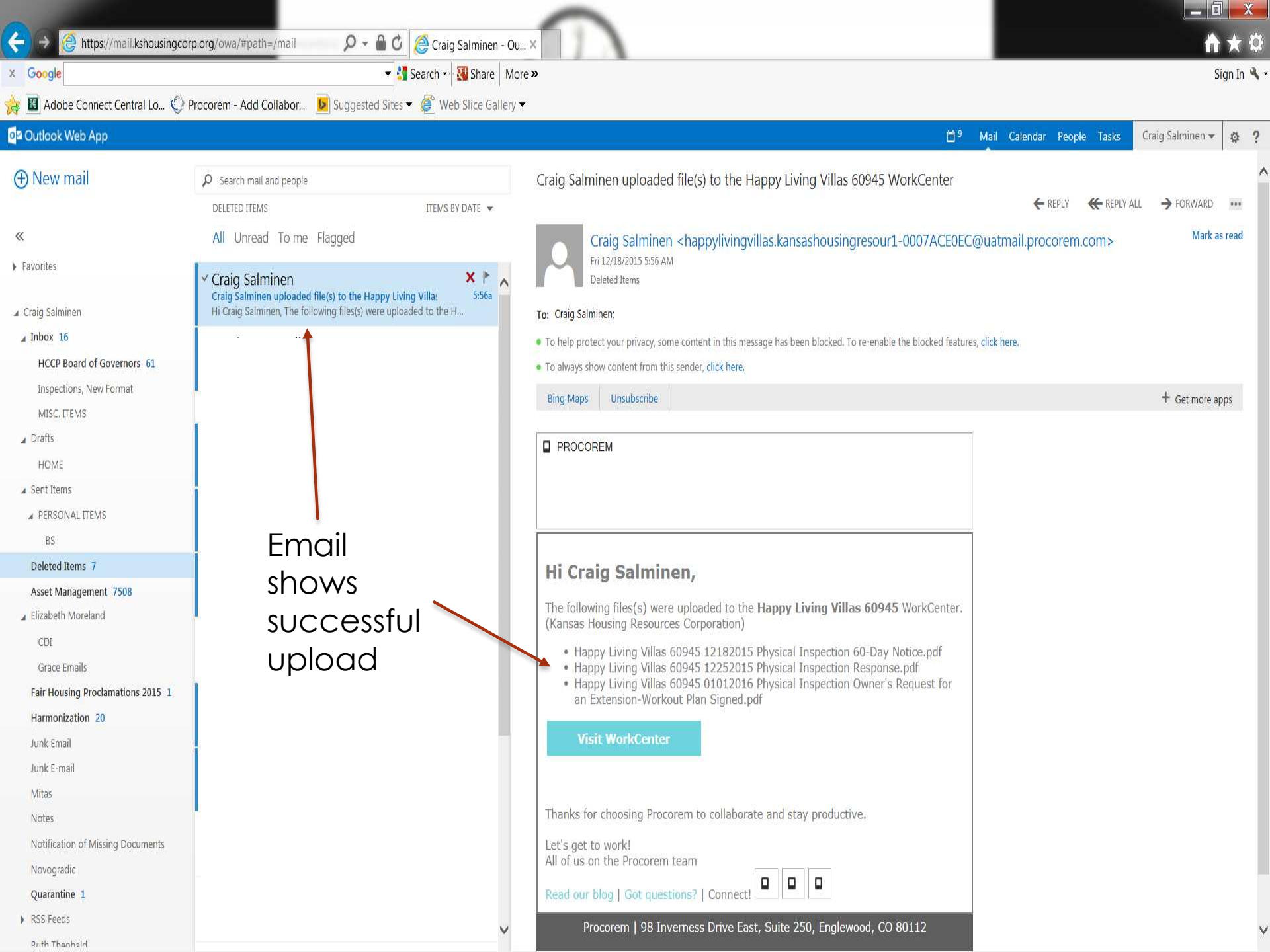


Files are in the correct format (pdf) and in the correct file folder

We will delete Word documents!

Jpeg and other picture files and excel spreadsheets are okay

-Do not lock/secure spreadsheets


https://mail.kshousingcorp.org/owa/#path=/mail
Craig Salminen - Ou...
Google
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Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
Outlook Web App
Mail
Calendar
People
Tasks
Craig Salminen
New mail
Search mail and people
DELETED ITEMS
ITEMS BY DATE
All
Unread
To me
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Craig Salminen
Inbox 16
HCCP Board of Governors 61
Inspections, New Format
MISC. ITEMS
Drafts
HOME
Sent Items
PERSONAL ITEMS
BS
Deleted Items 7
Asset Management 7508
Elizabeth Moreland
CDI
Grace Emails
Fair Housing Proclamations 2015 1
Harmonization 20
Junk Email
Junk E-mail
Mitas
Notes
Notification of Missing Documents
Novogradic
Quarantine 1
RSS Feeds
Craig Salminen
Craig Salminen uploaded file(s) to the Happy Living Villa:
5:56a
Hi Craig Salminen, The following files(s) were uploaded to the H...
Email shows successful upload
Craig Salminen uploaded file(s) to the Happy Living Villas 60945 WorkCenter
REPLY
REPLY ALL
FORWARD
Craig Salminen <happylivingvillas.kansashousingresour1-0007ACE0EC@uatmail.procorem.com>
Fri 12/18/2015 5:56 AM
Deleted Items
Mark as read
To: Craig Salminen;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.
Bing Maps
Unsubscribe
Get more apps
PROCOREM
Hi Craig Salminen,
The following files(s) were uploaded to the Happy Living Villas 60945 WorkCenter. (Kansas Housing Resources Corporation)
Happy Living Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
Happy Living Villas 60945 12252015 Physical Inspection Response.pdf
Happy Living Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout Plan Signed.pdf
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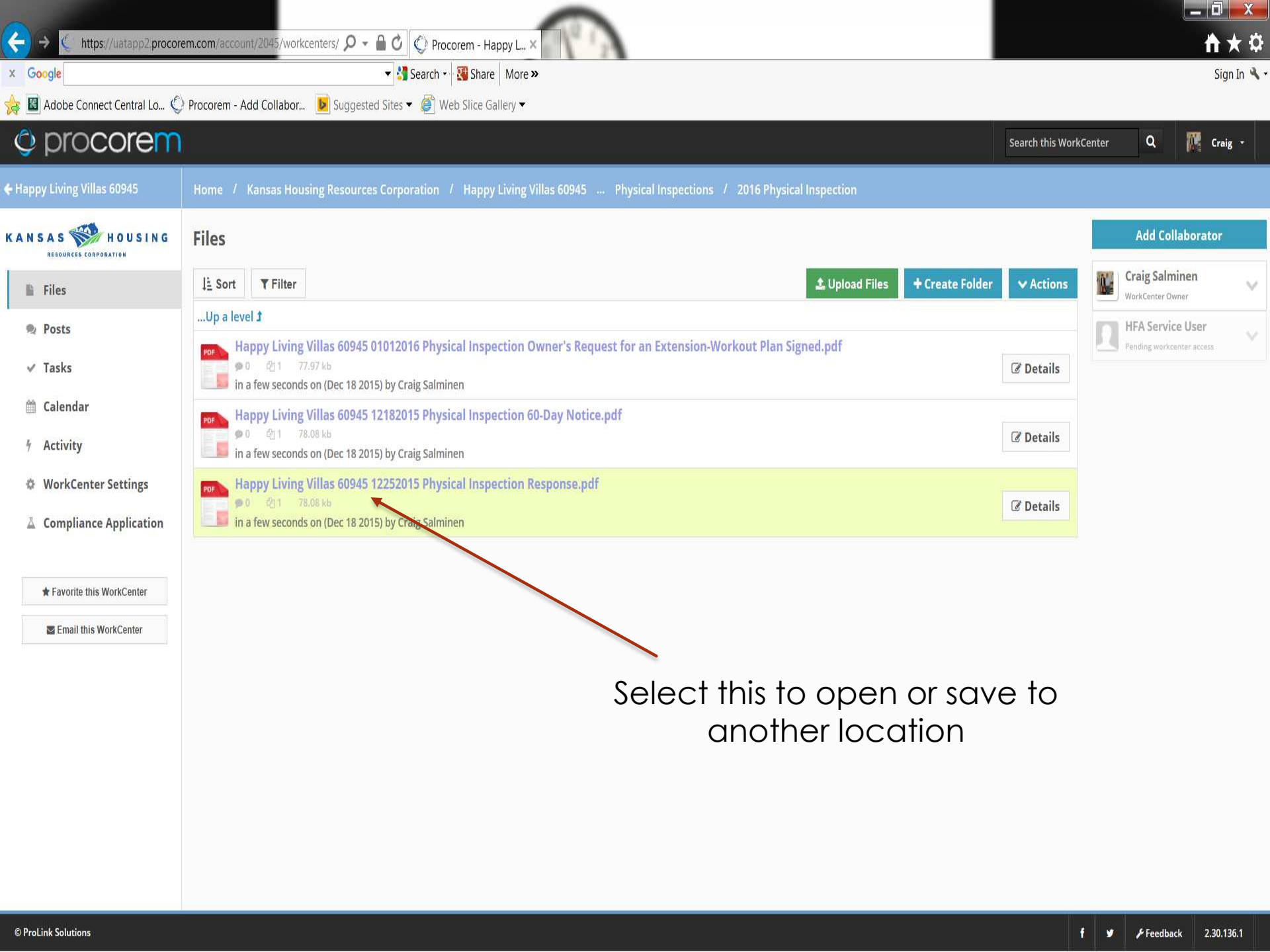
Let's get to work!
All of us on the Procorem team
Read our blog | Got questions? | Connect!
Procorem | 98 Inverness Drive East, Suite 250, Englewood, CO 80112


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
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Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection
KANSAS HOUSING RESOURCES CORPORATION
Files
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Calendar
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WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
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Upload Files
Create Folder
Actions
...Up a level
Happy Living Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout Plan Signed.pdf
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in a few seconds on (Dec 18 2015) by Craig Salminen
Details
Happy Living Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
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in a few seconds on (Dec 18 2015) by Craig Salminen
Details
Happy Living Villas 60945 12252015 Physical Inspection Response.pdf
0 1 78.08 kb
in a few seconds on (Dec 18 2015) by Craig Salminen
Details
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Select this to open or save to another location
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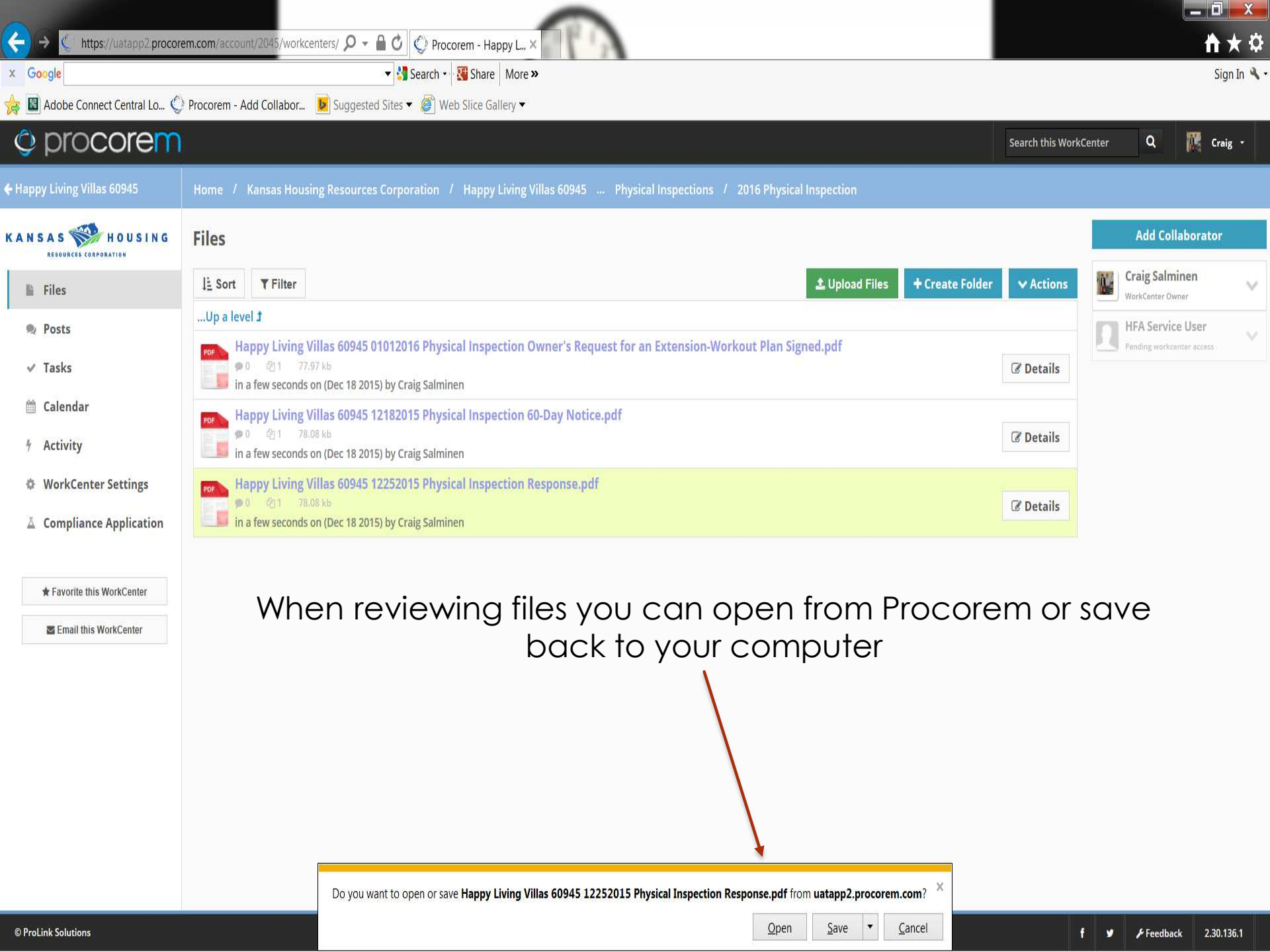
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection
KANSAS HOUSING RESOURCES CORPORATION
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WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
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Sort
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Upload Files
Create Folder
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...Up a level
Happy Living Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout Plan Signed.pdf
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in a few seconds on (Dec 18 2015) by Craig Salminen
Details
Happy Living Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
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Happy Living Villas 60945 12252015 Physical Inspection Response.pdf
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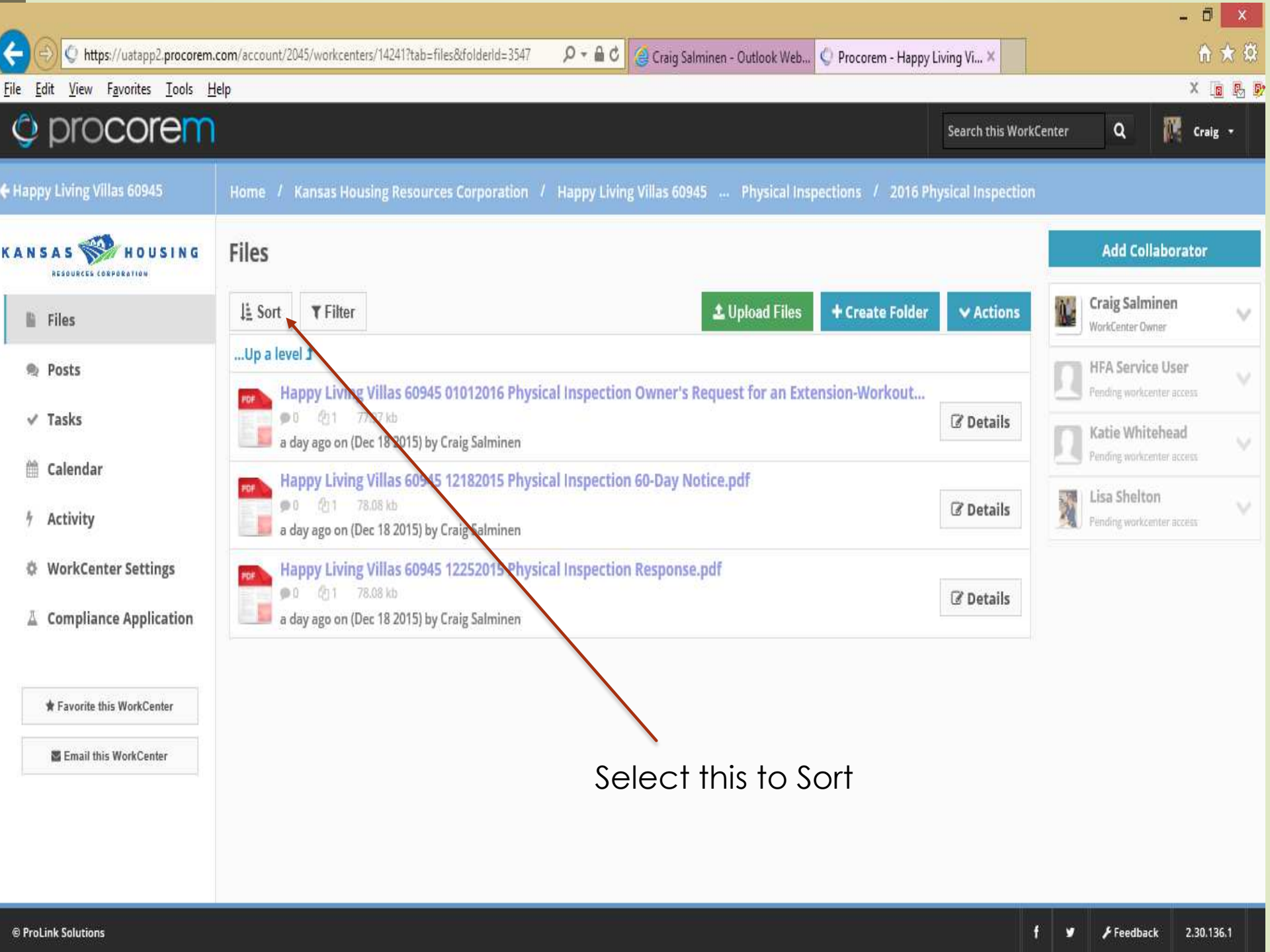
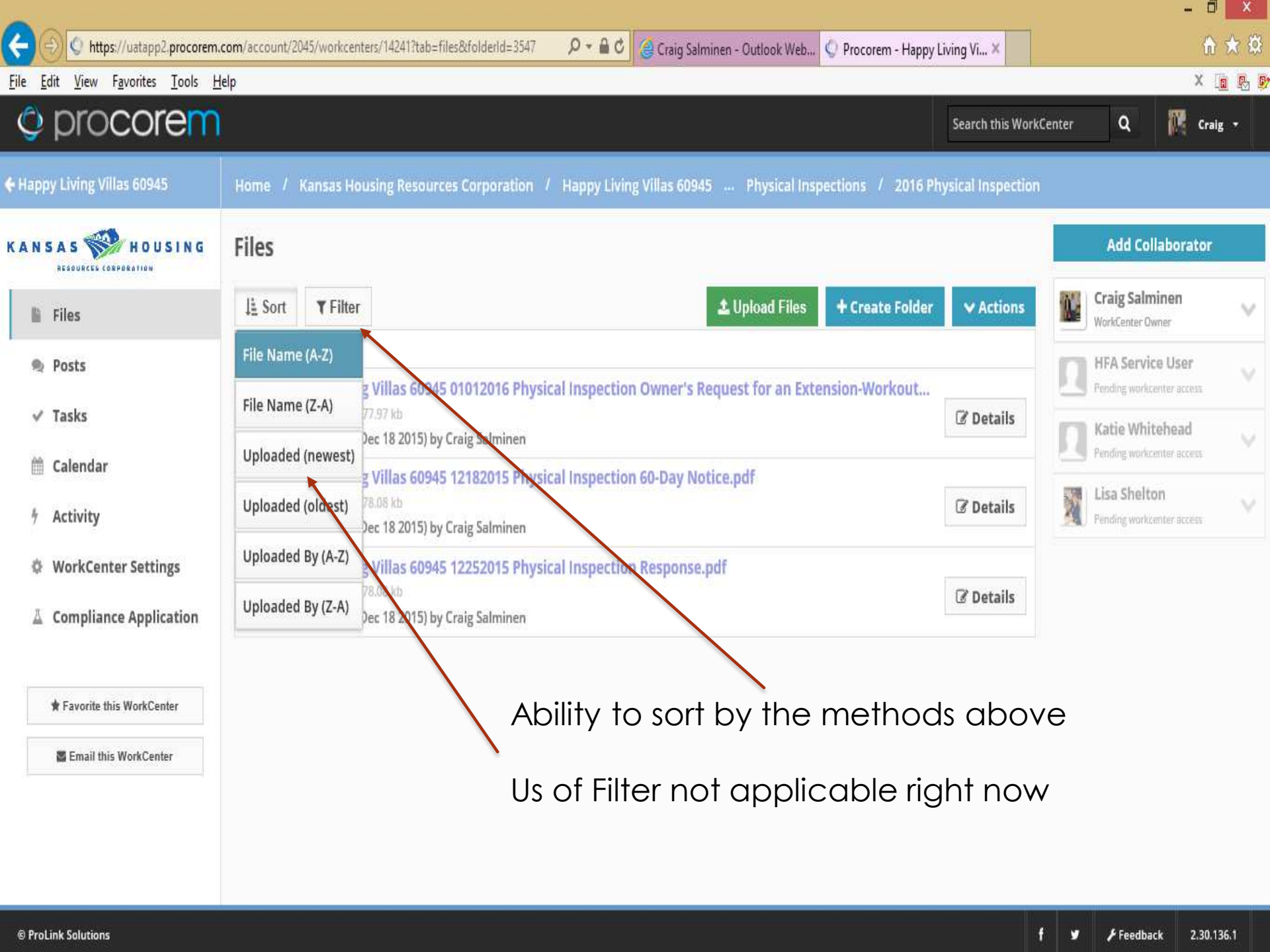
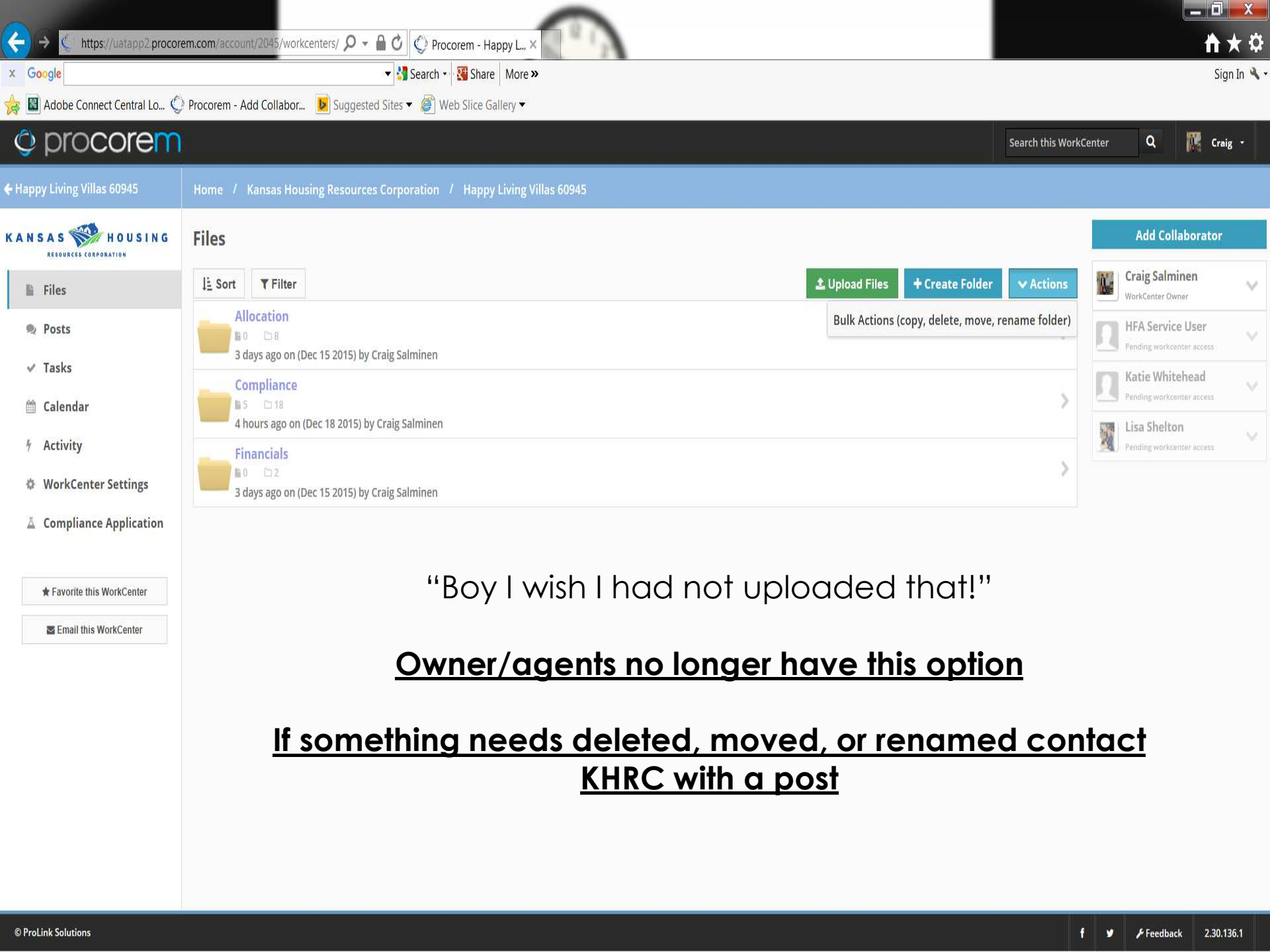
in a few seconds on (Dec 18 2015) by Craig Salminen
Details
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
When reviewing files you can open from Procorem or save back to your computer
Do you want to open or save Happy Living Villas 60945 12252015 Physical Inspection Response.pdf from uatapp2.procorem.com?
Open
Save
Cancel
© ProLink Solutions
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/14241?tab=files&folderId=3547
Craig Salminen - Outlook Web...
Procorem - Happy Living Vi...
File Edit View Favorites Tools Help
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
...Up a level
Happy Living Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout...
a day ago on (Dec 18 2015) by Craig Salminen
Details
Happy Living Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
78.08 kb
a day ago on (Dec 18 2015) by Craig Salminen
Details
Happy Living Villas 60945 12252015 Physical Inspection Response.pdf
78.08 kb
a day ago on (Dec 18 2015) by Craig Salminen
Details
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Select this to Sort
© ProLink Solutions
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/14241?tab=files&folderId=3547
Craig Salminen - Outlook Web...
Procorem - Happy Living Vi...
File Edit View Favorites Tools Help
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 ... Physical Inspections / 2016 Physical Inspection
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
File Name (A-Z)
File Name (Z-A)
Uploaded (newest)
Uploaded (oldest)
Uploaded By (A-Z)
Uploaded By (Z-A)
g Villas 60945 01012016 Physical Inspection Owner's Request for an Extension-Workout...
77.97 kb
Dec 18 2015) by Craig Salminen
Details
g Villas 60945 12182015 Physical Inspection 60-Day Notice.pdf
78.08 kb
Dec 18 2015) by Craig Salminen
Details
g Villas 60945 12252015 Physical Inspection Response.pdf
Dec 18 2015) by Craig Salminen
Details
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Ability to sort by the methods above
Us of Filter not applicable right now
© ProLink Solutions
Feedback
2.30.136.1



"Boy I wish I had not uploaded that!"

Owner/agents no longer have this option

If something needs deleted, moved, or renamed contact KHRC with a post

Uploading WorkCenter Files

Black Hole Existence!

https://mail.kshousingcorp.org/owa/#path=/mail

Craig Salminen - Ou...

Google | Search | Share | More » | Sign In

Adobe Connect Central Lo... | Procorem - Add Collabor... | Suggested Sites | Web Slice Gallery

Outlook Web App | Mail | Calendar | People | Tasks | Craig Salminen

New mail

Search mail and people

INBOX | CONVERSATIONS BY DATE

All | Unread | To me | Flagged

- Favorites
- Craig Salminen
  - Inbox 16
    - HCCP Board of Governors 61
    - Inspections, New Format
    - MISC. ITEMS
  - Drafts
    - HOME
  - Sent Items
    - PERSONAL ITEMS
      - BS
  - Deleted Items 6
  - Asset Management 7508
  - Elizabeth Moreland
    - CDI
    - Grace Emails
  - Fair Housing Proclamations 2015 1
  - Harmonization 20
  - Junk Email
  - Junk E-mail
  - Mitas
  - Notes
  - Notification of Missing Documents
  - Novogradic
  - Quarantine 1
  - RSS Feeds
  - Ruth Theobald

Craig Salminen
Craig Salminen uploaded file(s) to the Happy Living Villa: 5:48a
Hi Craig Salminen, The following files(s) were uploaded to the H...

Craig Salminen
Craig Salminen deleted file(s) on the Happy Living Villas 5:47a
Hi Craig Salminen, The following files(s)/folder(s) were recently...

Craig Salminen
Craig Salminen uploaded file(s) to the Happy Living Villa: 5:47a
Hi Craig Salminen, The following files(s) were uploaded to the H...

Craig Salminen
Craig Salminen uploaded file(s) to the Happy Living Villa: 5:44a
Hi Craig Salminen, The following files(s) were uploaded to the H...

notifications@procorem.com
Procorem Daily Digest for 12/17/2015 2:01a
Here's a recap of everything that happened in Procorem on Dec...

notifications@uatmail.procorem.com
Procorem Daily Digest for 12/17/2015 2:00a
Here's a recap of everything that happened in Procorem on Dec...

YESTERDAY

notifications@procorem.com
A task is overdue on the HISTORIC CITY HALL LOFTS 60347 Thu 11:00p
A task is overdue on the HISTORIC CITY HALL LOFTS 60347 Wor...

notifications@procorem.com
A task is overdue on the OVERLAND PARK ESTATES 6044 Thu 11:00p
A task is overdue on the OVERLAND PARK ESTATES 60448 Work...

notifications@procorem.com
A task is overdue on the MULLEN COURT 60487 WorkCe Thu 11:00p
A task is overdue on the MULLEN COURT 60487 WorkCenter (K...

notifications@procorem.com
A task is overdue on the BLUFFS OF OLATHE OR FIELDST Thu 11:00p
A task is overdue on the BLUFFS OF OLATHE OR FIELDSTONE 60...

Craig Salminen uploaded file(s) to the Happy Living Villas 60945 WorkCenter

REPLY | REPLY ALL | FORWARD

Craig Salminen <happylivingvillas.kansashousingresour1-0007ACE0EC@uatmail.procorem.com>
Fri 12/18/2015 5:47 AM

Mark as read

To: Craig Salminen;

- To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
- To always show content from this sender, click here.

Bing Maps | Unsubscribe | + Get more apps

PROCOREM

We worry about this notification

Hi Craig Salminen,

The following files(s) were uploaded to the **Happy Living Villas 6094**!
(Kansas Housing Resources Corporation)

- afmneawi[rh[qetnafniwef.docx
- 1560yo6622vmewq.docx

Visit WorkCenter

Thanks for choosing Procorem to collaborate and stay productive.

Let's get to work!
All of us on the Procorem team

Read our blog | Got questions? | Connect!

Procorem | 98 Inverness Drive East, Suite 250, Englewood, CO 80112

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Happy L...

Google Search Share More » Sign In

Adobe Connect Central Lo... Procorem - Add Collabor... Suggested Sites Web Slice Gallery

procorem Search this WorkCenter Craig

Happy Living Villas 60945

Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

Email this WorkCenter

Files

Sort Filter Upload Files + Create Folder Actions

...Up a level

Annual Reports
0 4
3 days ago on (Dec 15 2015) by Craig Salminen

Casualty Loss
0 0
3 days ago on (Dec 15 2015) by Craig Salminen

Distressed Status & Violation Fees
0 0
3 days ago on (Dec 15 2015) by Craig Salminen

Inspections
3 5
5 minutes ago on (Dec 18 2015) by Craig Salminen

Plans & Procedures
0 0
3 days ago on (Dec 15 2015) by Craig Salminen

Tenant Complaints
0 0
3 days ago on (Dec 15 2015) by Craig Salminen

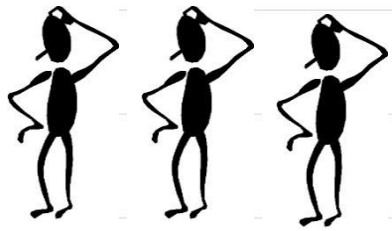
1560yo6622vmewq.pdf
0 1 79.54 kb
in a few seconds on (Dec 18 2015) by Craig Salminen
Details

afmneawi[rh[qetnafniwef.pdf
0 1 79.45 kb
in a few seconds on (Dec 18 2015) by Craig Salminen
Details

Add Collaborator

Craig Salminen
WorkCenter Owner

HFA Service User
Pending workcenter access



And it is uploaded here

© ProLink Solutions

Feedback 2.30.136.1

File Naming Format

Procorem Property Name

Procorem Property Number

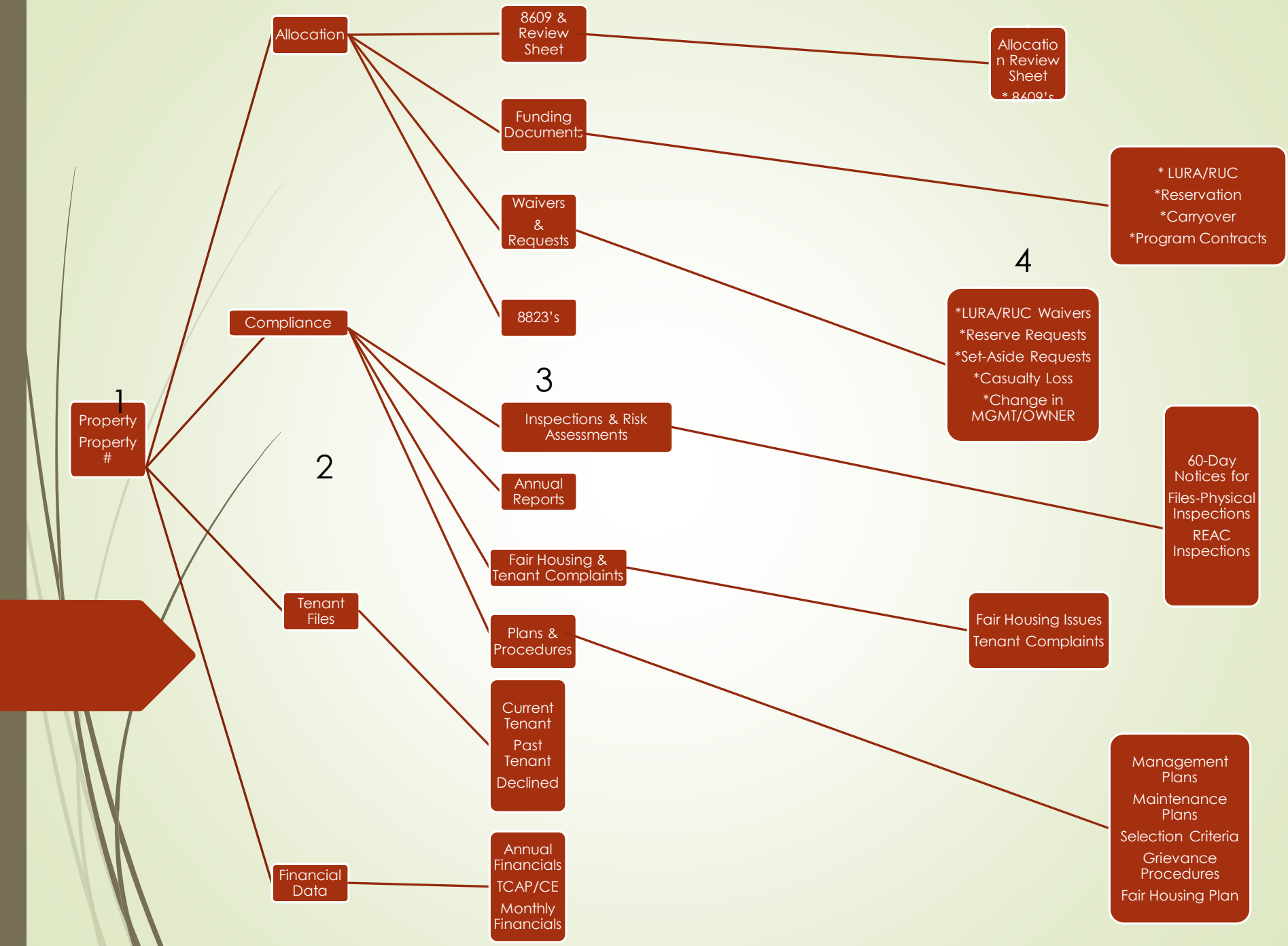
Today's Date

File Type by the EDM SOP (on our website)

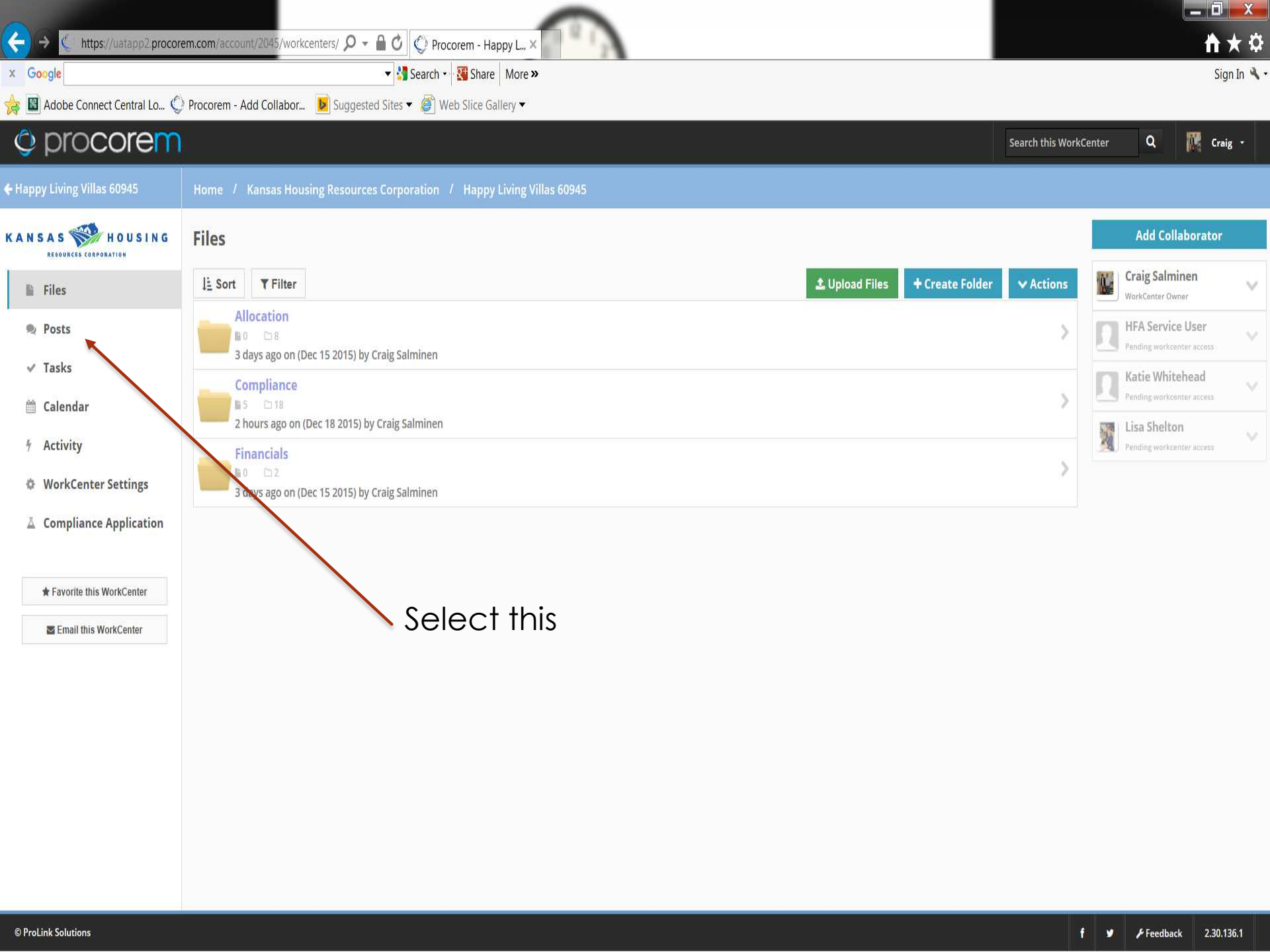
Happy Living Villas 60945 12182015 Annual Report Documentation

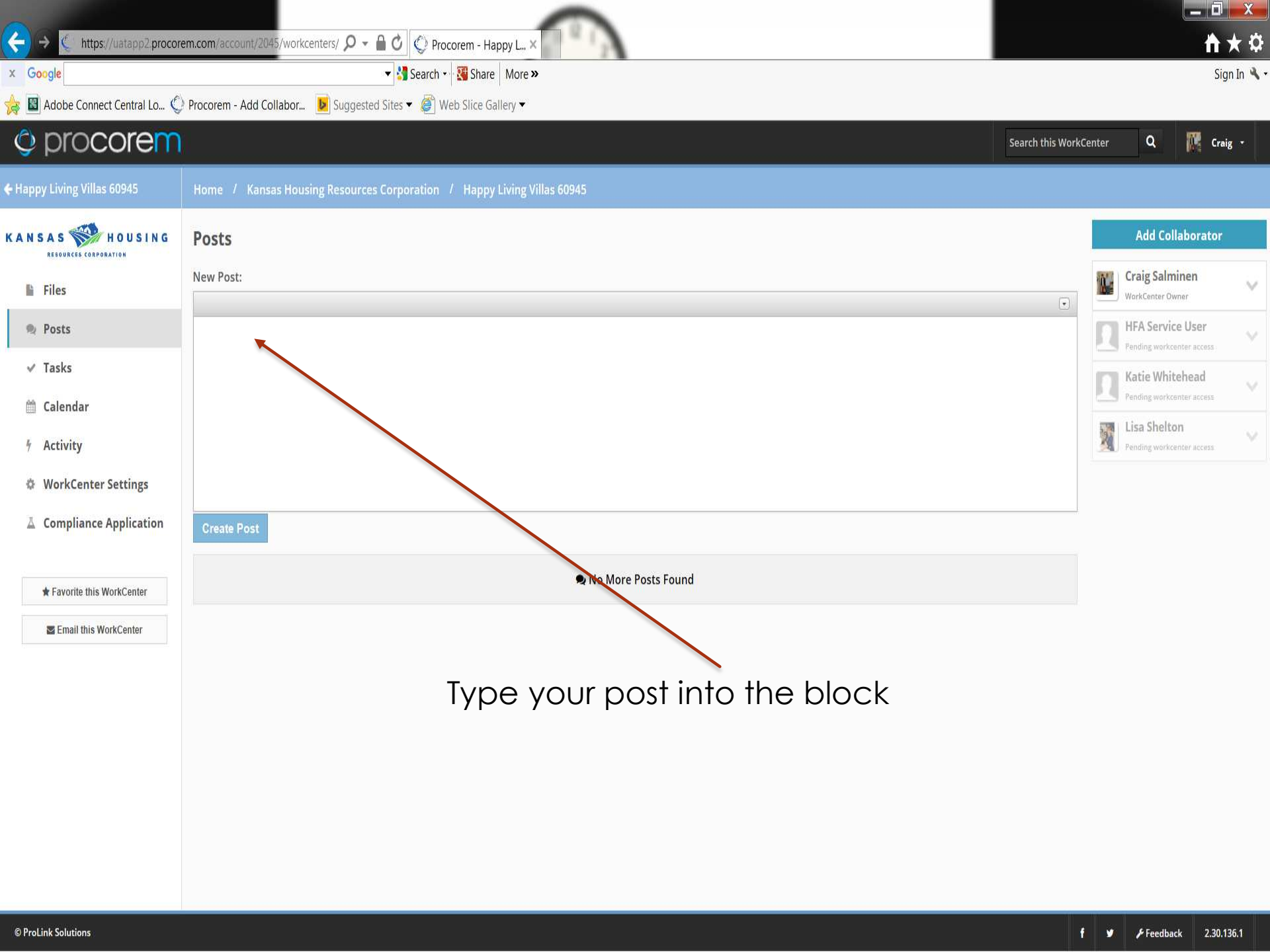
<u>In 2016 KHRC reserves the right to return documents named incorrectly</u>

<u>200-300 emails daily for inspections, annual reports, requests, waivers and more</u>


Property
Property #
1
Allocation
8609 & Review Sheet
Allocation Review Sheet
Funding Documents
* LURA/RUC
*Reservation
*Carryover
*Program Contracts
Waivers & Requests
8823's
4
*LURA/RUC Waivers
*Reserve Requests
*Set-Aside Requests
*Casualty Loss
*Change in MGMT/OWNER
Compliance
3
Inspections & Risk Assessments
60-Day Notices for Files-Physical Inspections
REAC Inspections
Annual Reports
2
Fair Housing & Tenant Complaints
Fair Housing Issues
Tenant Complaints
Tenant Files
Plans & Procedures
Current Tenant
Past Tenant
Declined
Management Plans
Maintenance Plans
Selection Criteria
Grievance Procedures
Fair Housing Plan
Financial Data
Annual Financials
TCAP/CE
Monthly Financials

WorkCenter Posts


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
Google
Search
Share
More »
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
Allocation
0 8
3 days ago on (Dec 15 2015) by Craig Salminen
Compliance
5 18
2 hours ago on (Dec 18 2015) by Craig Salminen
Financials
0 2
3 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Select this
© ProLink Solutions
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
Google
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Posts
New Post:
Create Post
No More Posts Found
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Type your post into the block
© ProLink Solutions
Feedback
2.30.136.1

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Happy L...

Google Search Share More » Sign In

Adobe Connect Central Lo... Procorem - Add Collabor... Suggested Sites Web Slice Gallery

procorem

Search this WorkCenter Craig

Happy Living Villas 60945

Home / Kansas Housing Resources Corporation / Happy Living Villas 60945

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

Email this WorkCenter

Posts

New Post:

Did you hear that Lisa said Craig was out of his mind and needs to retire?

Create Post

No More Posts Found

Add Collaborator

Craig Salminen
WorkCenter Owner

HFA Service User
Pending workcenter access

Katie Whitehead
Pending workcenter access

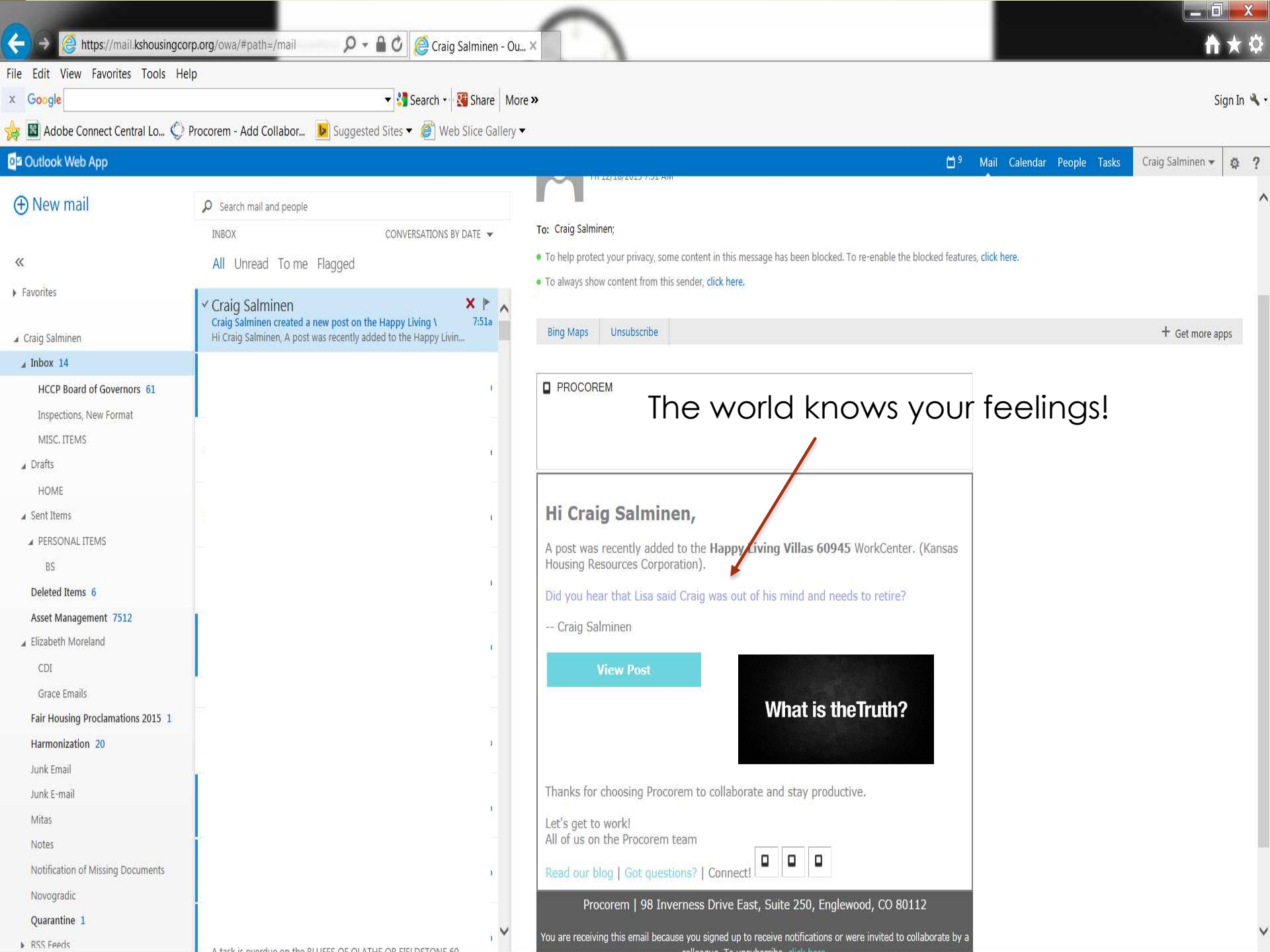
Lisa Shelton
Pending workcenter access

Select this

Be careful what you post whether you believe it or not!!!

© ProLink Solutions

Feedback 2.30.136.1


https://mail.kshousingcorp.org/owa/#path=/mail
Craig Salminen - Ou...
File Edit View Favorites Tools Help
Google
Search
Share
More »
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
Outlook Web App
Mail
Calendar
People
Tasks
Craig Salminen
New mail
Search mail and people
INBOX
CONVERSATIONS BY DATE
All Unread To me Flagged
Favorites
Craig Salminen
Inbox 14
HCCP Board of Governors 61
Inspections, New Format
MISC. ITEMS
Drafts
HOME
Sent Items
PERSONAL ITEMS
BS
Deleted Items 6
Asset Management 7512
Elizabeth Moreland
CDI
Grace Emails
Fair Housing Proclamations 2015 1
Harmonization 20
Junk Email
Junk E-mail
Mitas
Notes
Notification of Missing Documents
Novogradic
Quarantine 1
RSS Feeds
Craig Salminen
Craig Salminen created a new post on the Happy Living \
7:51a
Hi Craig Salminen, A post was recently added to the Happy Livin...
To: Craig Salminen;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.
Bing Maps
Unsubscribe
Get more apps
PROCOREM
The world knows your feelings!
Hi Craig Salminen,
A post was recently added to the Happy Living Villas 60945 WorkCenter. (Kansas Housing Resources Corporation).
Did you hear that Lisa said Craig was out of his mind and needs to retire?
-- Craig Salminen
View Post
What is theTruth?
Thanks for choosing Procorem to collaborate and stay productive.
Let's get to work!
All of us on the Procorem team
Read our blog | Got questions? | Connect!
Procorem | 98 Inverness Drive East, Suite 250, Englewood, CO 80112
You are receiving this email because you signed up to receive notifications or were invited to collaborate by a

https://mail.kshousingcorp.org/owa/#path=/mail

Craig Salminen - Ou...

Google | Search | Share | More » | Sign In

Adobe Connect Central Lo... | Procorem - Add Collabor... | Suggested Sites | Web Slice Gallery

Outlook Web App | Mail | Calendar | People | Tasks | Craig Salminen

New mail

Search mail and people

INBOX | CONVERSATIONS BY DATE

All | Unread | To me | Flagged

Favorites

Craig Salminen

- Inbox 13
  - HCCP Board of Governors 61
  - Inspections, New Format
  - MISC. ITEMS
- Drafts [1]
  - HOME
- Sent Items
  - PERSONAL ITEMS
    - BS
- Deleted Items 6
- Asset Management 7512
- Elizabeth Moreland
  - CDI
  - Grace Emails
- Fair Housing Proclamations 2015 1
- Harmonization 20
- Junk Email
- Junk E-mail
- Mitas
- Notes
- Notification of Missing Documents
- Novogradic
- Quarantine 1
- RSS Feeds

[Draft] Craig Salminen 7:51a

Craig Salminen created a new post on the Happy Living Vil

Hi Craig Salminen, A post was recently added to the Happy Livin...

You can reply in Outlook and a post will be created

SEND | DISCARD | INSERT | APPS

To: Craig Salminen <happylivingvillas.kansashousingresour1-0007ACE0EC@uatmail.procorem.com>

Cc:

Subject: Re: Craig Salminen created a new post on the Happy Living Villas 60945 WorkCenter

Verdana | 10 | B | I | U

Insert | Delete | Merge | Split | Style

I can reply to Lisa's comment via Outlook.

From: Craig Salminen <happylivingvillas.kansashousingresour1-0007ACE0EC@uatmail.procorem.com>
Sent: Friday, December 18, 2015 7:51 AM
To: Craig Salminen
Subject: Craig Salminen created a new post on the Happy Living Villas 60945 WorkCenter

PROCOREM

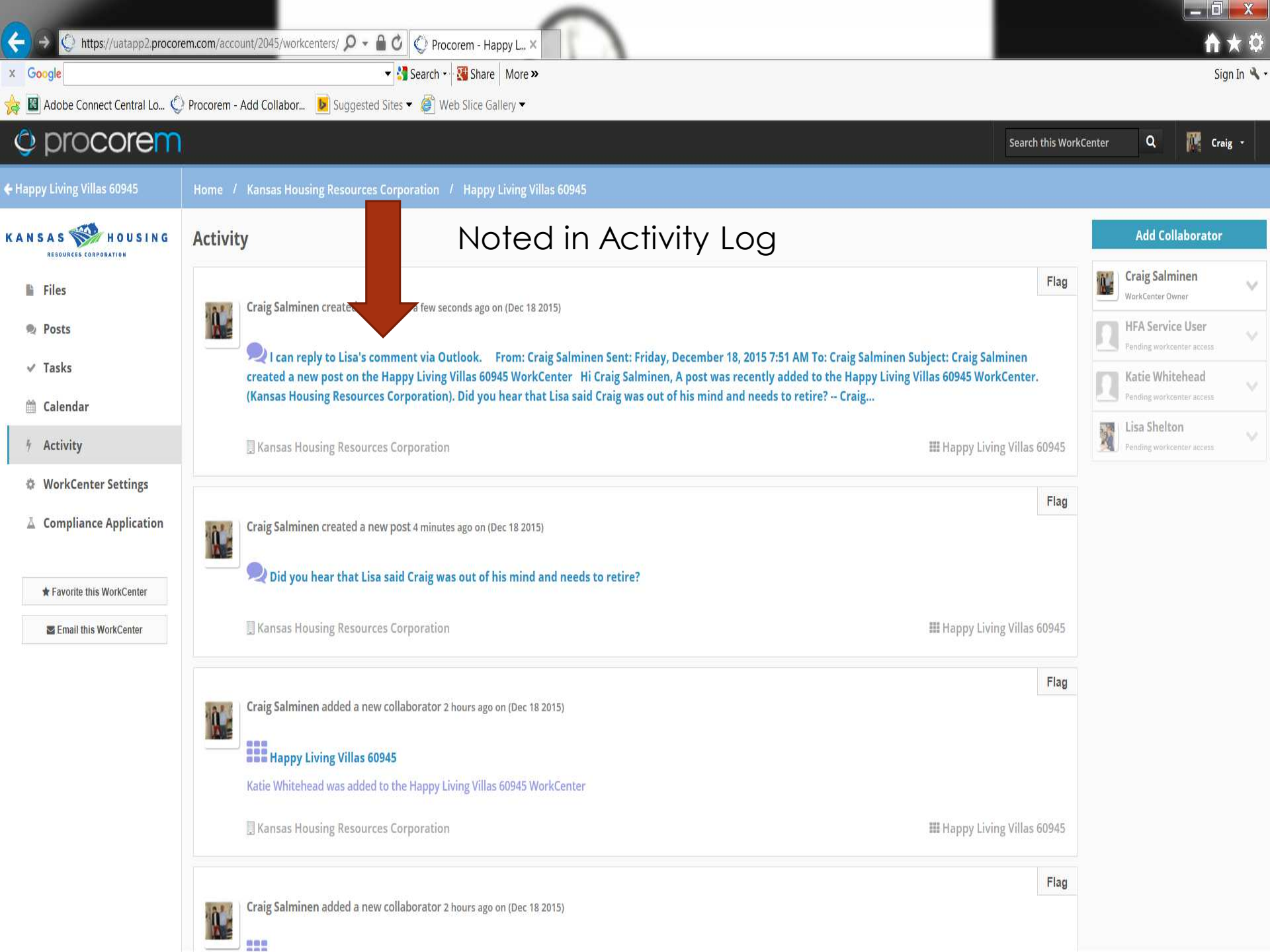
Hi Craig Salminen,

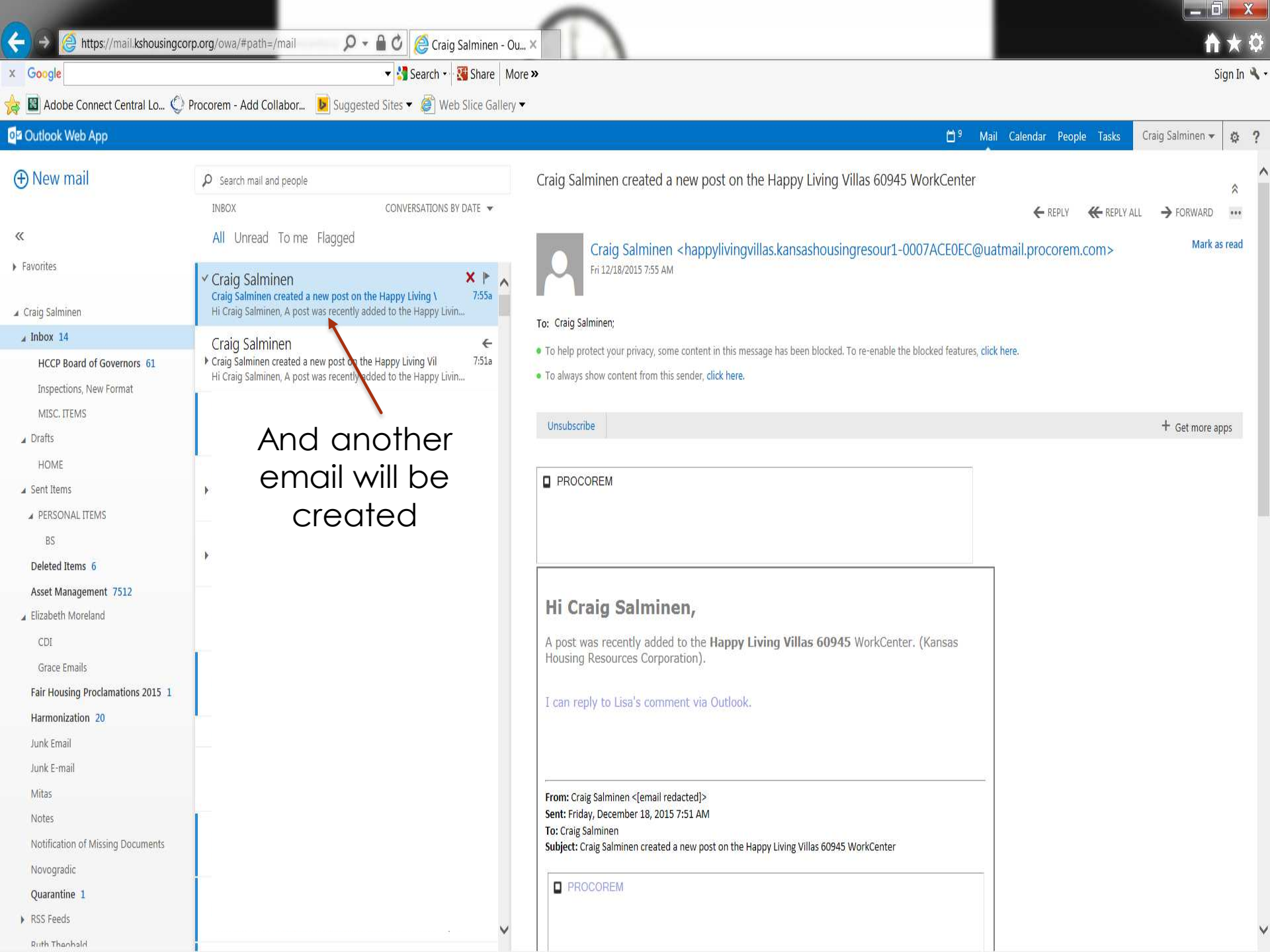
A post was recently added to the **Happy Living Villas 60945** WorkCenter. (Kansas Housing Resources Corporation).

Did you hear that Lisa said Craig was out of his mind and needs to retire?

-- Craig Salminen

View Post


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
Google
Search
Share
More »
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Activity
Noted in Activity Log
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Flag
Craig Salminen created a few seconds ago on (Dec 18 2015)
I can reply to Lisa's comment via Outlook. From: Craig Salminen Sent: Friday, December 18, 2015 7:51 AM To: Craig Salminen Subject: Craig Salminen created a new post on the Happy Living Villas 60945 WorkCenter Hi Craig Salminen, A post was recently added to the Happy Living Villas 60945 WorkCenter. (Kansas Housing Resources Corporation). Did you hear that Lisa said Craig was out of his mind and needs to retire? -- Craig...
Kansas Housing Resources Corporation
Happy Living Villas 60945
Flag
Craig Salminen created a new post 4 minutes ago on (Dec 18 2015)
Did you hear that Lisa said Craig was out of his mind and needs to retire?
Kansas Housing Resources Corporation
Happy Living Villas 60945
Flag
Craig Salminen added a new collaborator 2 hours ago on (Dec 18 2015)
Happy Living Villas 60945
Katie Whitehead was added to the Happy Living Villas 60945 WorkCenter
Kansas Housing Resources Corporation
Happy Living Villas 60945
Flag
Craig Salminen added a new collaborator 2 hours ago on (Dec 18 2015)


https://mail.kshousingcorp.org/owa/#path=/mail
Craig Salminen - Ou...
Google
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
Outlook Web App
Mail
Calendar
People
Tasks
Craig Salminen
New mail
Search mail and people
INBOX
CONVERSATIONS BY DATE
All
Unread
To me
Flagged
Favorites
Craig Salminen
Inbox 14
HCCP Board of Governors 61
Inspections, New Format
MISC. ITEMS
Drafts
HOME
Sent Items
PERSONAL ITEMS
BS
Deleted Items 6
Asset Management 7512
Elizabeth Moreland
CDI
Grace Emails
Fair Housing Proclamations 2015 1
Harmonization 20
Junk Email
Junk E-mail
Mitas
Notes
Notification of Missing Documents
Novogradic
Quarantine 1
RSS Feeds
Craig Salminen
Craig Salminen created a new post on the Happy Living \
7:55a
Hi Craig Salminen, A post was recently added to the Happy Livin...
Craig Salminen
Craig Salminen created a new post on the Happy Living Vil
7:51a
Hi Craig Salminen, A post was recently added to the Happy Livin...
And another email will be created
Craig Salminen created a new post on the Happy Living Villas 60945 WorkCenter
REPLY
REPLY ALL
FORWARD
Craig Salminen <happylivingvillas.kansashousingresour1-0007ACE0EC@uatmail.procorem.com>
Fri 12/18/2015 7:55 AM
Mark as read
To: Craig Salminen;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.
Unsubscribe
Get more apps
PROCOREM
Hi Craig Salminen,
A post was recently added to the Happy Living Villas 60945 WorkCenter. (Kansas Housing Resources Corporation).
I can reply to Lisa's comment via Outlook.
From: Craig Salminen <[email redacted]>
Sent: Friday, December 18, 2015 7:51 AM
To: Craig Salminen
Subject: Craig Salminen created a new post on the Happy Living Villas 60945 WorkCenter
PROCOREM

WorkCenter Tasks

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Happy L...

Google Search Share More » Sign In

Adobe Connect Central Lo... Procorem - Add Collabor... Suggested Sites Web Slice Gallery

procorem

Search this WorkCenter Craig

Happy Living Villas 60945

Home / Kansas Housing Resources Corporation / Happy Living Villas 60945

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

Email this WorkCenter

Posts

New Post:

Create Post

Craig Salminen in a few seconds on (Dec 18 2015) Edit

Did you hear that Lisa said Craig was out of his mind and needs to retire?

Add Collaborator

Craig Salminen
WorkCenter Owner

HFA Service User
Pending workcenter access

Katie Whitehead
Pending workcenter access

Lisa Shelton
Pending workcenter access

Select this

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Happy L...

Google Search Share More » Sign In

Adobe Connect Central Lo... Procorem - Add Collabor... Suggested Sites Web Slice Gallery

procorem Search this WorkCenter Craig

Happy Living Villas 60945 | Home / Kansas Housing Resources Corporation / Happy Living Villas 60945

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

✉ Email this WorkCenter

Tasks

View: Task Group | Show Completed | Hide Details | + Create New Task

No Group

✔ No Tasks Found

Add Collaborator

- Craig Salminen — WorkCenter Owner
- HFA Service User — Pending workcenter access
- Katie Whitehead — Pending workcenter access
- Lisa Shelton — Pending workcenter access

Tasks are for KHRC's workflow monitoring

Only KHRC employees can create tasks

Monitors due dates for submission of reports and responses

<u>Owner/agents must designate when a task is complete</u>

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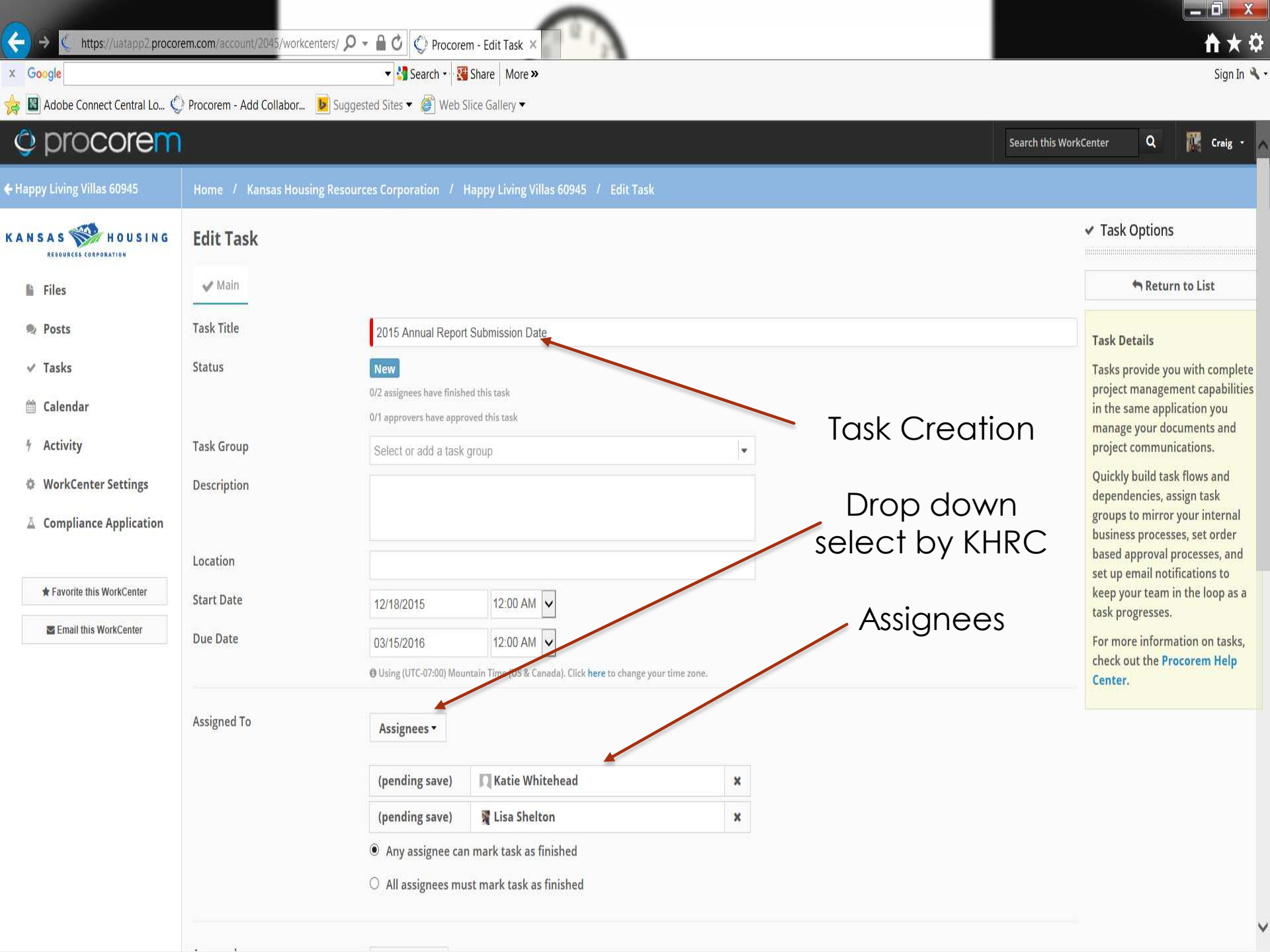
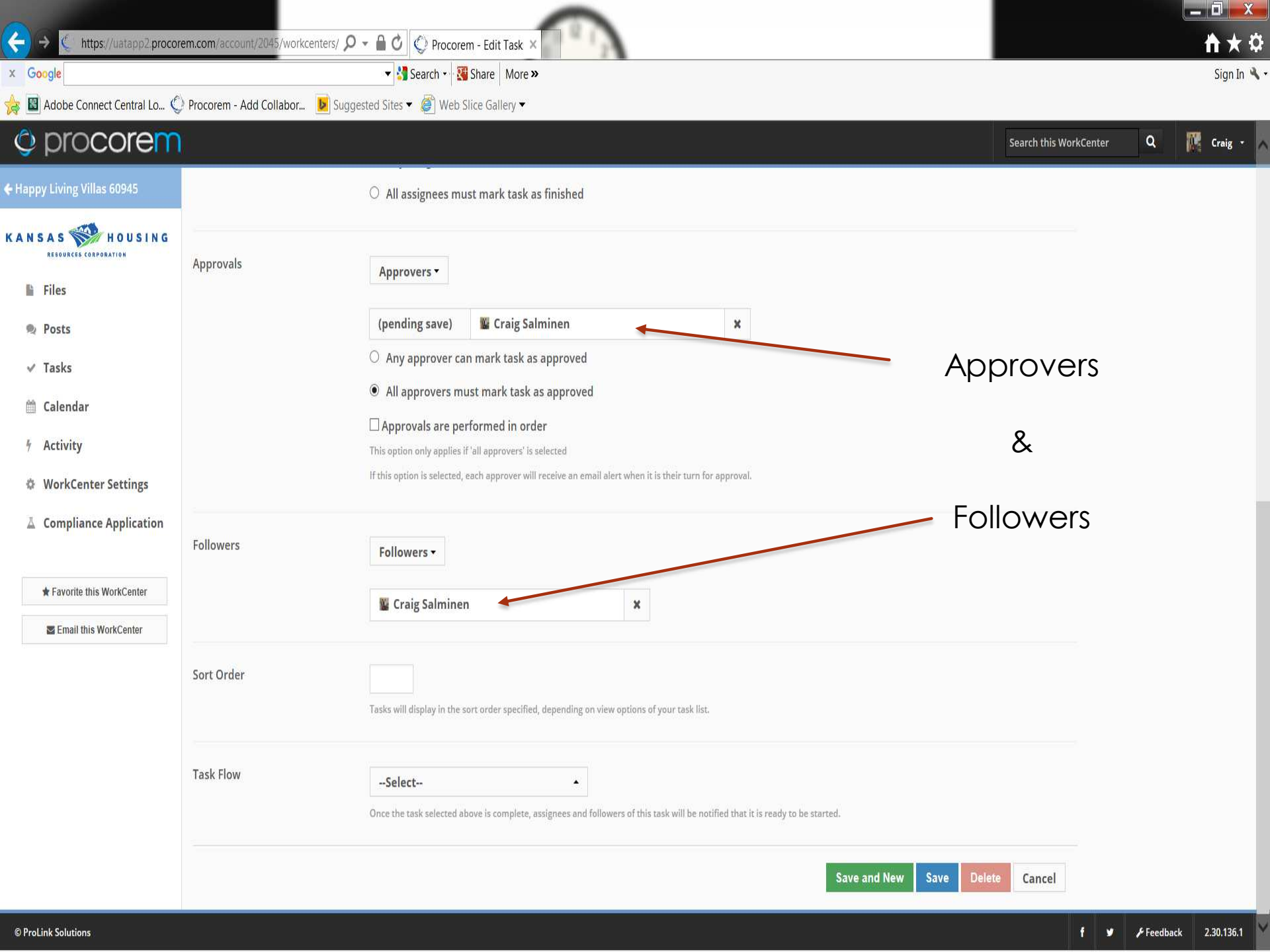
Feedback 2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Edit Task
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Edit Task
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Edit Task
Main
Task Title
2015 Annual Report Submission Date
Status
New
0/2 assignees have finished this task
0/1 approvers have approved this task
Task Group
Select or add a task group
Description
Location
Start Date
12/18/2015
12:00 AM
Due Date
03/15/2016
12:00 AM
Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.
Assigned To
Assignees
(pending save)
Katie Whitehead
(pending save)
Lisa Shelton
Any assignee can mark task as finished
All assignees must mark task as finished
Task Options
Return to List
Task Details
Tasks provide you with complete project management capabilities in the same application you manage your documents and project communications.
Quickly build task flows and dependencies, assign task groups to mirror your internal business processes, set order based approval processes, and set up email notifications to keep your team in the loop as a task progresses.
For more information on tasks, check out the Procorem Help Center.
Task Creation
Drop down select by KHRC
Assignees


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Edit Task
Google
Search
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More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
All assignees must mark task as finished
Approvals
Approvers
(pending save)
Craig Salminen
Any approver can mark task as approved
All approvers must mark task as approved
Approvals are performed in order
This option only applies if 'all approvers' is selected
If this option is selected, each approver will receive an email alert when it is their turn for approval.
Followers
Followers
Craig Salminen
Sort Order
Tasks will display in the sort order specified, depending on view options of your task list.
Task Flow
--Select--
Once the task selected above is complete, assignees and followers of this task will be notified that it is ready to be started.
Save and New
Save
Delete
Cancel
Approvers
&
Followers
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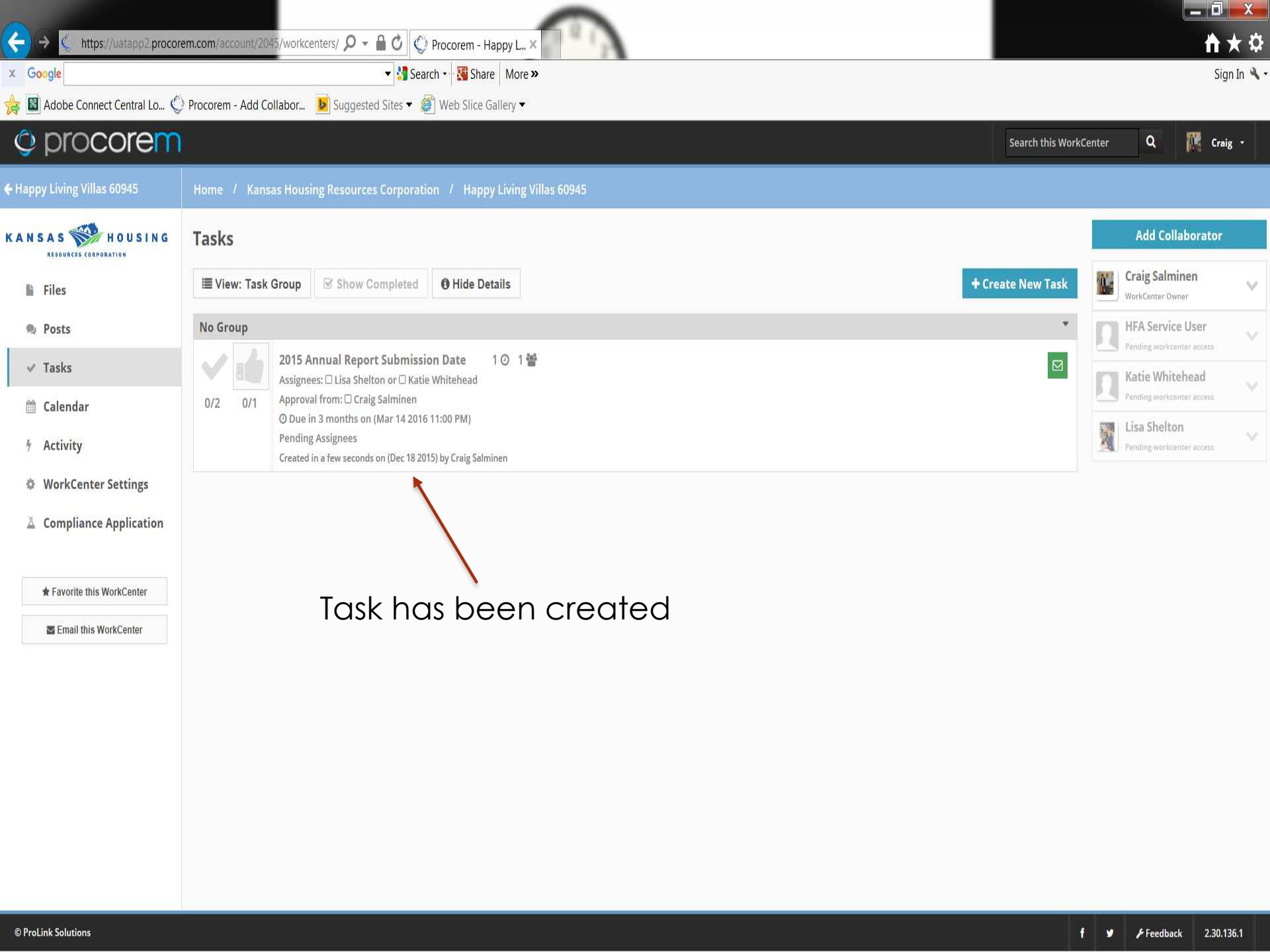
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
Google
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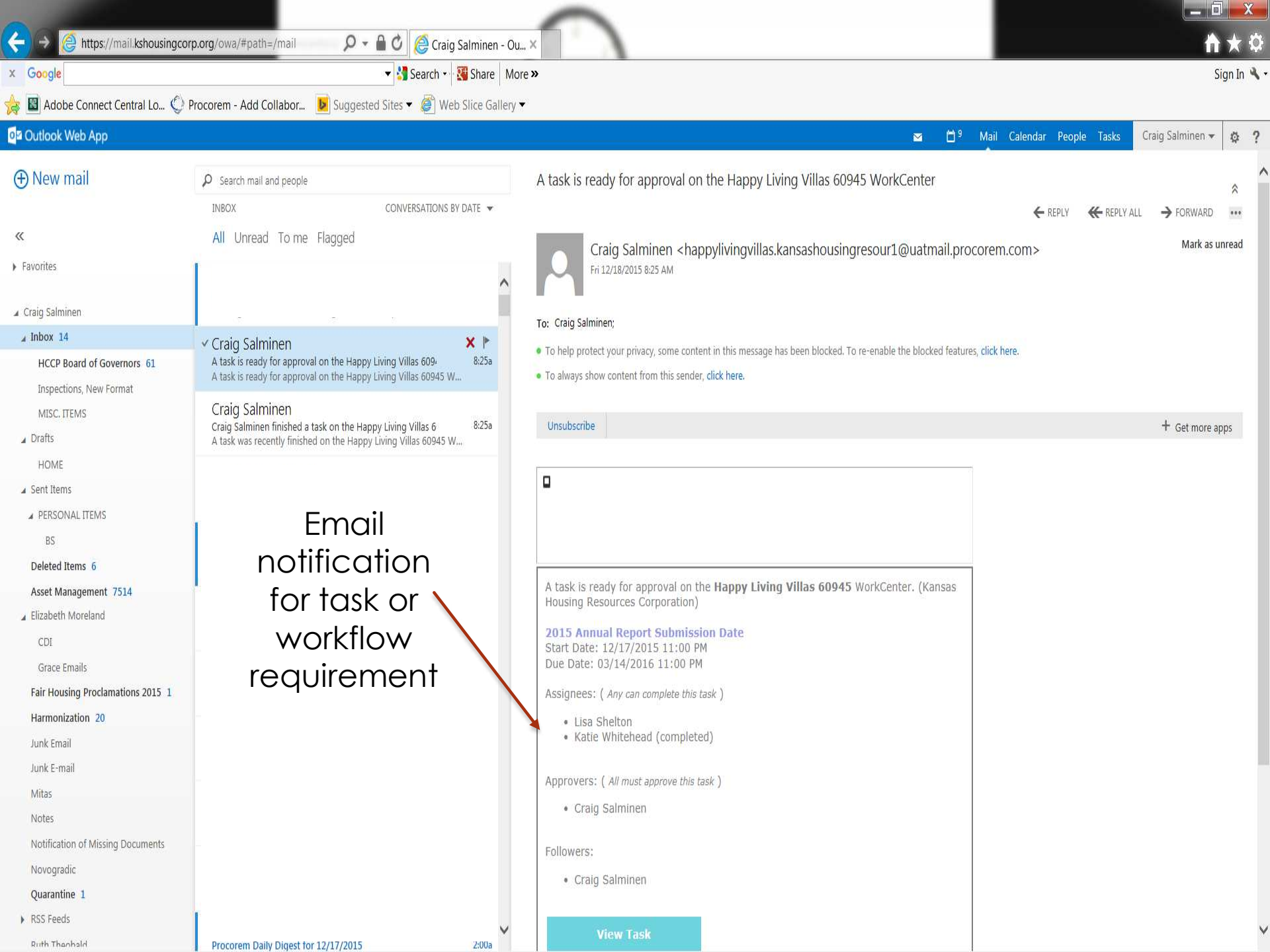
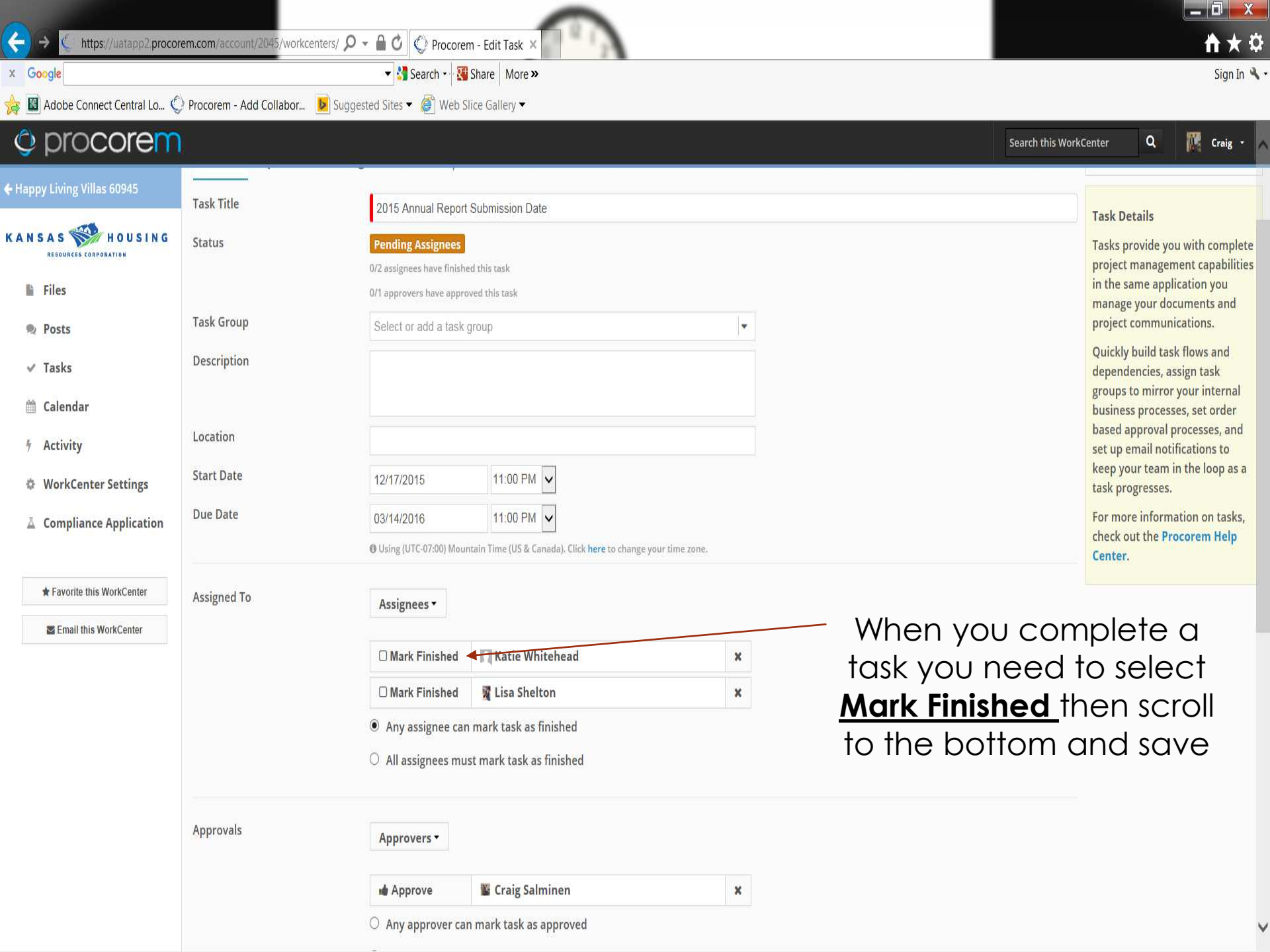
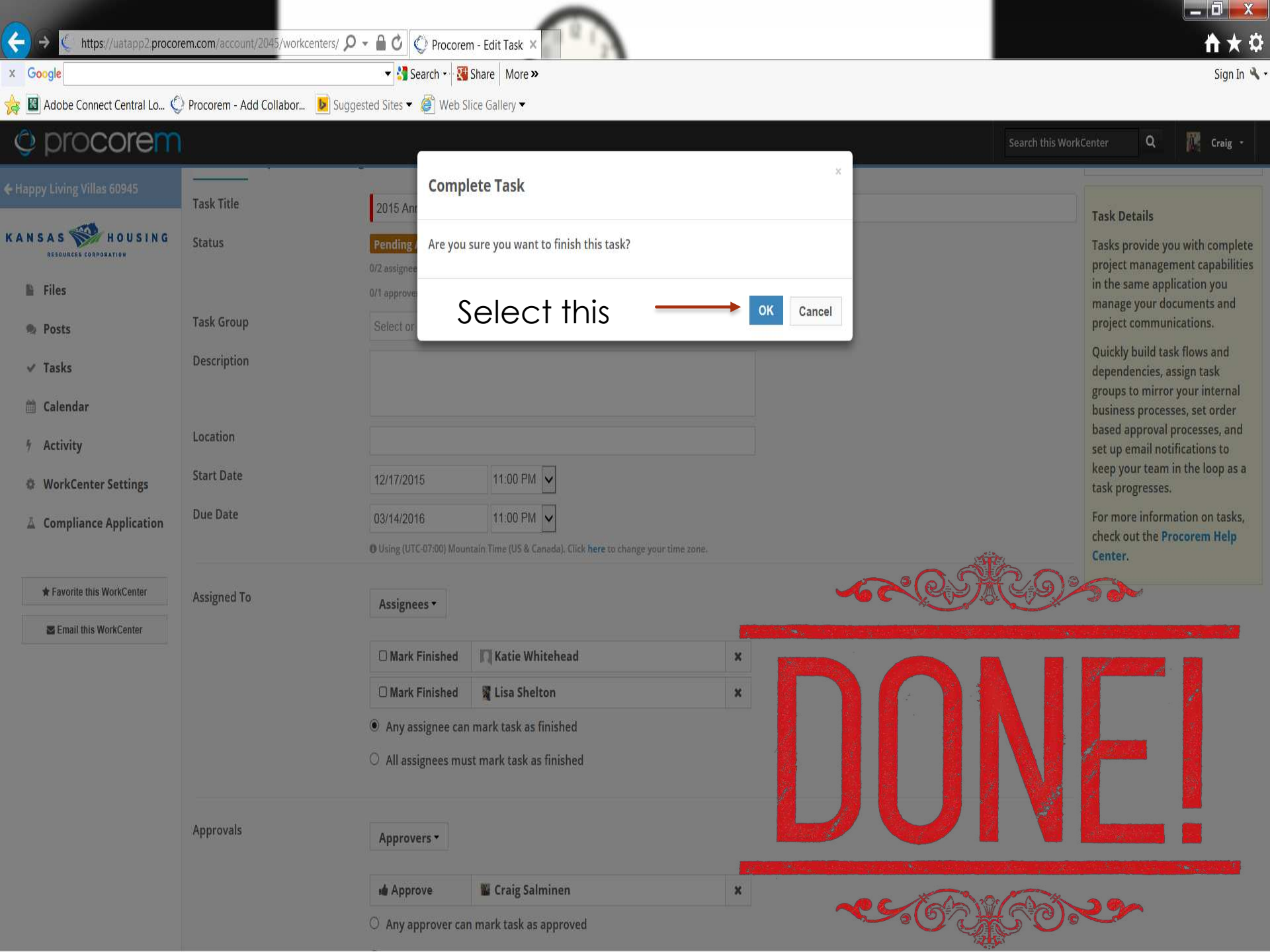
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Tasks
View: Task Group
Show Completed
Hide Details
+ Create New Task
No Group
0/2
0/1
2015 Annual Report Submission Date
1
1
Assignees: Lisa Shelton or Katie Whitehead
Approval from: Craig Salminen
Due in 3 months on (Mar 14 2016 11:00 PM)
Pending Assignees
Created in a few seconds on (Dec 18 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Task has been created
© ProLink Solutions
Feedback
2.30.136.1


https://mail.kshousingcorp.org/owa/#path=/mail
Craig Salminen - Ou...
Google
Search
Share
More »
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
Outlook Web App
Mail
Calendar
People
Tasks
Craig Salminen
New mail
Search mail and people
INBOX
CONVERSATIONS BY DATE
All
Unread
To me
Flagged
Favorites
Craig Salminen
Inbox 14
HCCP Board of Governors 61
Inspections, New Format
MISC. ITEMS
Drafts
HOME
Sent Items
PERSONAL ITEMS
BS
Deleted Items 6
Asset Management 7514
Elizabeth Moreland
CDI
Grace Emails
Fair Housing Proclamations 2015 1
Harmonization 20
Junk Email
Junk E-mail
Mitas
Notes
Notification of Missing Documents
Novogradic
Quarantine 1
RSS Feeds
Craig Salminen
A task is ready for approval on the Happy Living Villas 609
8:25a
A task is ready for approval on the Happy Living Villas 60945 W...
Craig Salminen
Craig Salminen finished a task on the Happy Living Villas 6
8:25a
A task was recently finished on the Happy Living Villas 60945 W...
Procorem Daily Digest for 12/17/2015
2:00a
A task is ready for approval on the Happy Living Villas 60945 WorkCenter
REPLY
REPLY ALL
FORWARD
Craig Salminen <happylivingvillas.kansashousingresour1@uatmail.procorem.com>
Fri 12/18/2015 8:25 AM
Mark as unread
To: Craig Salminen;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.
Unsubscribe
Get more apps
A task is ready for approval on the Happy Living Villas 60945 WorkCenter. (Kansas Housing Resources Corporation)
2015 Annual Report Submission Date
Start Date: 12/17/2015 11:00 PM
Due Date: 03/14/2016 11:00 PM
Assignees: (Any can complete this task)
Lisa Shelton
Katie Whitehead (completed)
Approvers: (All must approve this task)
Craig Salminen
Followers:
Craig Salminen
View Task
Email notification for task or workflow requirement


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Edit Task
Google
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Task Title
2015 Annual Report Submission Date
Status
Pending Assignees
0/2 assignees have finished this task
0/1 approvers have approved this task
Task Group
Select or add a task group
Description
Location
Start Date
12/17/2015
11:00 PM
Due Date
03/14/2016
11:00 PM
Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.
Assigned To
Assignees
Mark Finished
Katie Whitehead
Mark Finished
Lisa Shelton
Any assignee can mark task as finished
All assignees must mark task as finished
Approvals
Approvers
Approve
Craig Salminen
Any approver can mark task as approved
Task Details
Tasks provide you with complete project management capabilities in the same application you manage your documents and project communications.
Quickly build task flows and dependencies, assign task groups to mirror your internal business processes, set order based approval processes, and set up email notifications to keep your team in the loop as a task progresses.
For more information on tasks, check out the Procorem Help Center.
When you complete a task you need to select Mark Finished then scroll to the bottom and save


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Edit Task
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Task Title
2015 Ann
Status
Pending
0/2 assignee
0/1 approve
Task Group
Select or
Description
Location
Start Date
12/17/2015
11:00 PM
Due Date
03/14/2016
11:00 PM
Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.
Assigned To
Assignees
Mark Finished
Katie Whitehead
Mark Finished
Lisa Shelton
Any assignee can mark task as finished
All assignees must mark task as finished
Approvals
Approvers
Approve
Craig Salminen
Any approver can mark task as approved
Task Details
Tasks provide you with complete project management capabilities in the same application you manage your documents and project communications.
Quickly build task flows and dependencies, assign task groups to mirror your internal business processes, set order based approval processes, and set up email notifications to keep your team in the loop as a task progresses.
For more information on tasks, check out the Procorem Help Center.
Complete Task
Are you sure you want to finish this task?
Select this
OK
Cancel
DONE!

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Edit Task

Google Search Share More Sign In

Adobe Connect Central Lo... Procorem - Add Collabor... Suggested Sites Web Slice Gallery

Task finished successfully!

Craig

Happy Living Villas 60945

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

✉ Email this WorkCenter

Task Title: 2015 Annual Report Submission Date

Status: Pending Approval

1/2 assignees have finished this task

0/1 approvers have approved this task

Task Group: Select or add a task group

Description:

Location:

Start Date: 12/17/2015 11:00 PM

Due Date: 03/14/2016 11:00 PM

Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.

Assigned To: Assignees

☑ Finished	Katie Whitehead	×
☐ Mark Finished	Lisa Shelton	×

◉ Any assignee can mark task as finished

○ All assignees must mark task as finished

Approvals: Approvers

Approve	Craig Salminen	×

○ Any approver can mark task as approved

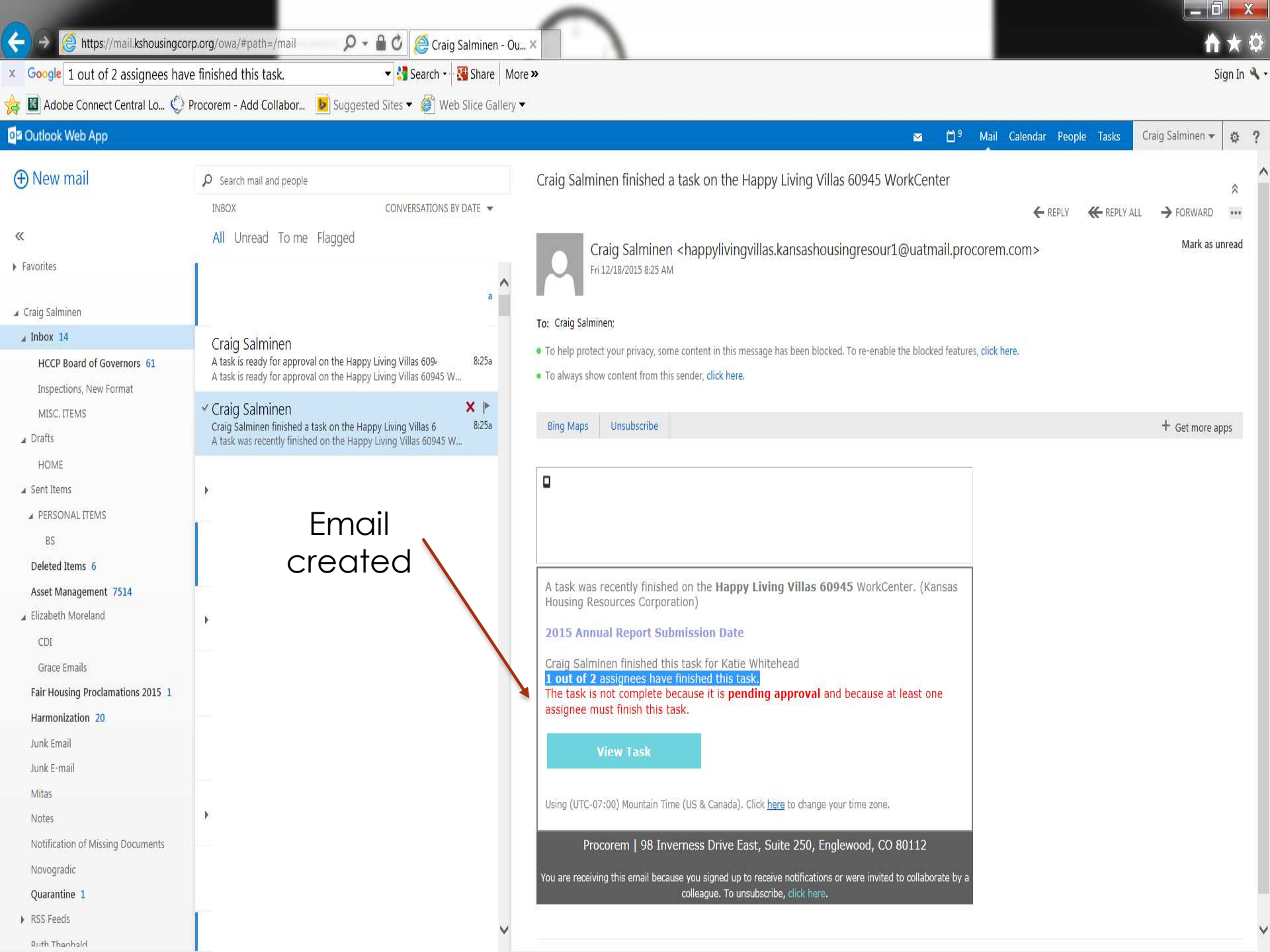
Task Details

Tasks provide you with complete project management capabilities in the same application you manage your documents and project communications.

Quickly build task flows and dependencies, assign task groups to mirror your internal business processes, set order based approval processes, and set up email notifications to keep your team in the loop as a task progresses.

For more information on tasks, check out the Procorem Help Center.

Owner/agent indicates the task is complete


https://mail.kshousingcorp.org/owa/#path=/mail
Craig Salminen - Ou...
1 out of 2 assignees have finished this task.
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
Outlook Web App
Mail
Calendar
People
Tasks
Craig Salminen
New mail
Search mail and people
INBOX
CONVERSATIONS BY DATE
All
Unread
To me
Flagged
Favorites
Craig Salminen
Inbox 14
HCCP Board of Governors 61
Inspections, New Format
MISC. ITEMS
Drafts
HOME
Sent Items
PERSONAL ITEMS
BS
Deleted Items 6
Asset Management 7514
Elizabeth Moreland
CDI
Grace Emails
Fair Housing Proclamations 2015 1
Harmonization 20
Junk Email
Junk E-mail
Mitas
Notes
Notification of Missing Documents
Novogradic
Quarantine 1
RSS Feeds
Craig Salminen
A task is ready for approval on the Happy Living Villas 609
8:25a
A task is ready for approval on the Happy Living Villas 60945 W...
Craig Salminen
Craig Salminen finished a task on the Happy Living Villas 6
8:25a
A task was recently finished on the Happy Living Villas 60945 W...
Email created
Craig Salminen finished a task on the Happy Living Villas 60945 WorkCenter
REPLY
REPLY ALL
FORWARD
Craig Salminen <happylivingvillas.kansashousingresour1@uatmail.procorem.com>
Fri 12/18/2015 8:25 AM
Mark as unread
To: Craig Salminen;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.
Bing Maps
Unsubscribe
Get more apps
A task was recently finished on the Happy Living Villas 60945 WorkCenter. (Kansas Housing Resources Corporation)
2015 Annual Report Submission Date
Craig Salminen finished this task for Katie Whitehead
1 out of 2 assignees have finished this task.
The task is not complete because it is pending approval and because at least one assignee must finish this task.
View Task
Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.
Procorem | 98 Inverness Drive East, Suite 250, Englewood, CO 80112
You are receiving this email because you signed up to receive notifications or were invited to collaborate by a colleague. To unsubscribe, click here.

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem - Edit Task

Google Search Share More Sign In

Adobe Connect Central Lo... Procorem - Add Collabor... Suggested Sites Web Slice Gallery

Task approved successfully!

Craig

Happy Living Villas 60945

KANSAS HOUSING RESOURCES CORPORATION

- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

★ Favorite this WorkCenter

Email this WorkCenter

Location

Start Date 12/17/2015 11:00 PM

Due Date 03/14/2016 11:00 PM

Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.

Assigned To — Assignees

Finished — Katie Whitehead

Mark Finished — Lisa Shelton

Any assignee can mark task as finished

All assignees must mark task as finished

Approvals — Approvers

Approved — Craig Salminen

Any approver can mark task as approved

All approvers must mark task as approved

Followers — Followers

Craig Salminen

Sort Order

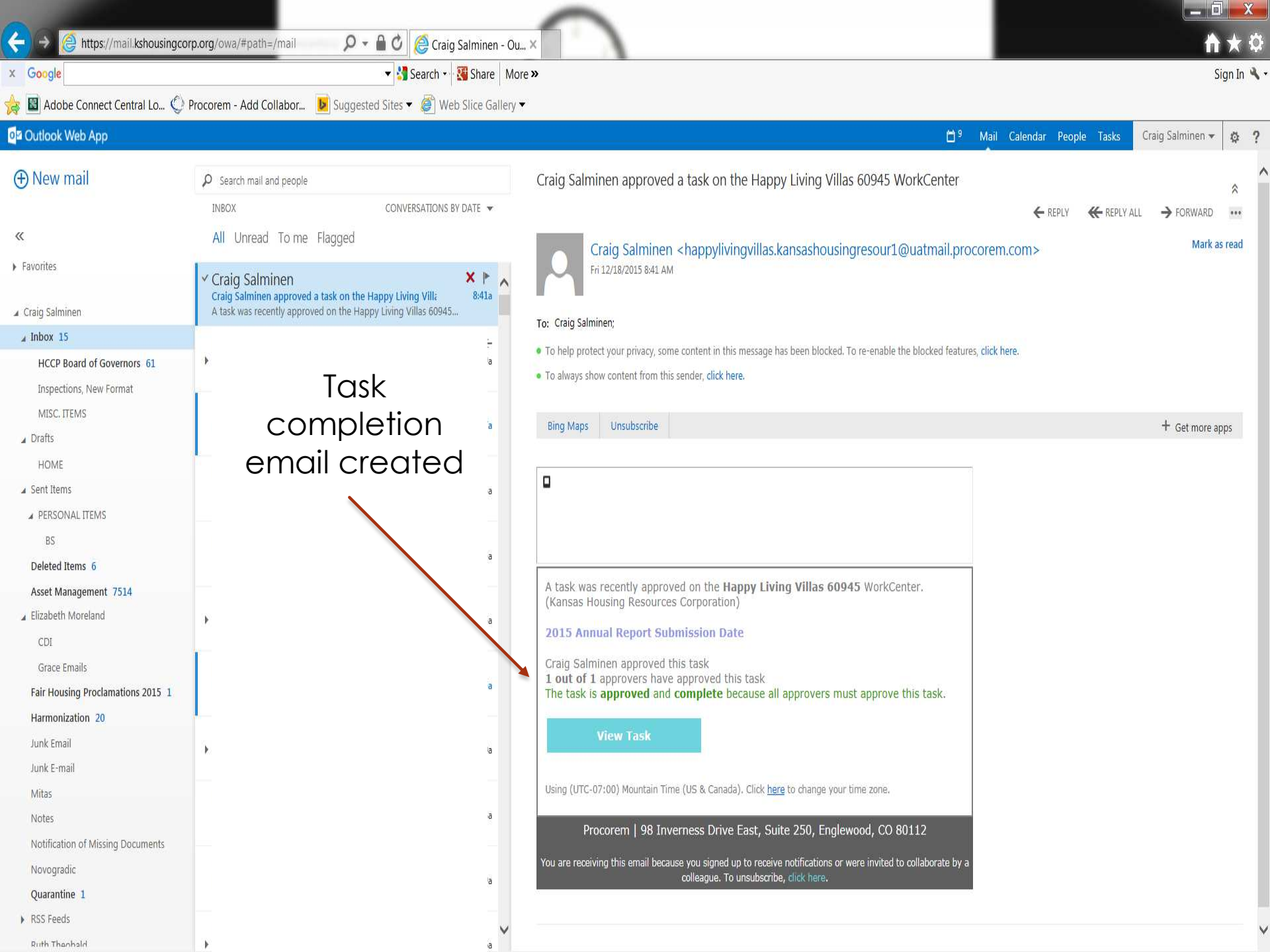
Tasks will display in the sort order specified, depending on view options of your task list.

based approval processes, and set up email notifications to keep your team in the loop as a task progresses.

For more information on tasks, check out the Procorem Help Center.

KHRC accepted that the owner/agent felt the task was complete

Review of response may still be needed


https://mail.kshousingcorp.org/owa/#path=/mail
Craig Salminen - Ou...
Google
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More
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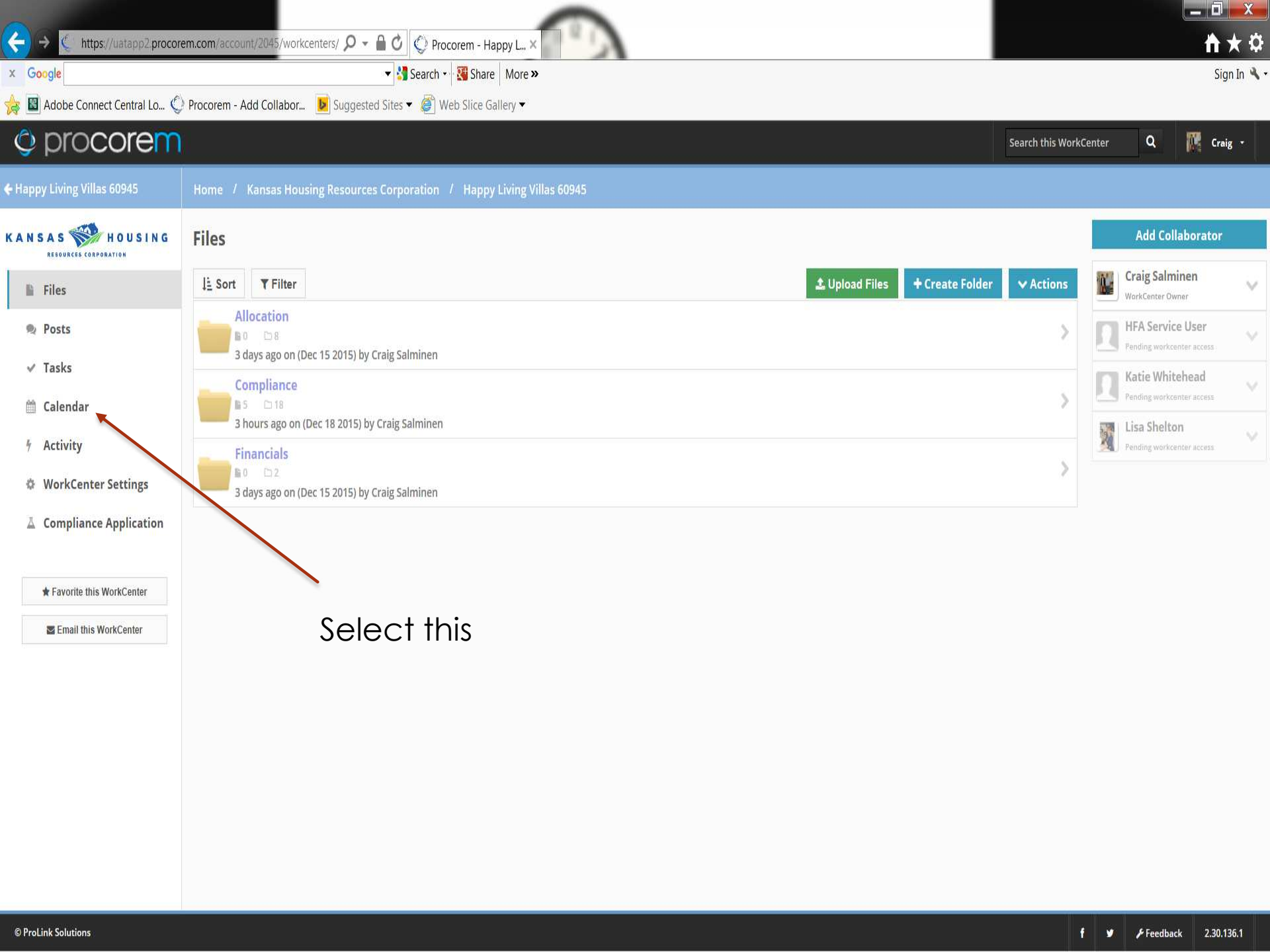
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
Outlook Web App
Mail
Calendar
People
Tasks
Craig Salminen
New mail
Search mail and people
INBOX
CONVERSATIONS BY DATE
All
Unread
To me
Flagged
Favorites
Craig Salminen
Inbox 15
HCCP Board of Governors 61
Inspections, New Format
MISC. ITEMS
Drafts
HOME
Sent Items
PERSONAL ITEMS
BS
Deleted Items 6
Asset Management 7514
Elizabeth Moreland
CDI
Grace Emails
Fair Housing Proclamations 2015 1
Harmonization 20
Junk Email
Junk E-mail
Mitas
Notes
Notification of Missing Documents
Novogradic
Quarantine 1
RSS Feeds
Craig Salminen
Craig Salminen approved a task on the Happy Living Villa
8:41a
A task was recently approved on the Happy Living Villas 60945...
Task completion email created
Craig Salminen approved a task on the Happy Living Villas 60945 WorkCenter
REPLY
REPLY ALL
FORWARD
Craig Salminen <happylivingvillas.kansashousingresour1@uatmail.procorem.com>
Fri 12/18/2015 8:41 AM
Mark as read
To: Craig Salminen;
To help protect your privacy, some content in this message has been blocked. To re-enable the blocked features, click here.
To always show content from this sender, click here.
Bing Maps
Unsubscribe
Get more apps
A task was recently approved on the Happy Living Villas 60945 WorkCenter.
(Kansas Housing Resources Corporation)
2015 Annual Report Submission Date
Craig Salminen approved this task
1 out of 1 approvers have approved this task
The task is approved and complete because all approvers must approve this task.
View Task
Using (UTC-07:00) Mountain Time (US & Canada). Click here to change your time zone.
Procorem | 98 Inverness Drive East, Suite 250, Englewood, CO 80112
You are receiving this email because you signed up to receive notifications or were invited to collaborate by a colleague. To unsubscribe, click here.

WorkCenter Tasks

Our acceptance that a task has been completed is only verification that we received your response

WorkCenter Calendar


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
Google
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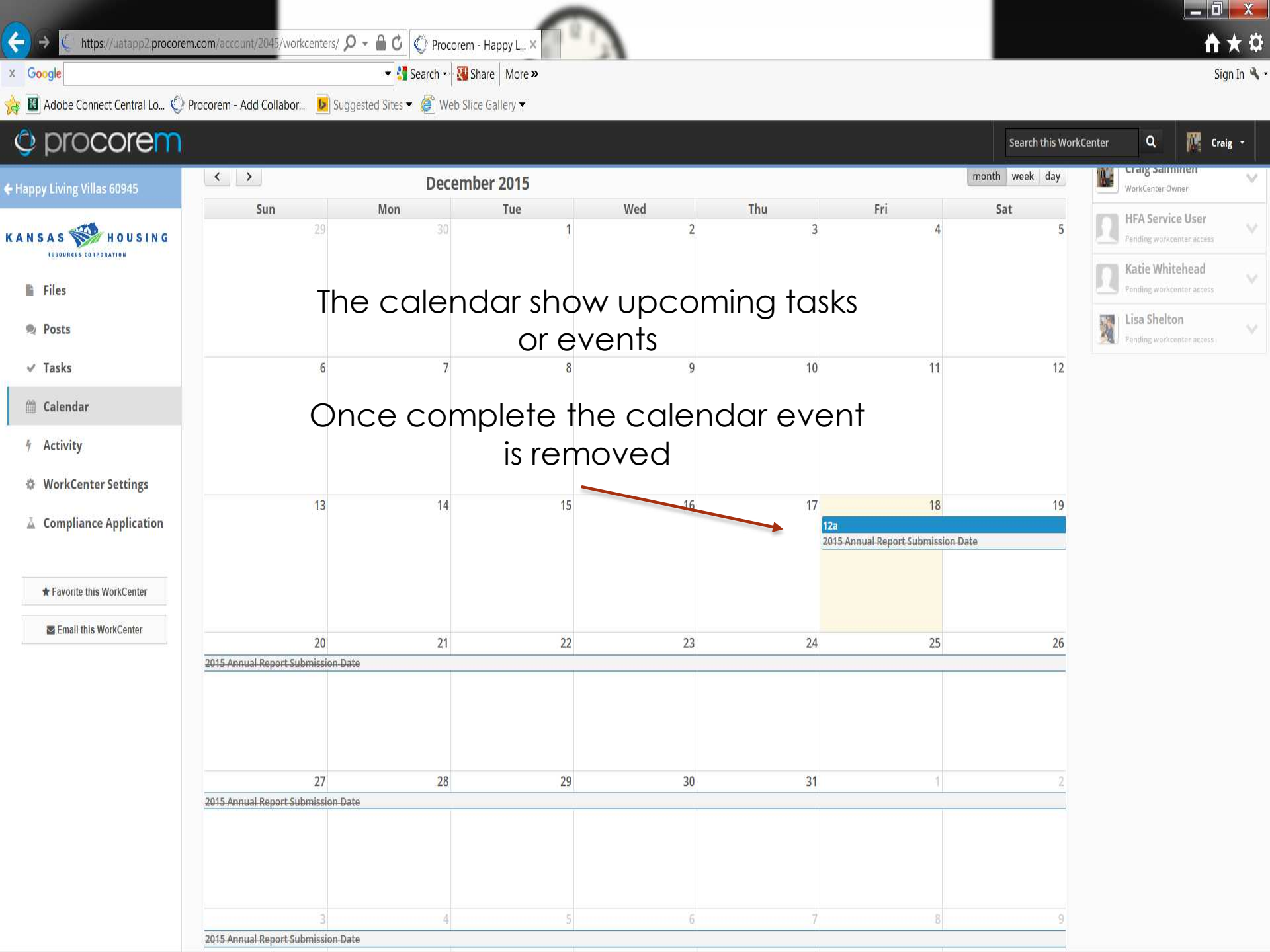
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
Allocation
0 8
3 days ago on (Dec 15 2015) by Craig Salminen
Compliance
5 18
3 hours ago on (Dec 18 2015) by Craig Salminen
Financials
0 2
3 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Select this
© ProLink Solutions
Feedback
2.30.136.1


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
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Search this WorkCenter
Craig
Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
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WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
December 2015
month
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2015 Annual Report Submission Date
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2015 Annual Report Submission Date
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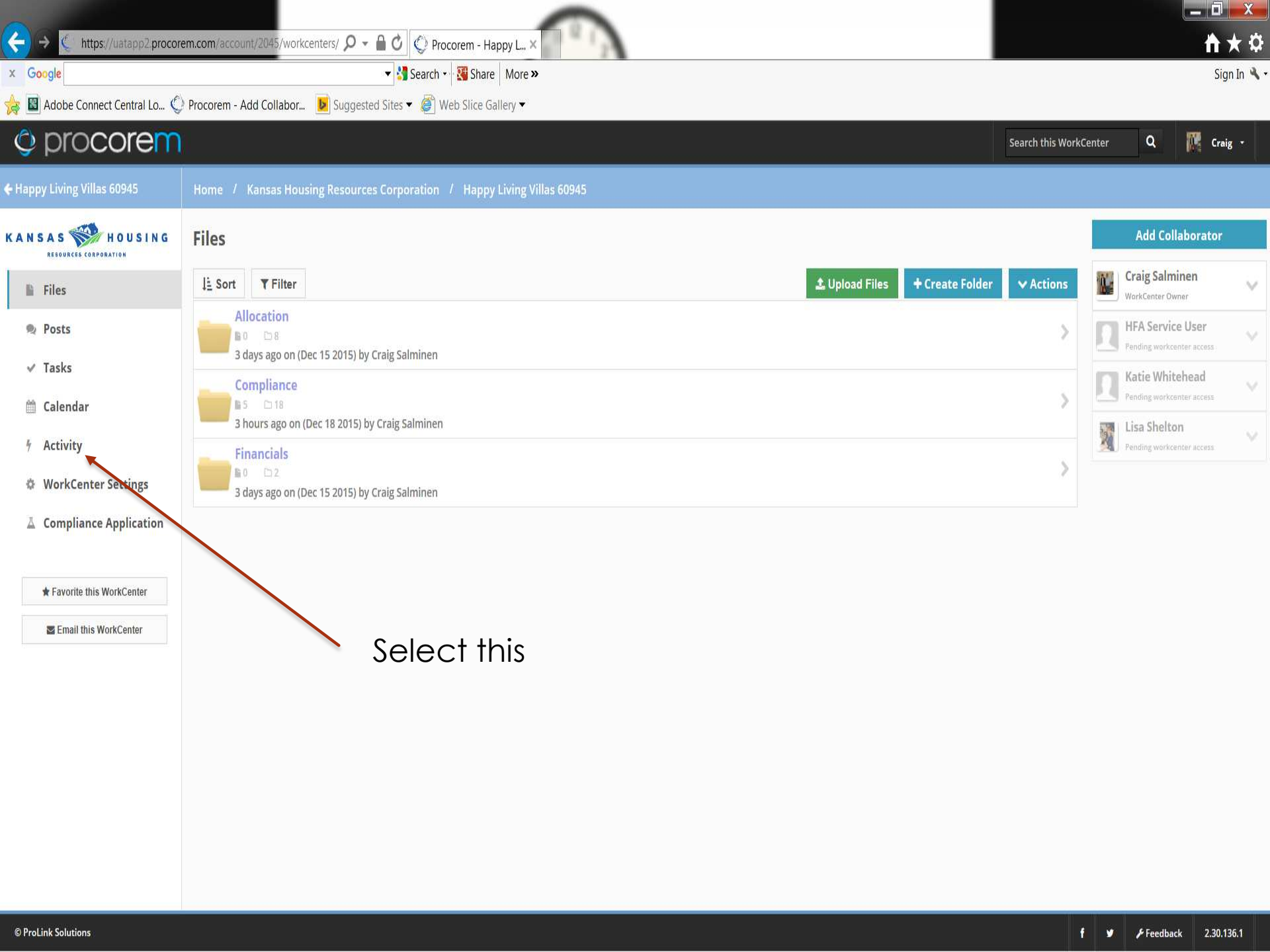
2
2015 Annual Report Submission Date
3
4
5
6
7
8
9
2015 Annual Report Submission Date
Craig Sammen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
The calendar show upcoming tasks or events
Once complete the calendar event is removed

WorkCenter Activity


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
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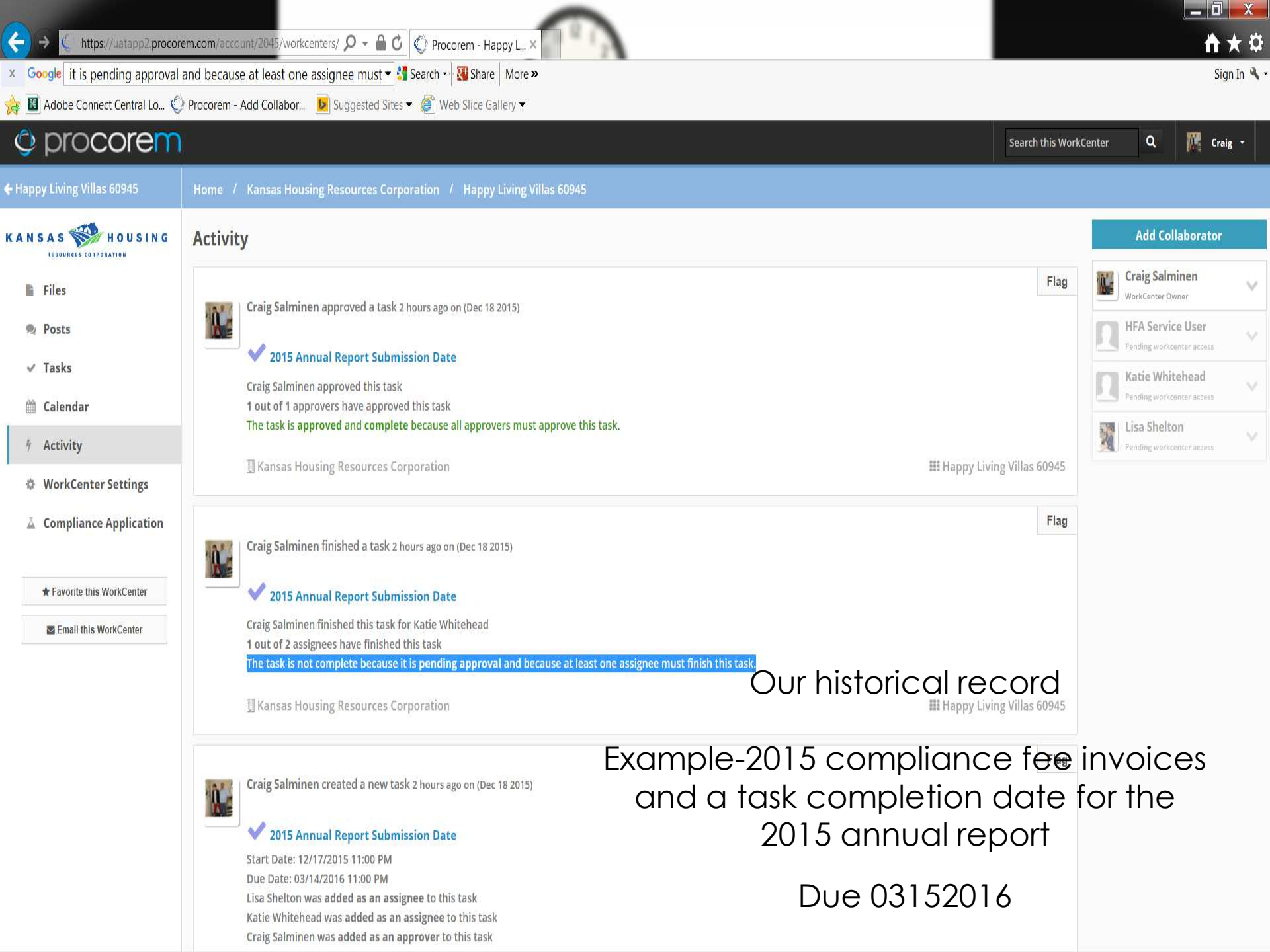
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
Allocation
0 8
3 days ago on (Dec 15 2015) by Craig Salminen
Compliance
5 18
3 hours ago on (Dec 18 2015) by Craig Salminen
Financials
0 2
3 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Select this
© ProLink Solutions
Feedback
2.30.136.1



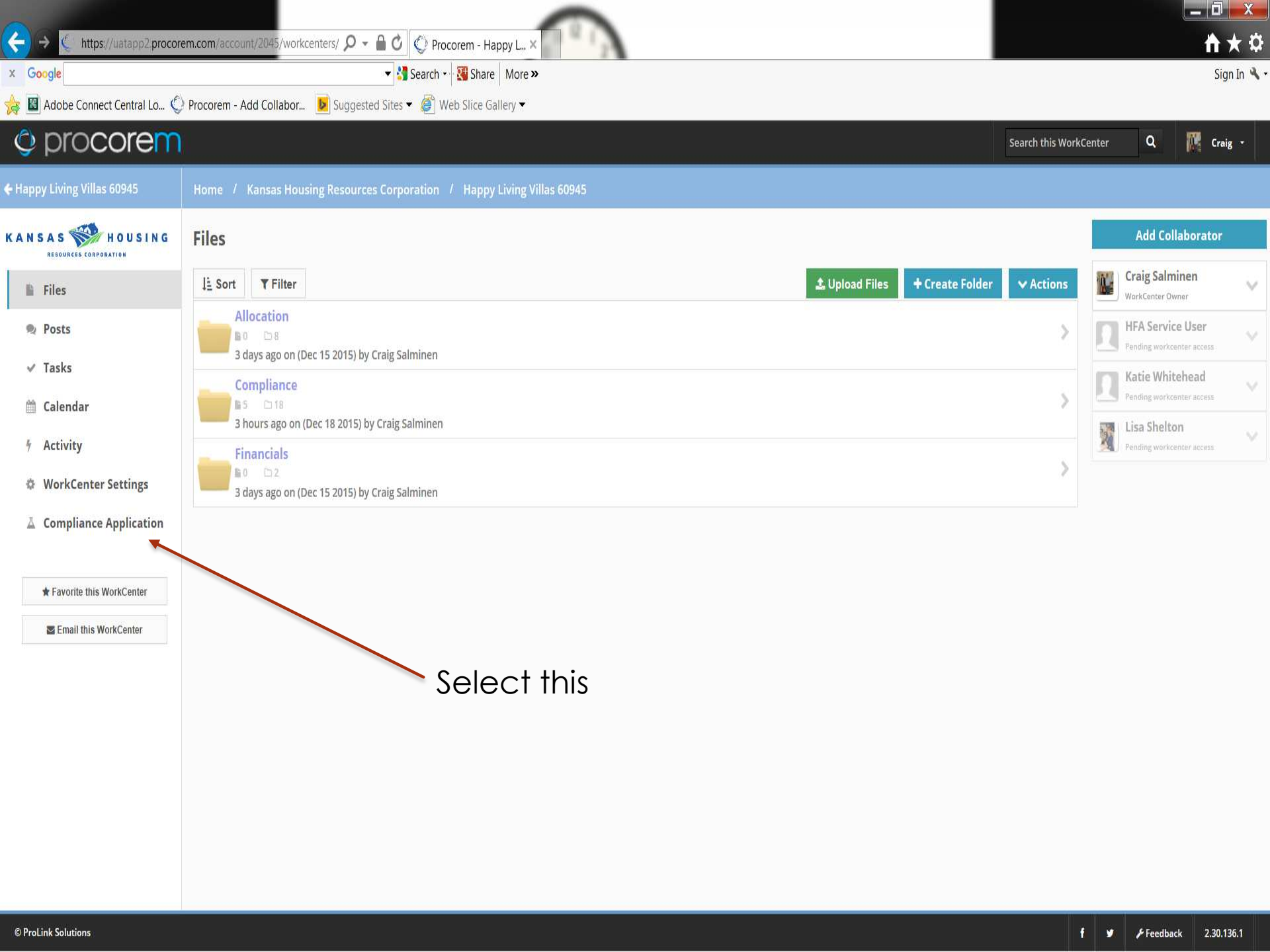
Our historical record

Example-2015 compliance fee invoices and a task completion date for the 2015 annual report

Due 03152016

WorkCenter

Compliance Application


https://uatapp2.procorem.com/account/2045/workcenters/
Procorem - Happy L...
Google
Search
Share
More
Sign In
Adobe Connect Central Lo...
Procorem - Add Collabor...
Suggested Sites
Web Slice Gallery
procorem
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Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945
KANSAS HOUSING RESOURCES CORPORATION
Files
Posts
Tasks
Calendar
Activity
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Files
Sort
Filter
Upload Files
Create Folder
Actions
Allocation
0 8
3 days ago on (Dec 15 2015) by Craig Salminen
Compliance
5 18
3 hours ago on (Dec 18 2015) by Craig Salminen
Financials
0 2
3 days ago on (Dec 15 2015) by Craig Salminen
Add Collaborator
Craig Salminen
WorkCenter Owner
HFA Service User
Pending workcenter access
Katie Whitehead
Pending workcenter access
Lisa Shelton
Pending workcenter access
Select this
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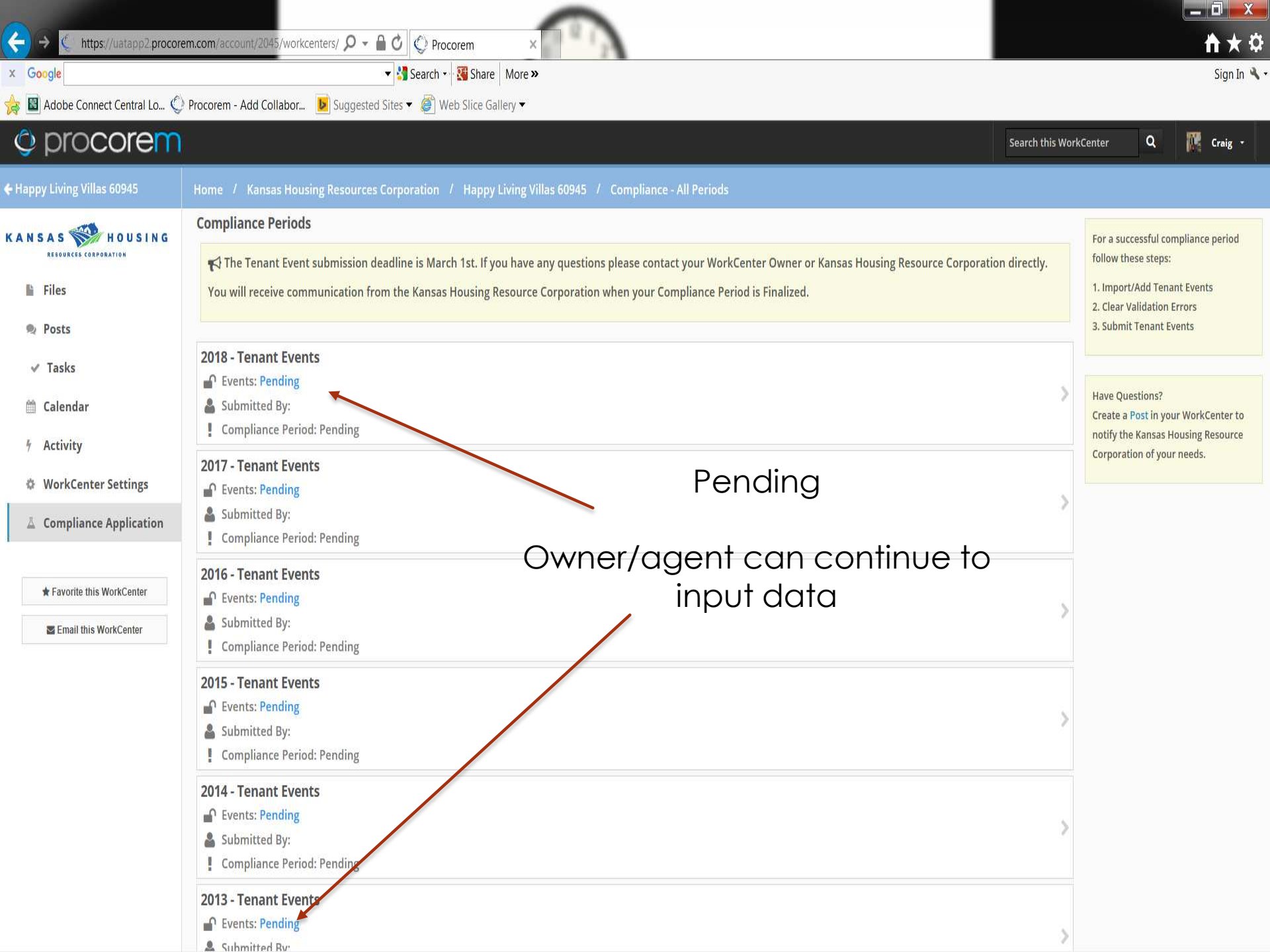
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KANSAS HOUSING RESOURCES CORPORATION
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Compliance Application
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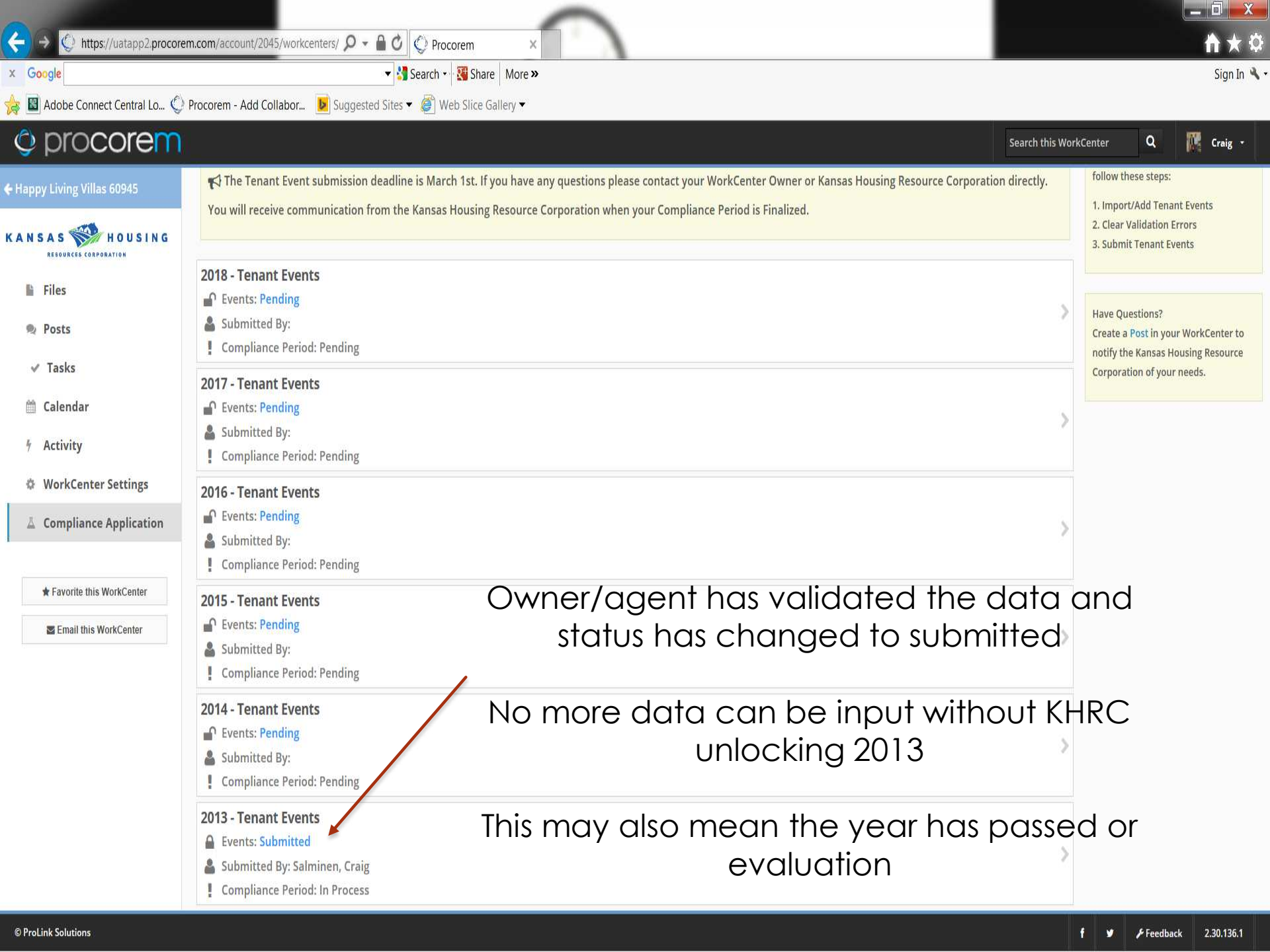
Compliance Periods
The Tenant Event submission deadline is March 1st. If you have any questions please contact your WorkCenter Owner or Kansas Housing Resource Corporation directly.
You will receive communication from the Kansas Housing Resource Corporation when your Compliance Period is Finalized.
2018 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2017 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2016 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2015 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2014 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2013 - Tenant Events
Events: Pending
Submitted By:
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Pending
Owner/agent can continue to input data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1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
2018 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2017 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2016 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2015 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2014 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2013 - Tenant Events
Events: Submitted
Submitted By: Salminen, Craig
Compliance Period: In Process
Owner/agent has validated the data and status has changed to submitted
No more data can be input without KHRC unlocking 2013
This may also mean the year has passed or evaluation
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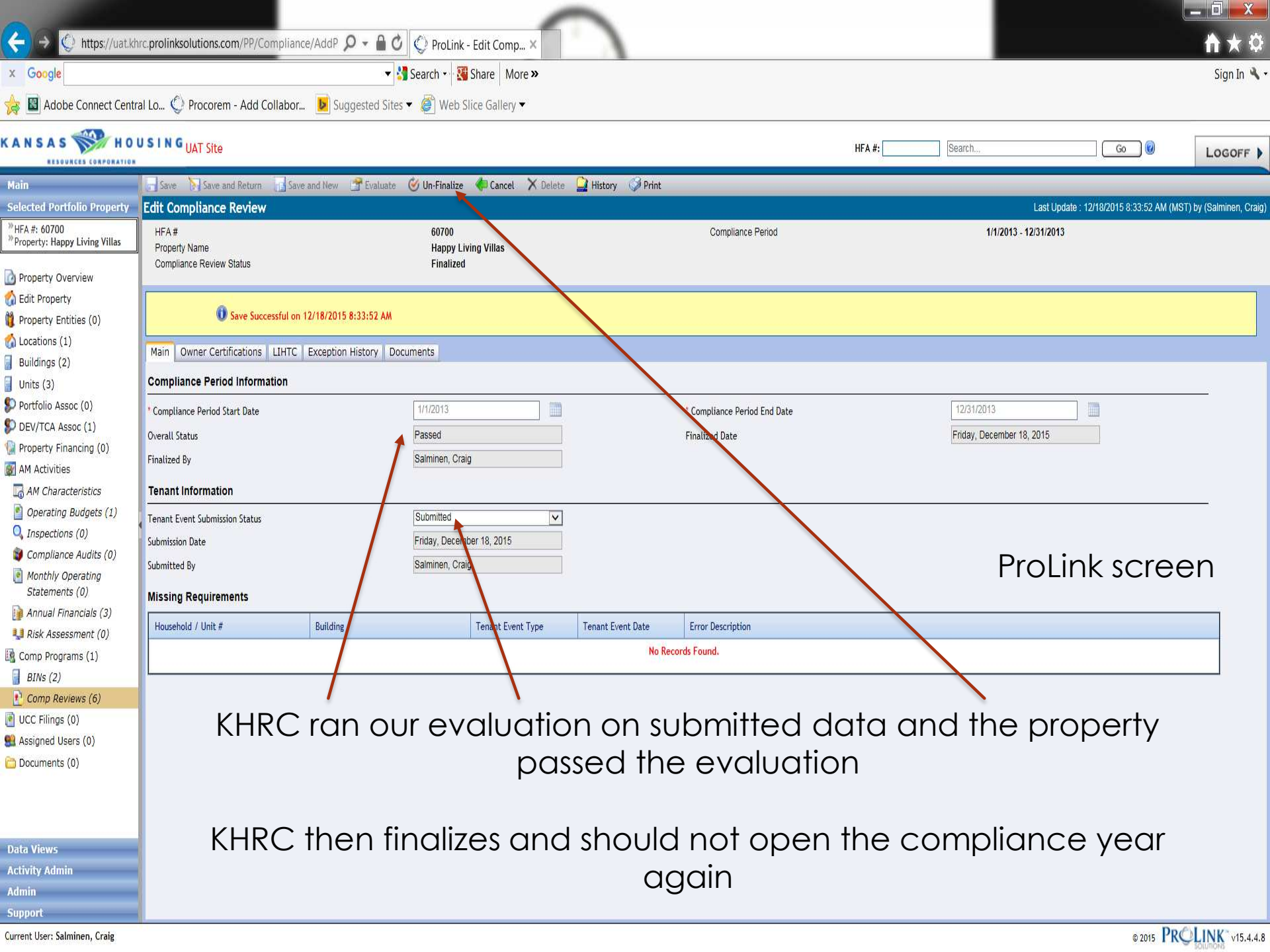


ProLink screen

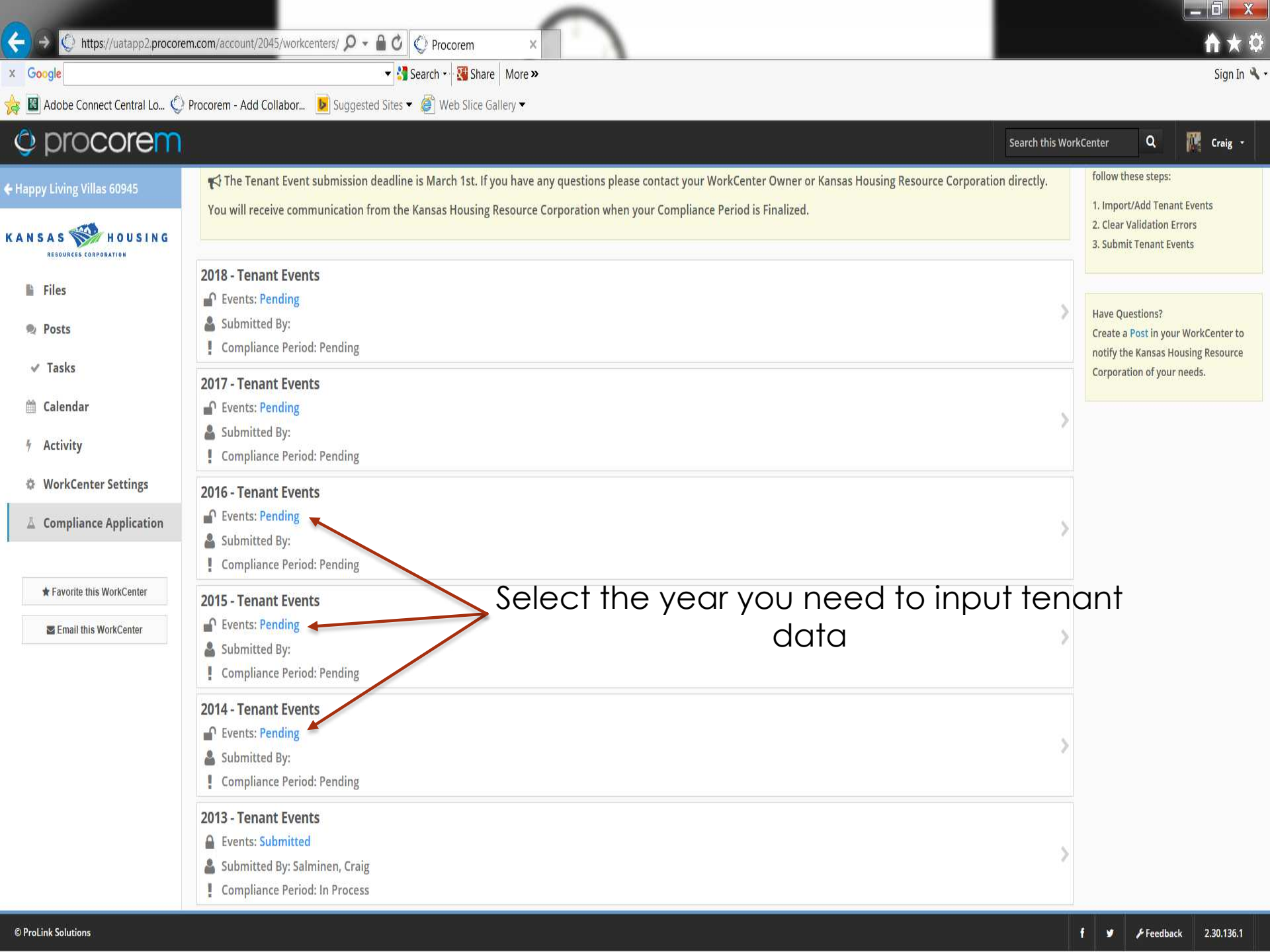
KHRC ran our evaluation on submitted data and the property passed the evaluation

KHRC then finalizes and should not open the compliance year again

WorkCenter

Compliance Application

Inputting Tenant Events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You will receive communication from the Kansas Housing Resource Corporation when your Compliance Period is Finalized.
2018 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2017 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2016 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2015 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2014 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2013 - Tenant Events
Events: Submitted
Submitted By: Salminen, Craig
Compliance Period: In Process
follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select the year you need to input tenant data
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☑ Validation Status: Passed.

Once you click the Submit Tenant Events button, all tenant events for the selected compliance period will be sent to the Kansas Housing Resource Corporation and will be locked from further editing.

Submit Tenant Events

Compliance Period Checklist

Please be sure to upload the following documents to this WorkCenter:

1. Completed Annual Owner Certification (your HFA may require a hard copy by mail with signature and notarization) including any required attachments.
2. Supporting documentation for any Utility Allowances.

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Select this

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Compliance Period - 2014

Click on the Import button to import the tenant events for the selected compliance period: 2014. If your tenant events have already been submitted to the Kansas Housing Resource Corporation then the Import button will be disabled.

Import Tenant Events

Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resource Corporation.

Validate Tenant Events

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Units

Building	BIN	Unit #	Unit Type	Household
150	KS9900150	1101	2 BR, 1 BA	Popeye Sailorman
150	KS9900150	1102	2 BR, 1.5 BA	Ohio State
151	KS9900151	2101	2 BR, 2 BA	Spongebob Squarepants

No matter the year selected the current household will always be named

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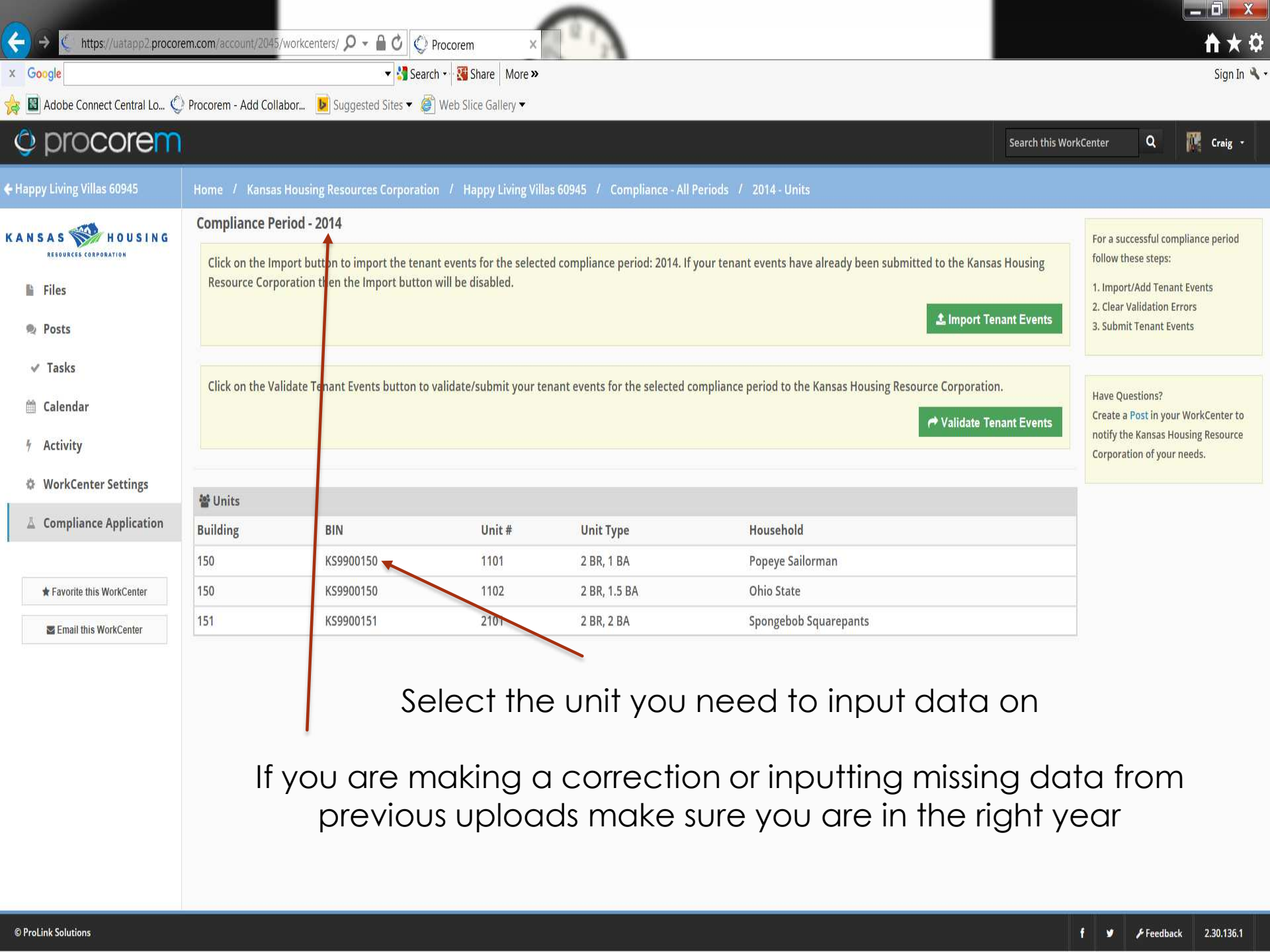
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Compliance Period - 2014
Click on the Import button to import the tenant events for the selected compliance period: 2014. If your tenant events have already been submitted to the Kansas Housing Resource Corporation then the Import button will be disabled.
Import Tenant Events
Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resource Corporation.
Validate Tenant Events
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Units
Building BIN Unit # Unit Type Household
150 KS9900150 1101 2 BR, 1 BA Popeye Sailorman
150 KS9900150 1102 2 BR, 1.5 BA Ohio State
151 KS9900151 2101 2 BR, 2 BA Spongebob Squarepants
Select the unit you need to input data on
If you are making a correction or inputting missing data from previous uploads make sure you are in the right year
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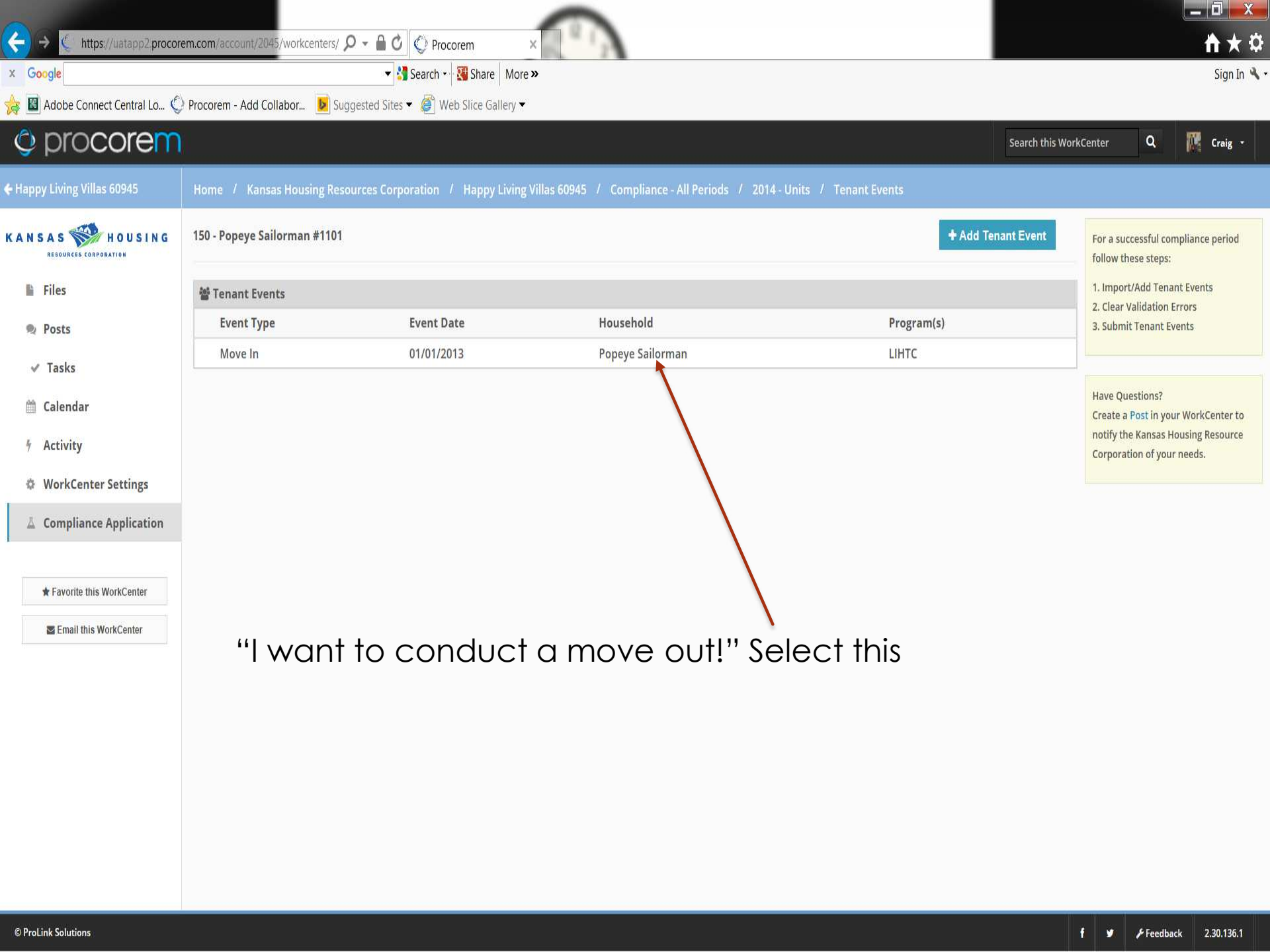
WorkCenter

Compliance Application

Inputting a Move Out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Favorite this WorkCenter
Email this WorkCenter
150 - Popeye Sailorman #1101
+ Add Tenant Event
Tenant Events
Event Type
Event Date
Household
Program(s)
Move In
01/01/2013
Popeye Sailorman
LIHTC
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
"I want to conduct a move out!" Select this
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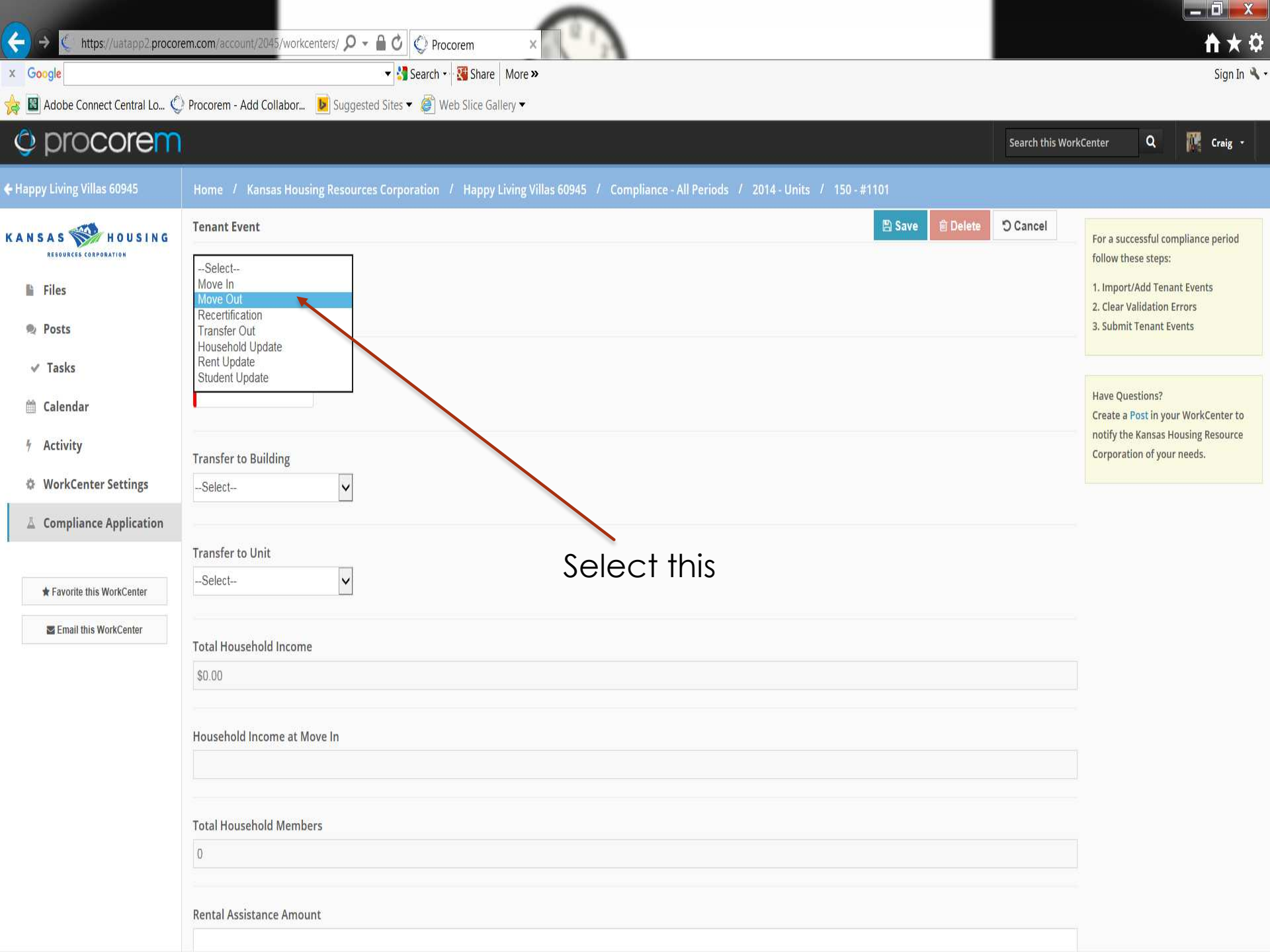
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Favorite this WorkCenter
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
--Select--
Move In
Move Out
Recertification
Transfer Out
Household Update
Rent Update
Student Update
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
Total Household Members
0
Rental Assistance Amount
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
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Select this

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Tenant Event

Save Delete Cancel

Event Type

Move Out

Event Date

01/15/2014

January 2014

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Select the date

Total Household Income

$0.00

Household Income at Move In

Total Household Members

0

Rental Assistance Amount

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
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Tenant Event

Save Delete Cancel

Event Type: Move Out

Event Date: 01/15/2014

Transfer to Building: --Select--

Transfer to Unit: --Select--

Total Household Income: $0.00

Household Income at Move In:

Total Household Members: 0

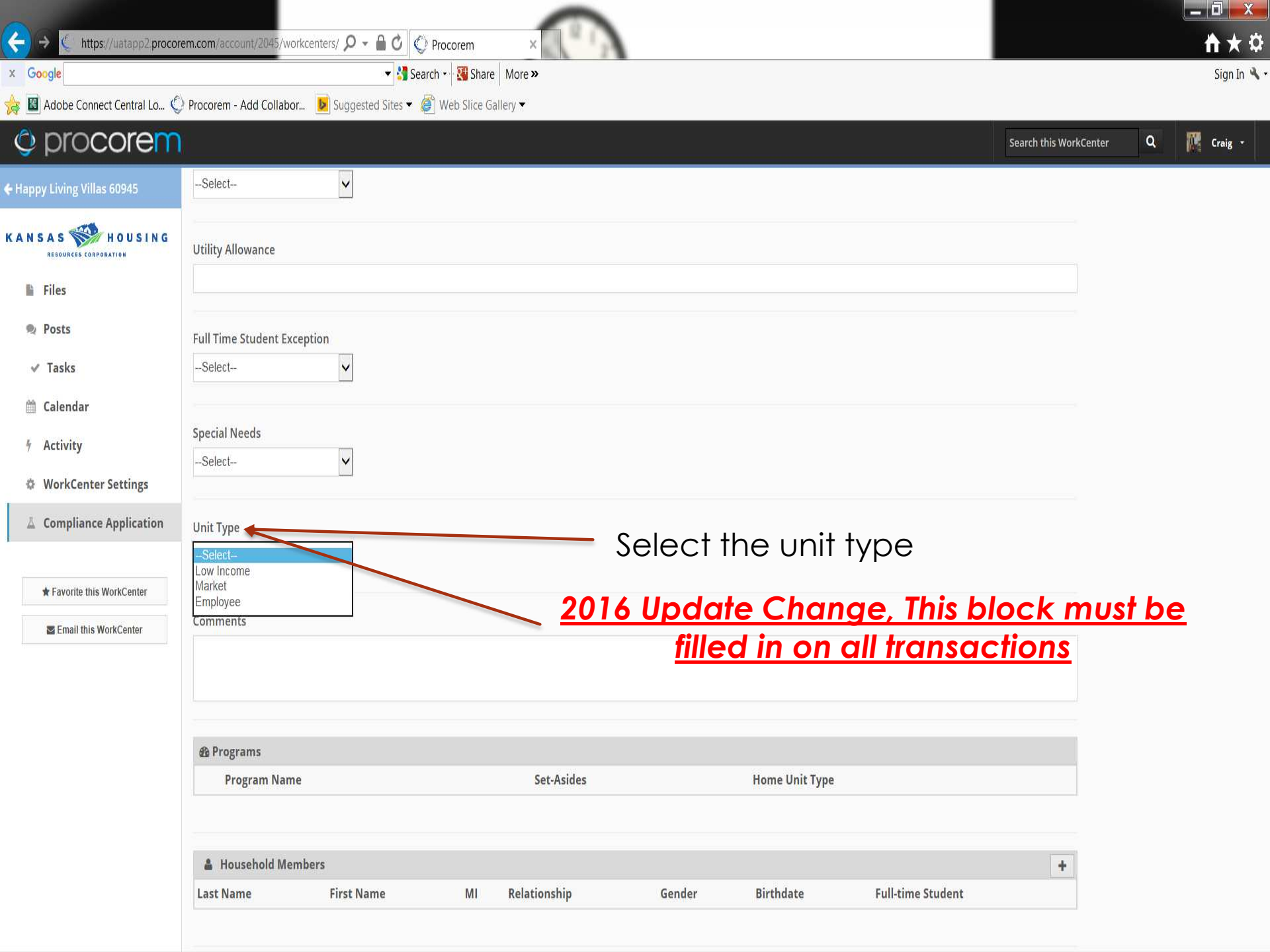
Rental Assistance Amount:

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Move out date selected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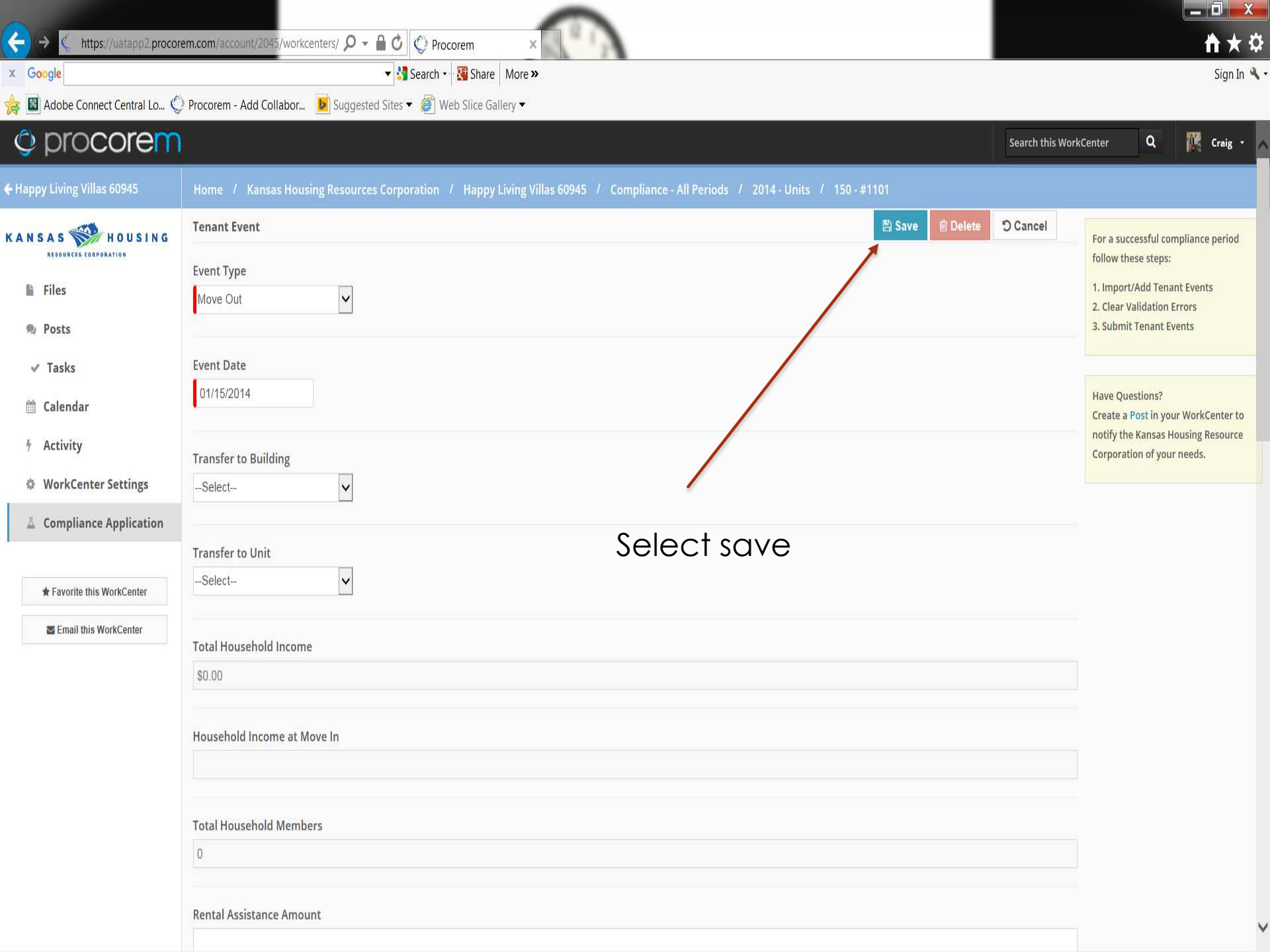
Favorite this WorkCenter
Email this WorkCenter
--Select--
Utility Allowance
Full Time Student Exception
--Select--
Special Needs
--Select--
Unit Type
--Select--
Low Income
Market
Employee
Comments
Select the unit type
2016 Update Change, This block must be filled in on all transactions
Programs
Program Name
Set-Asides
Home Unit Type
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student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Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
Move Out
Event Date
01/15/2014
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
Total Household Members
0
Rental Assistance Amount
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
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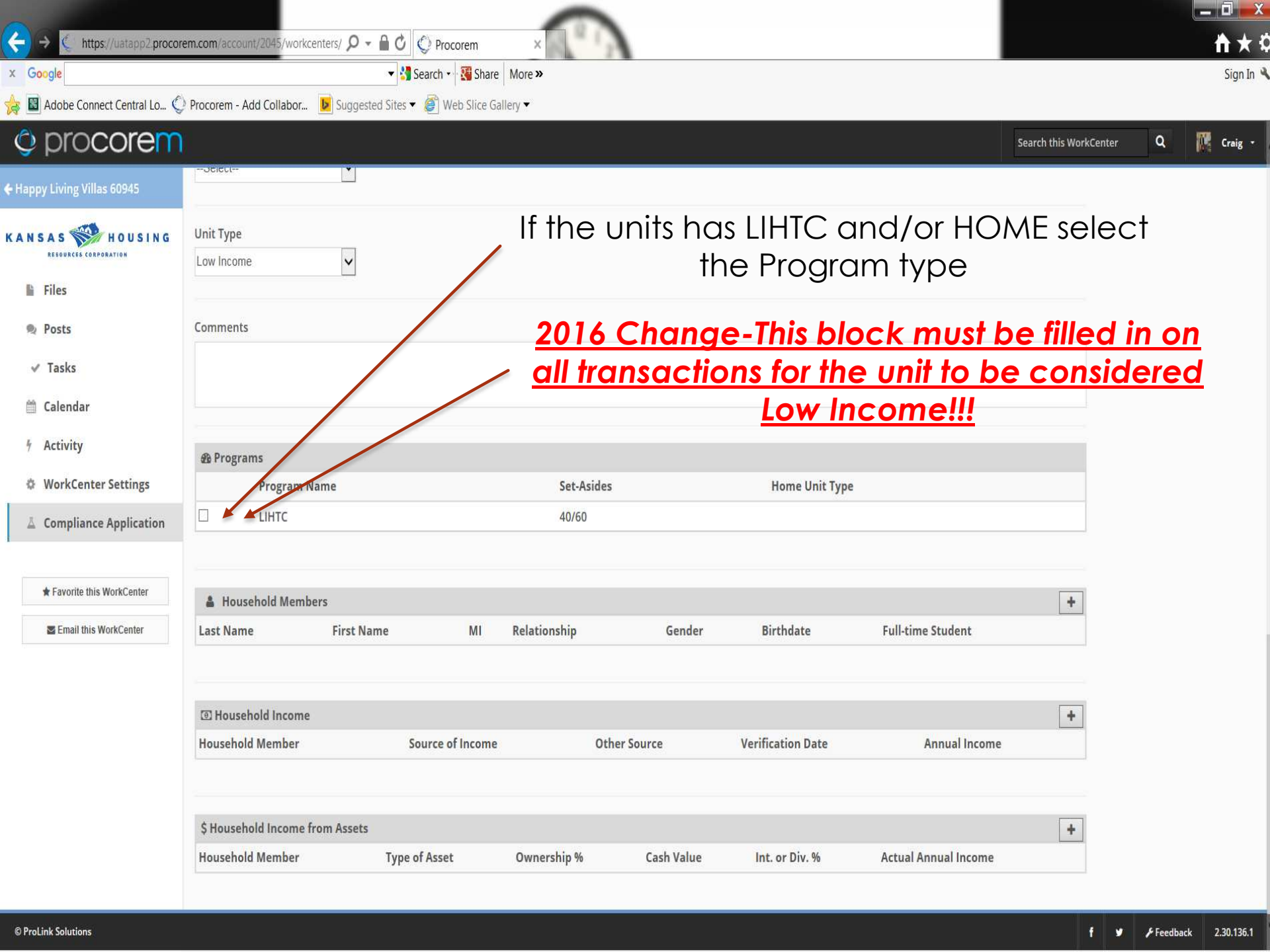
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select save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Unit Type
Low Income
Comments
If the units has LIHTC and/or HOME select the Program type
2016 Change-This block must be filled in on all transactions for the unit to be considered Low Income!!!
Programs
Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income
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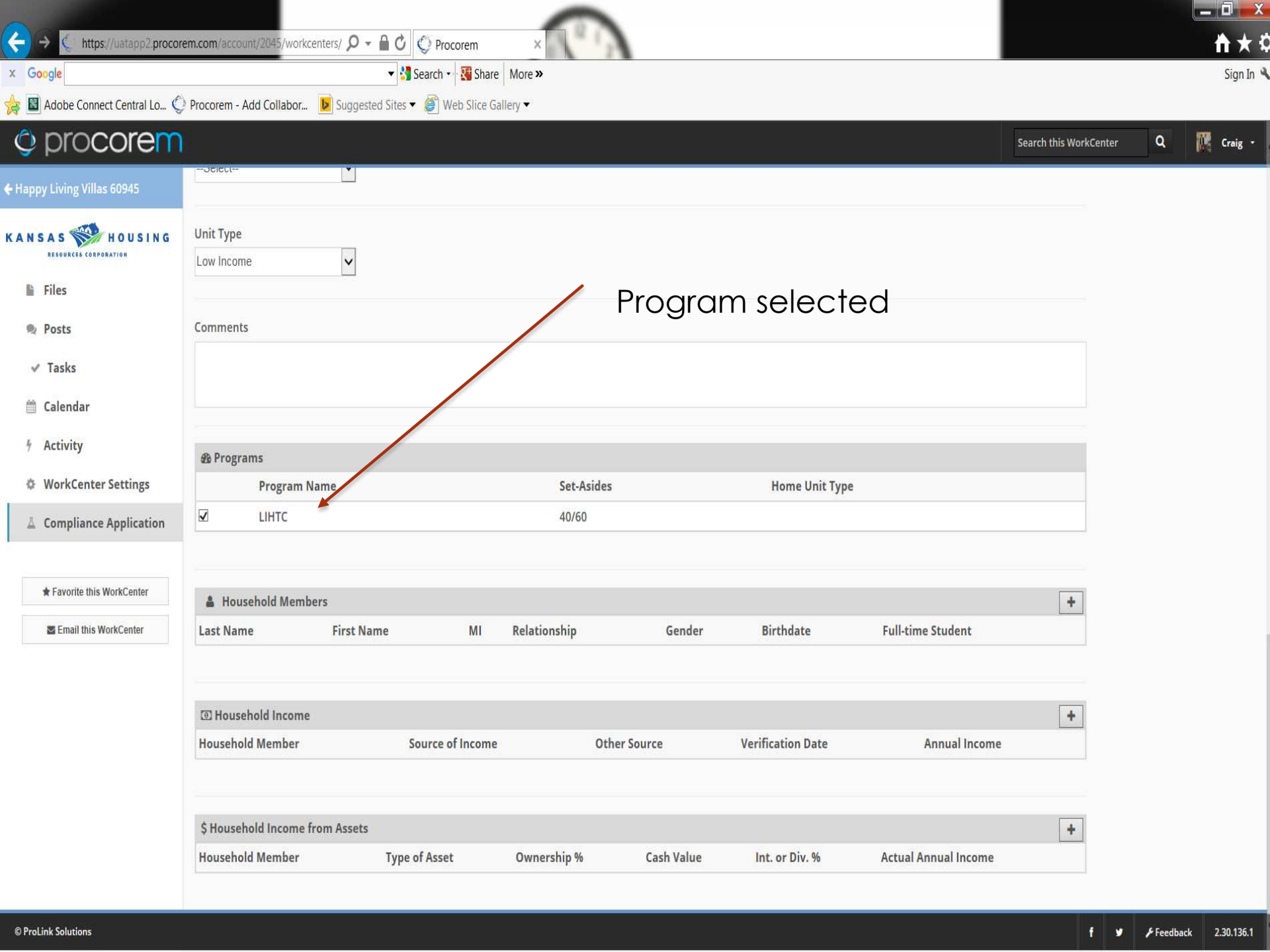
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Program selected
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Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income
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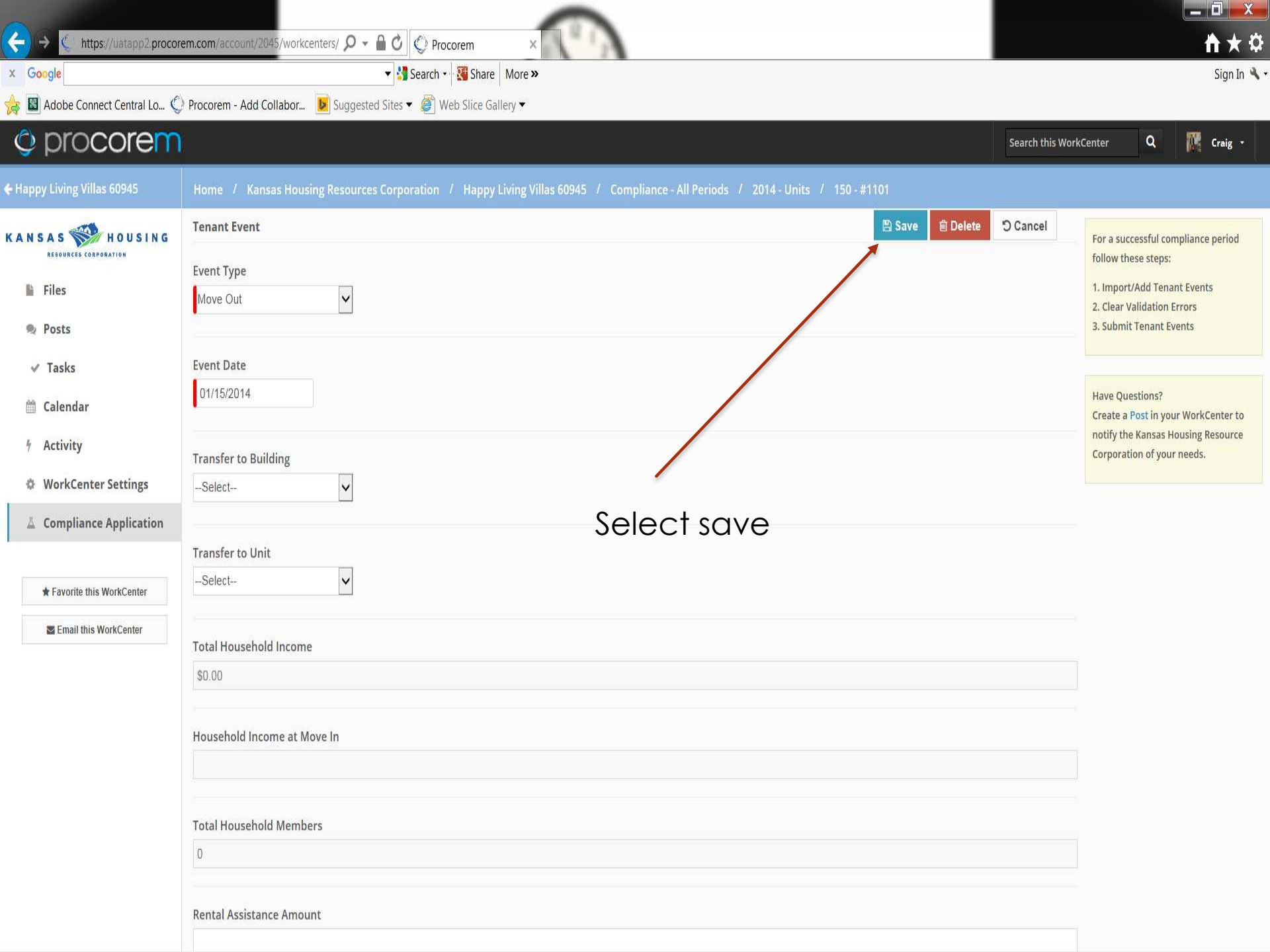
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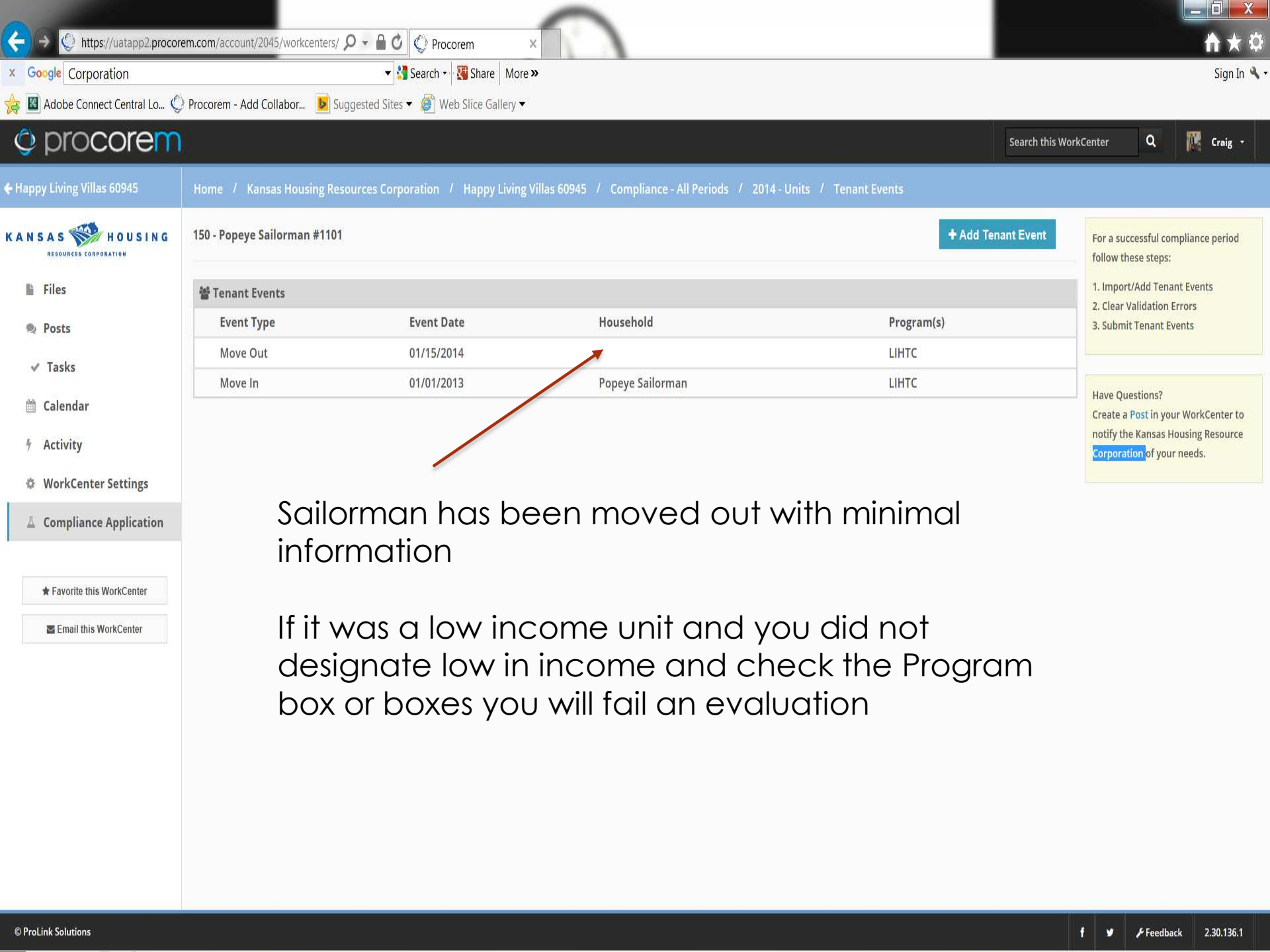
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
Move Out
Event Date
01/15/2014
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
Total Household Members
0
Rental Assistance Amount
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select save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Favorite this WorkCenter
Email this WorkCenter
150 - Popeye Sailorman #1101
+ Add Tenant Event
For a successful compliance period follow these steps:
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3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Tenant Events
Event Type
Event Date
Household
Program(s)
Move Out
01/15/2014
LIHTC
Move In
01/01/2013
Popeye Sailorman
LIHTC
Sailorman has been moved out with minimal information
If it was a low income unit and you did not designate low in income and check the Program box or boxes you will fail an evaluation
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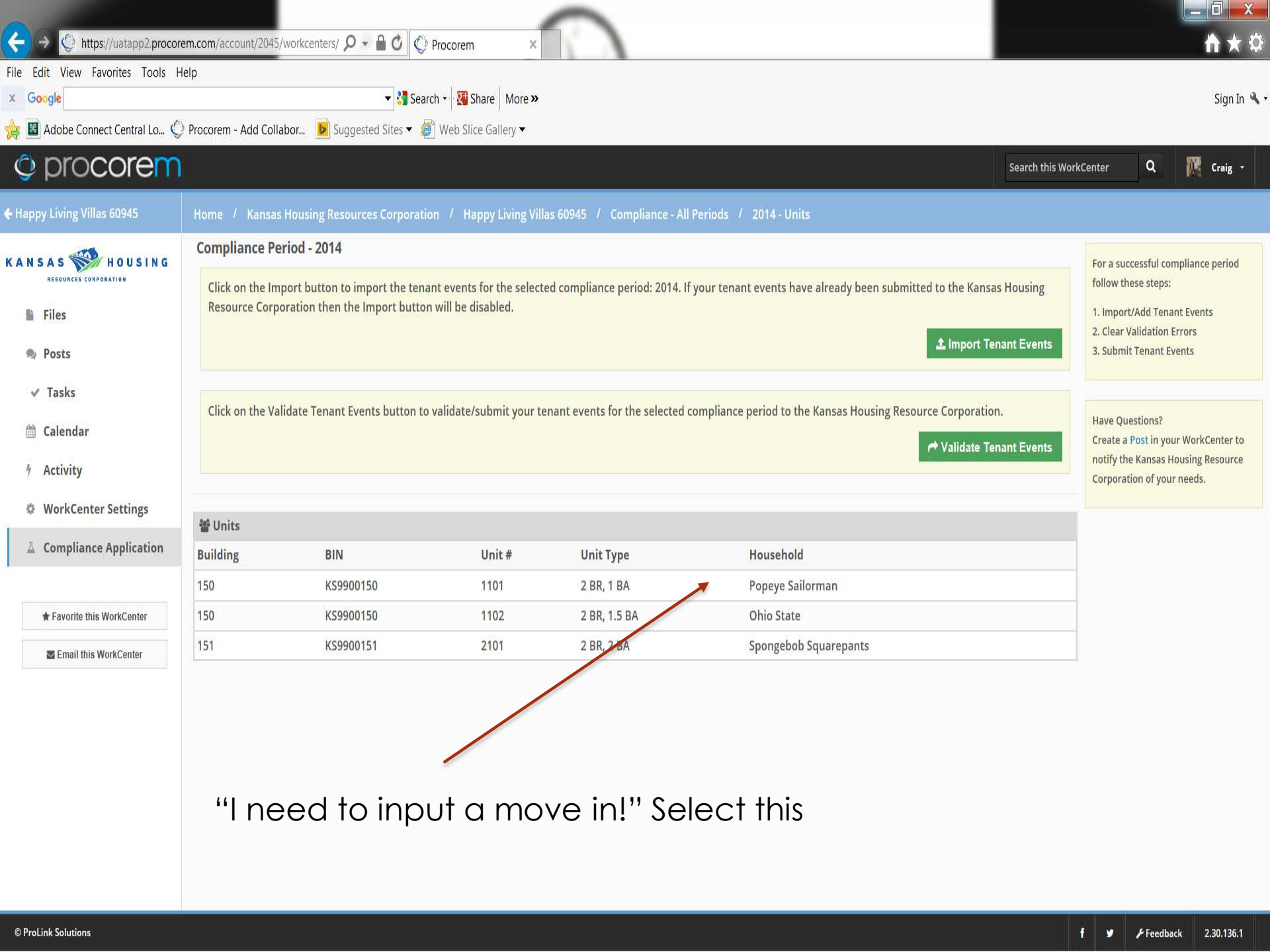
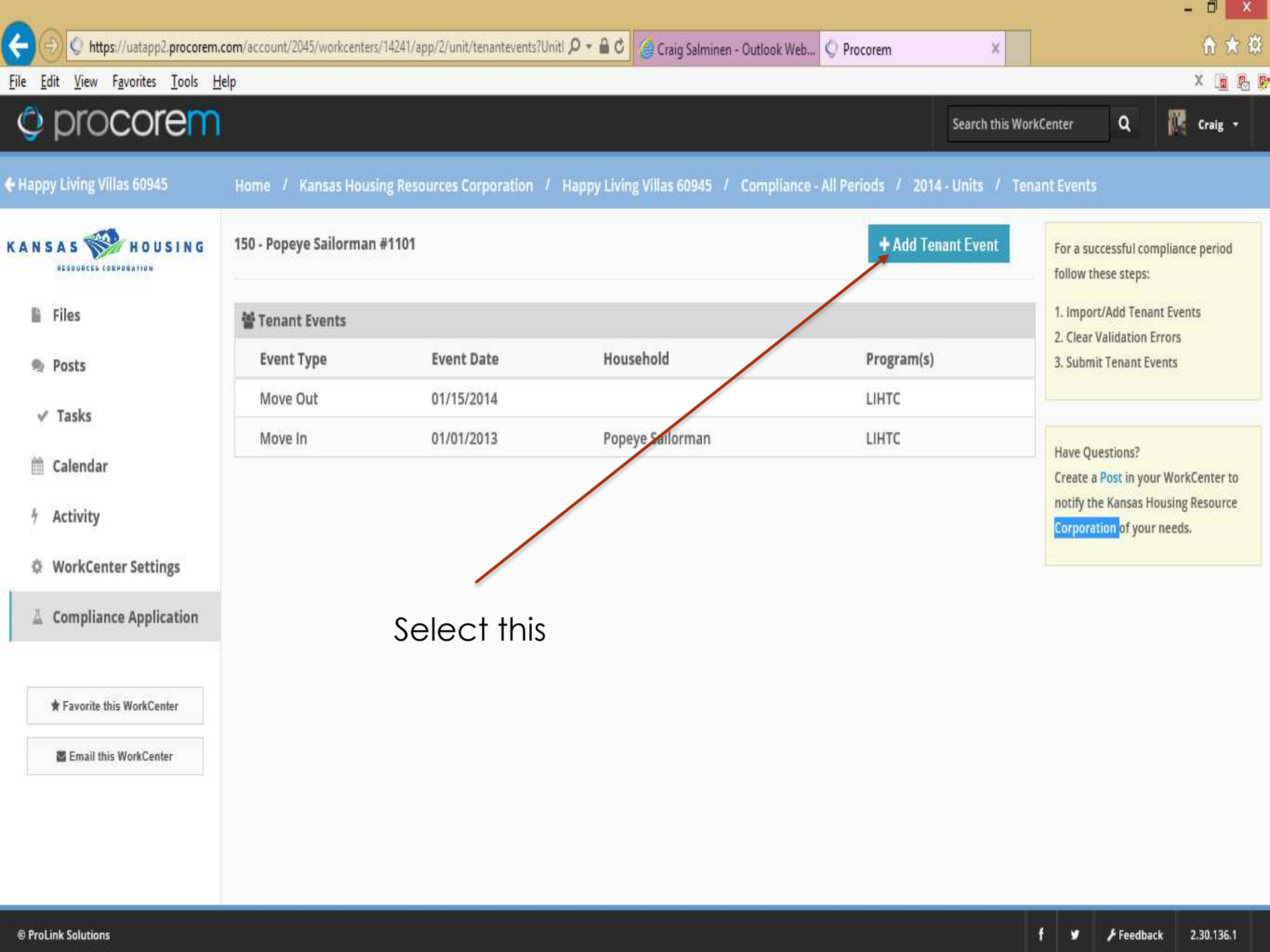
Compliance Application

Inputting a Move In



"I need to input a move in!" Select this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Email this WorkCenter
150 - Popeye Sailorman #1101
+ Add Tenant Event
Tenant Events
Event Type | Event Date | Household | Program(s)
Move Out | 01/15/2014 | | LIHTC
Move In | 01/01/2013 | Popeye Sailorman | LIHTC
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select this
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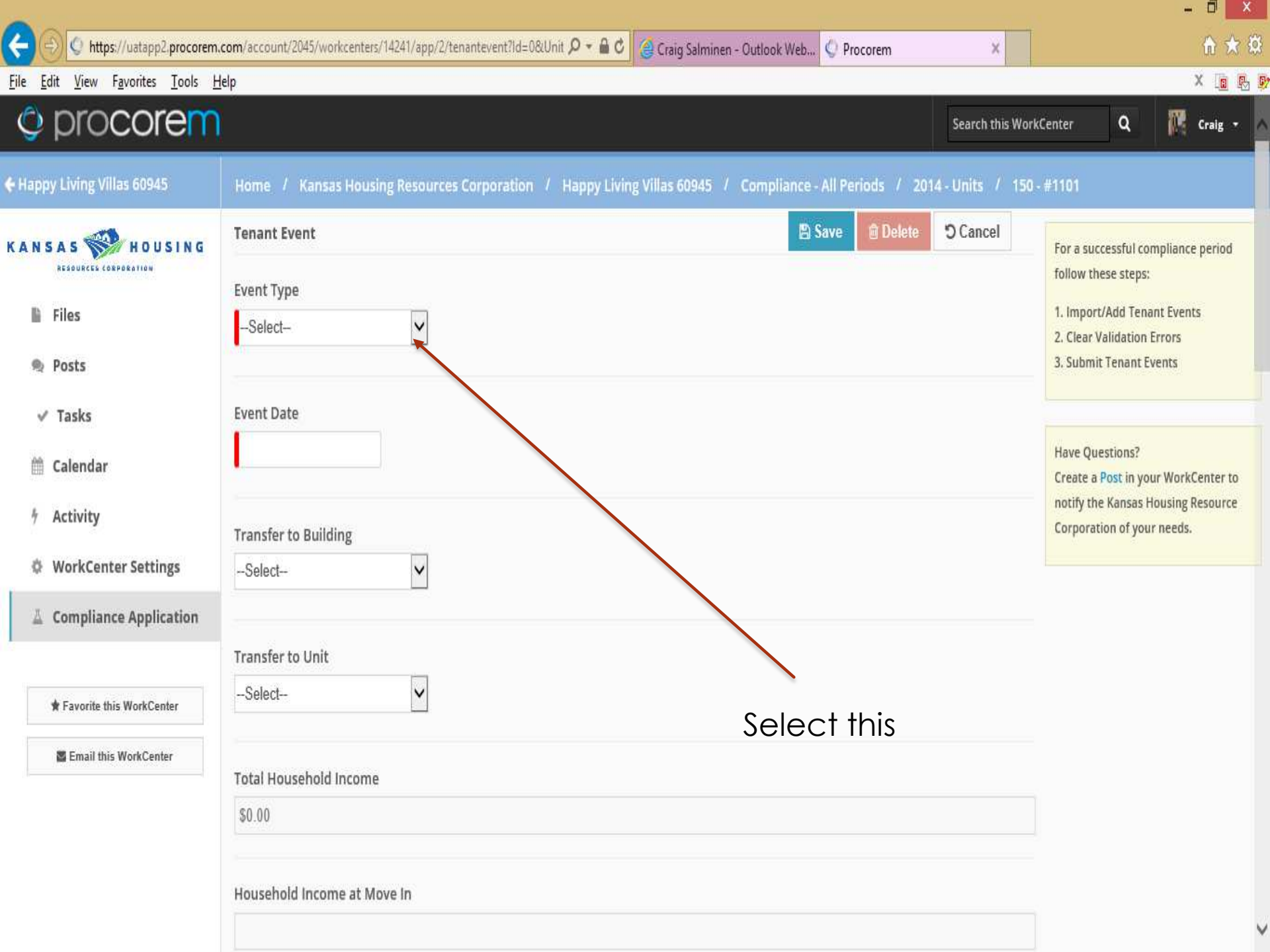
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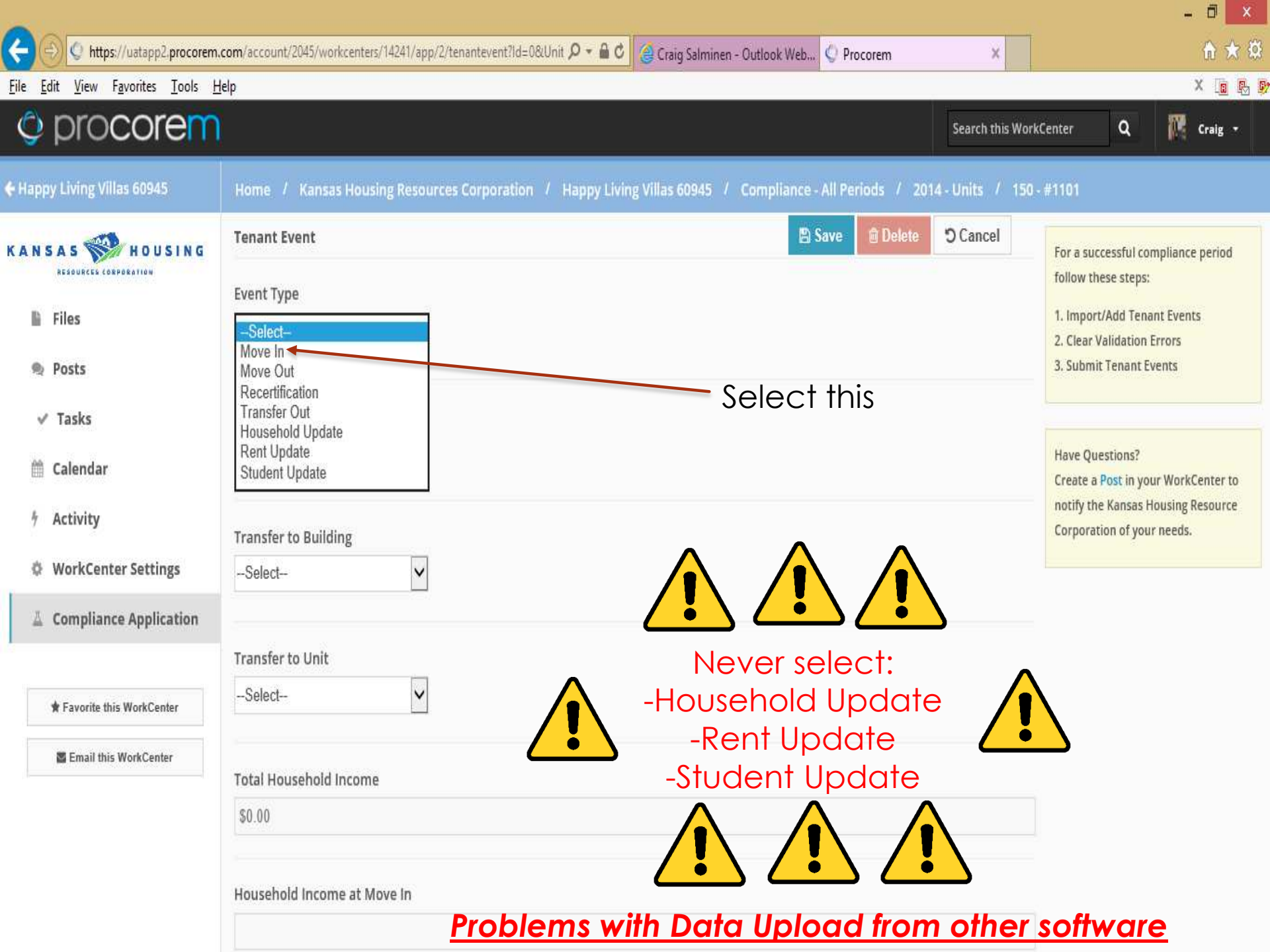
Tenant Event
Save
Delete
Cancel
Event Type
--Select--
Event Date
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select this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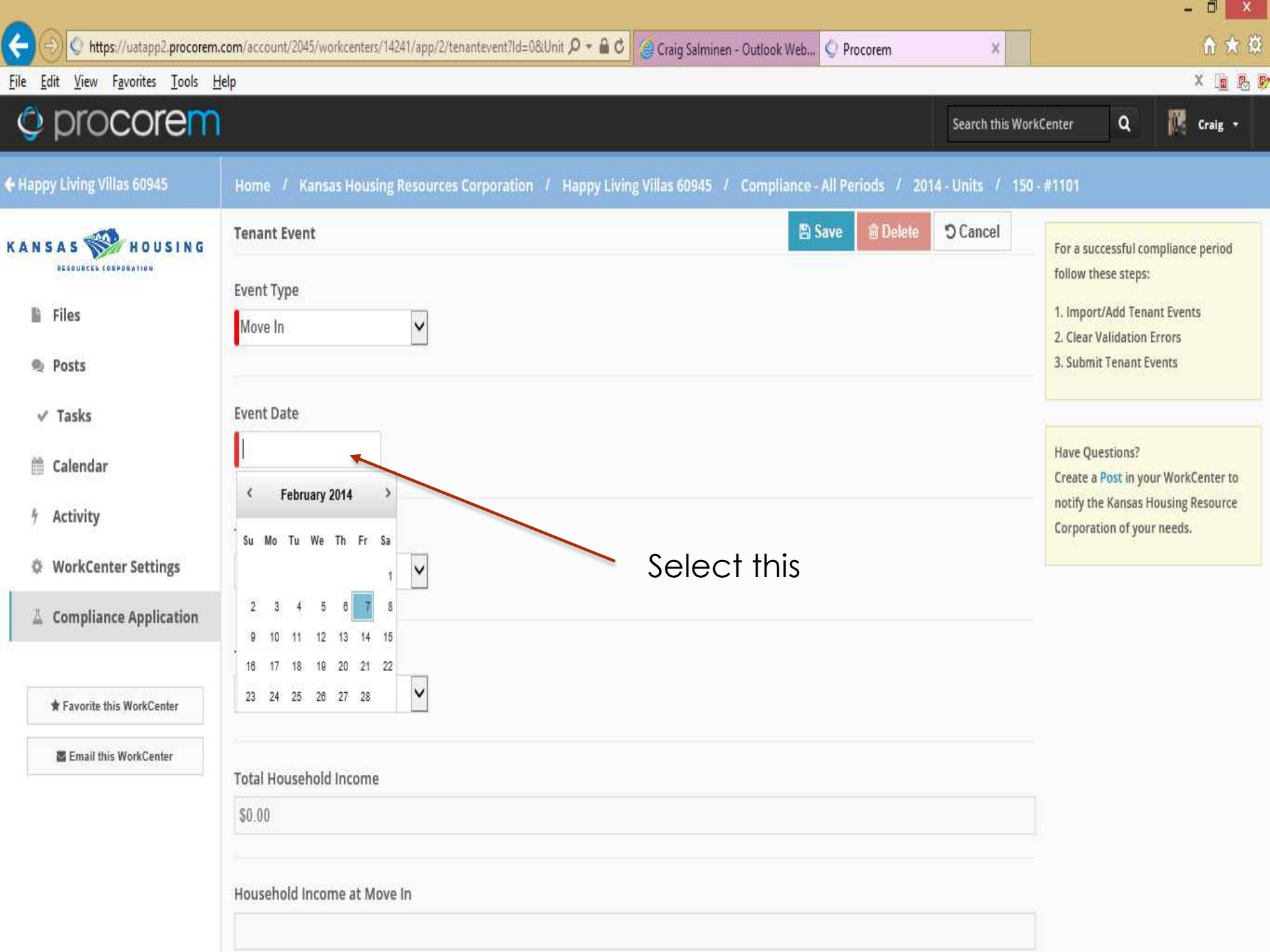
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
--Select--
Move In
Move Out
Recertification
Transfer Out
Household Update
Rent Update
Student Update
Select this
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Never select:
-Household Update
-Rent Update
-Student Update
Problems with Data Upload from other software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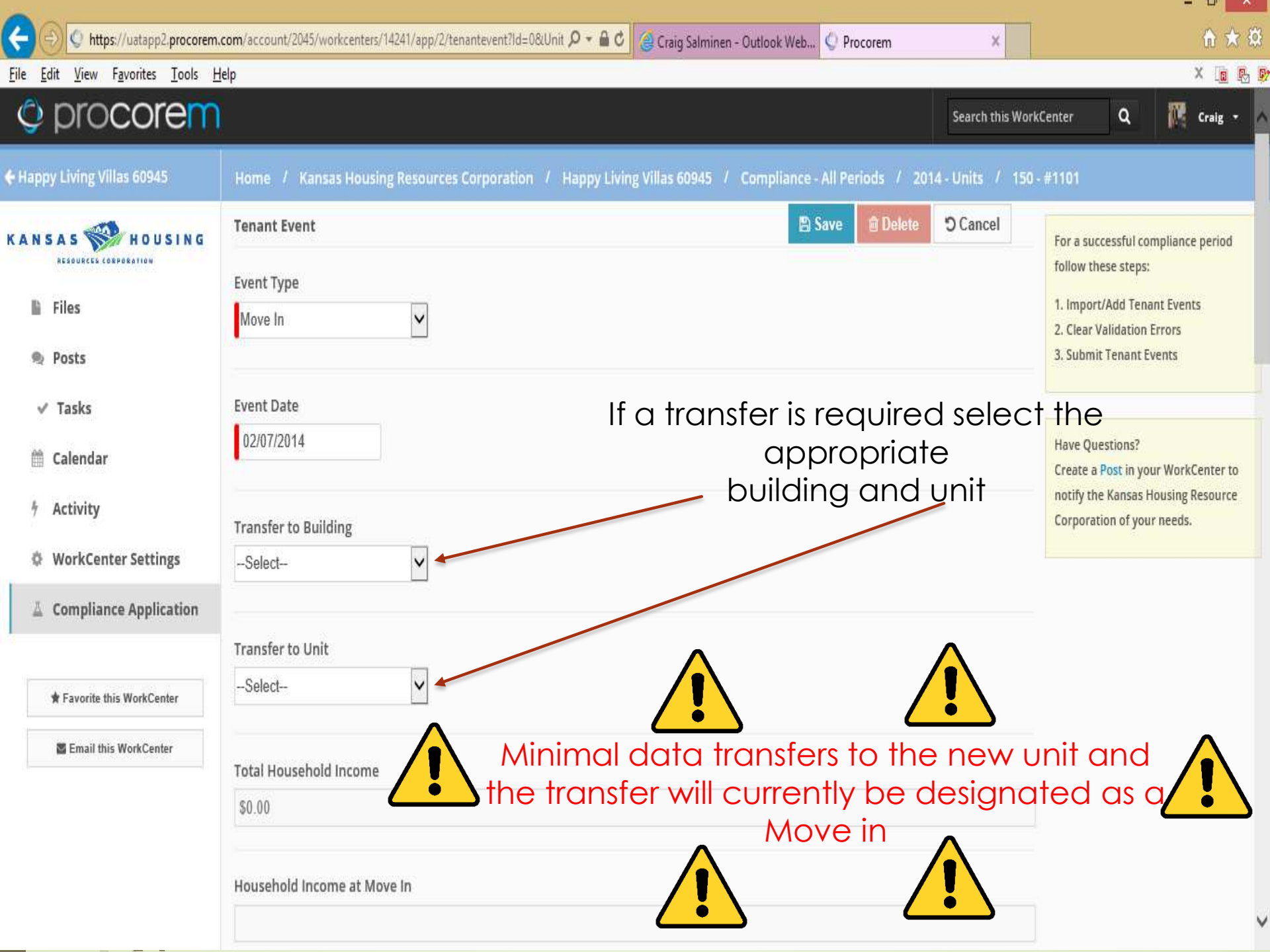
Tenant Event
Save
Delete
Cancel
Event Type
Move In
Event Date
February 2014
Su Mo Tu We Th Fr Sa
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28
Select this
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.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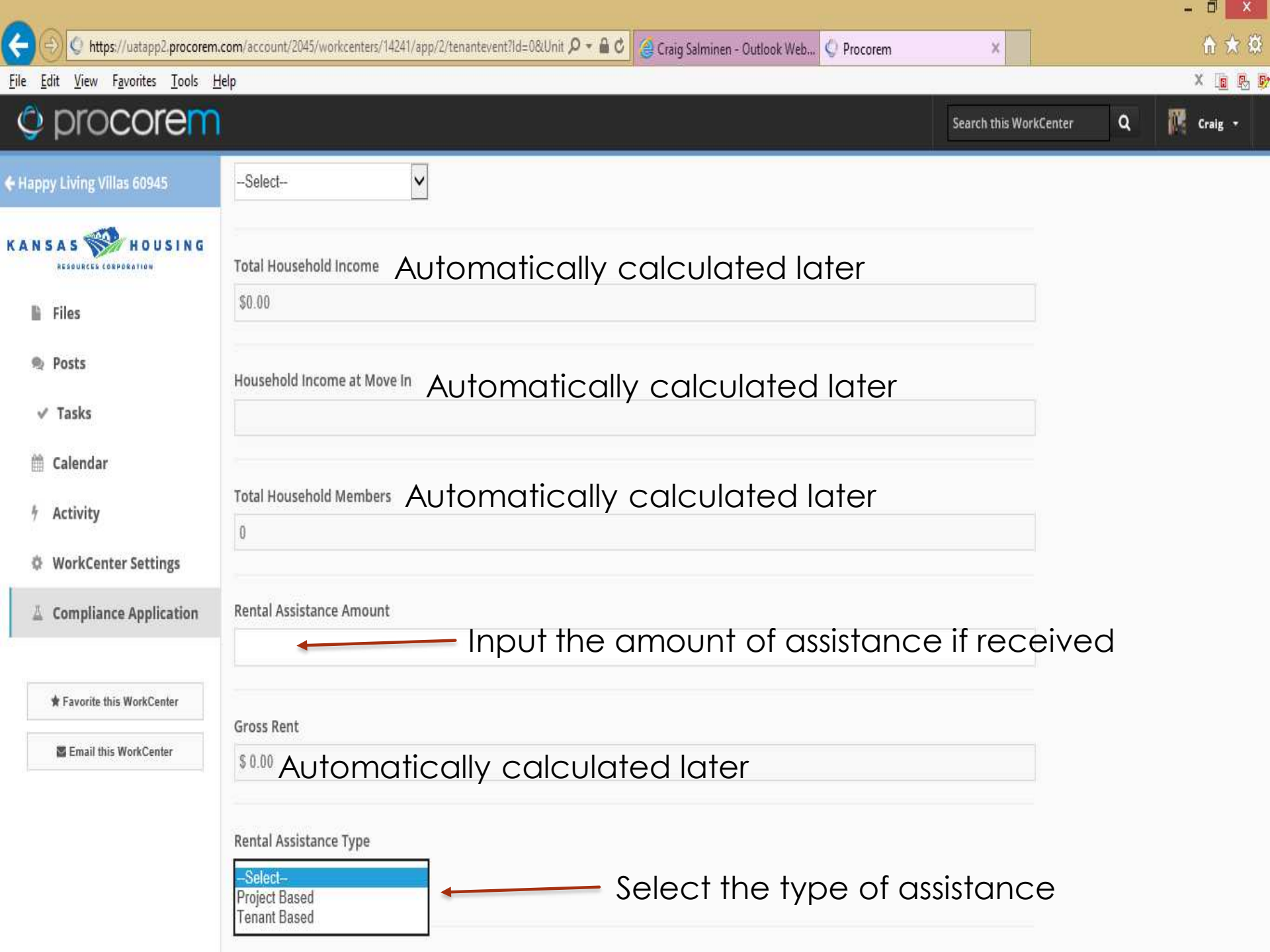
Tenant Event
Save
Delete
Cancel
Event Type
Move In
Event Date
02/07/2014
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
If a transfer is required select the appropriate building and unit
Minimal data transfers to the new unit and the transfer will currently be designated as a Move in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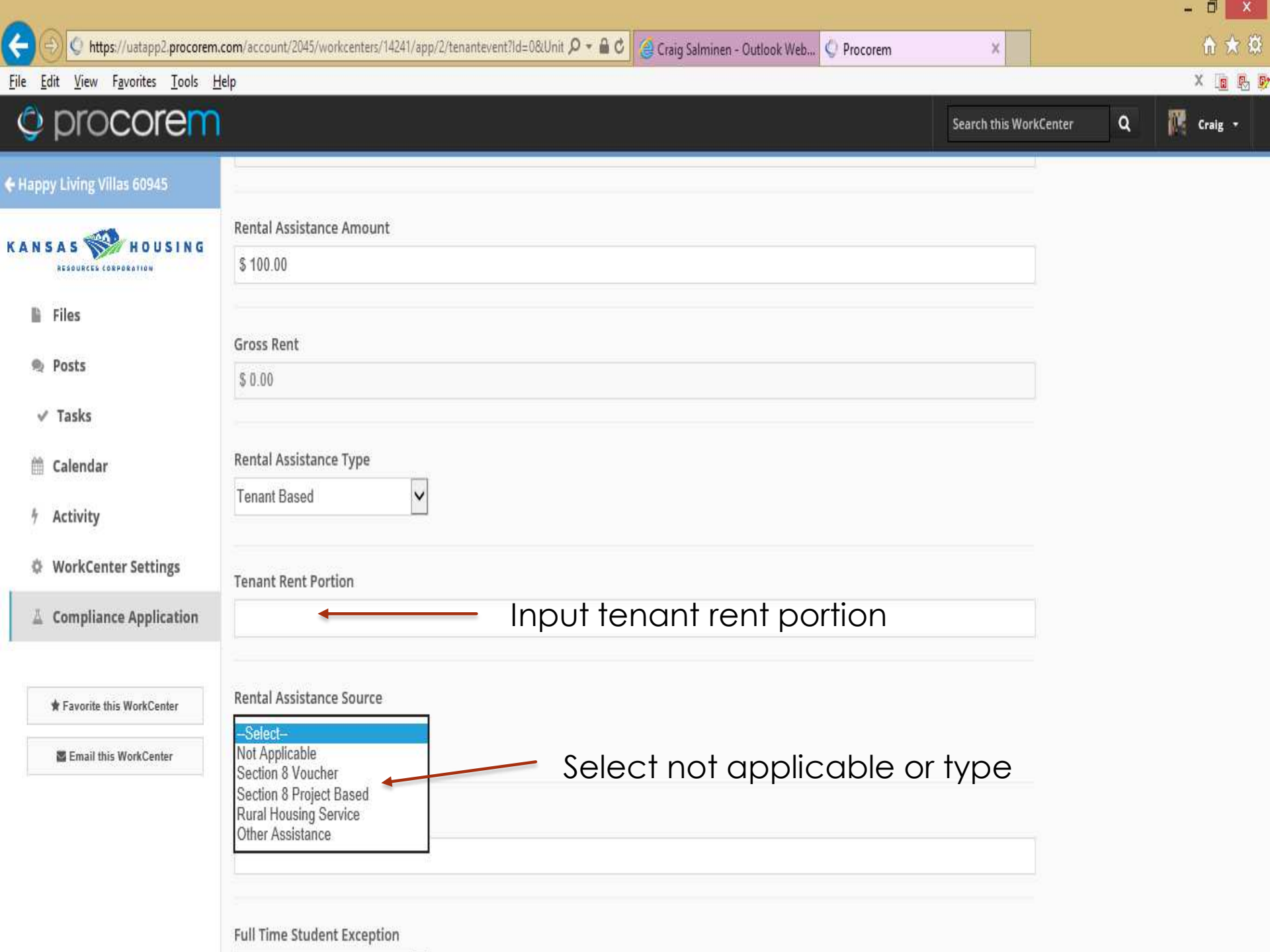
Email this WorkCenter
--Select--
Total Household Income
Automatically calculated later
$0.00
Household Income at Move In
Automatically calculated later
Total Household Members
Automatically calculated later
0
Rental Assistance Amount
Input the amount of assistance if received
Gross Rent
$ 0.00
Automatically calculated later
Rental Assistance Type
--Select--
Project Based
Tenant Based
Select the type of assistance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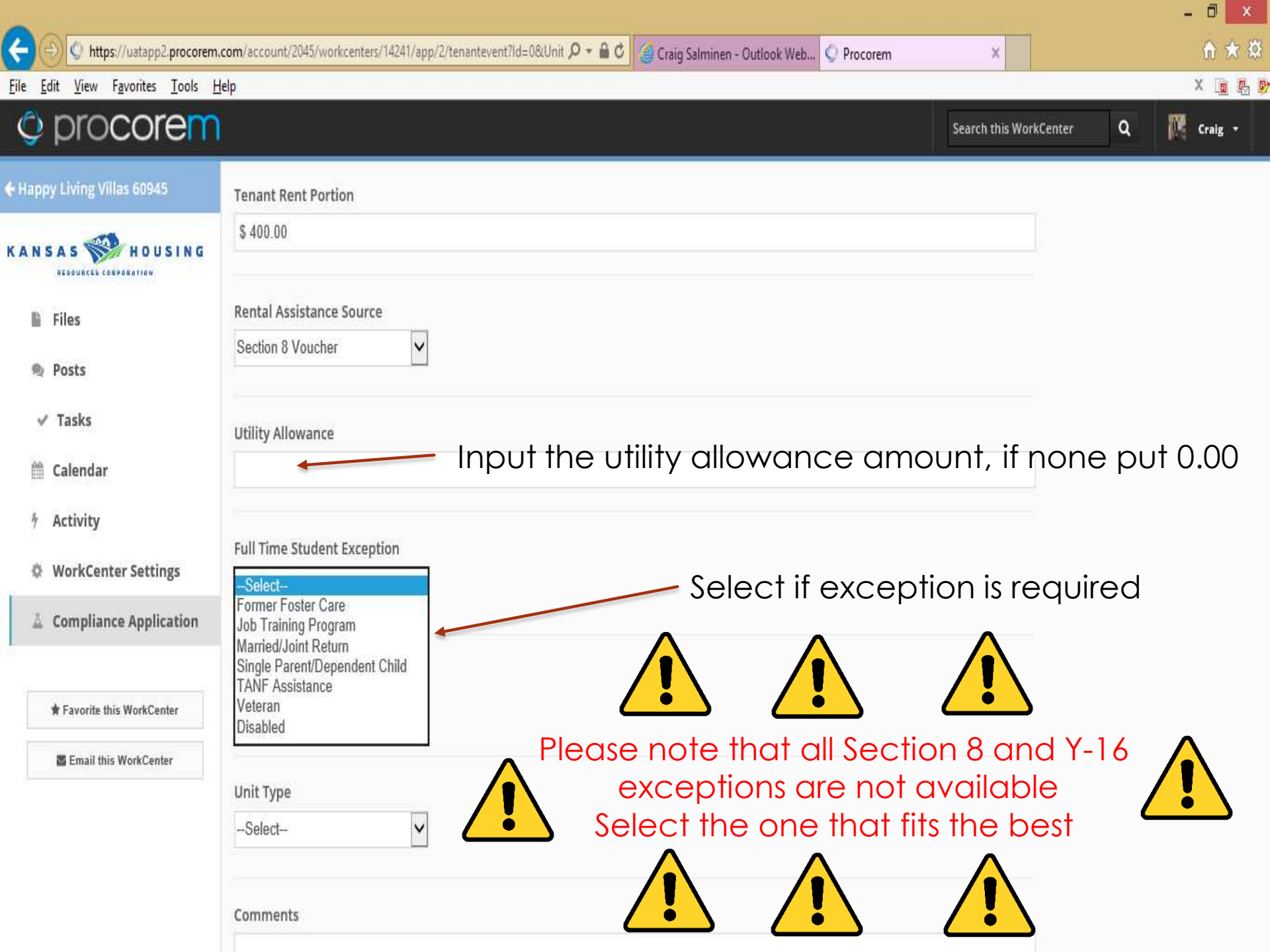
Rental Assistance Amount
$ 100.00
Gross Rent
$ 0.00
Rental Assistance Type
Tenant Based
Tenant Rent Portion
Input tenant rent portion
Rental Assistance Source
--Select--
Not Applicable
Section 8 Voucher
Section 8 Project Based
Rural Housing Service
Other Assistance
Select not applicable or type
Full Time Student Exception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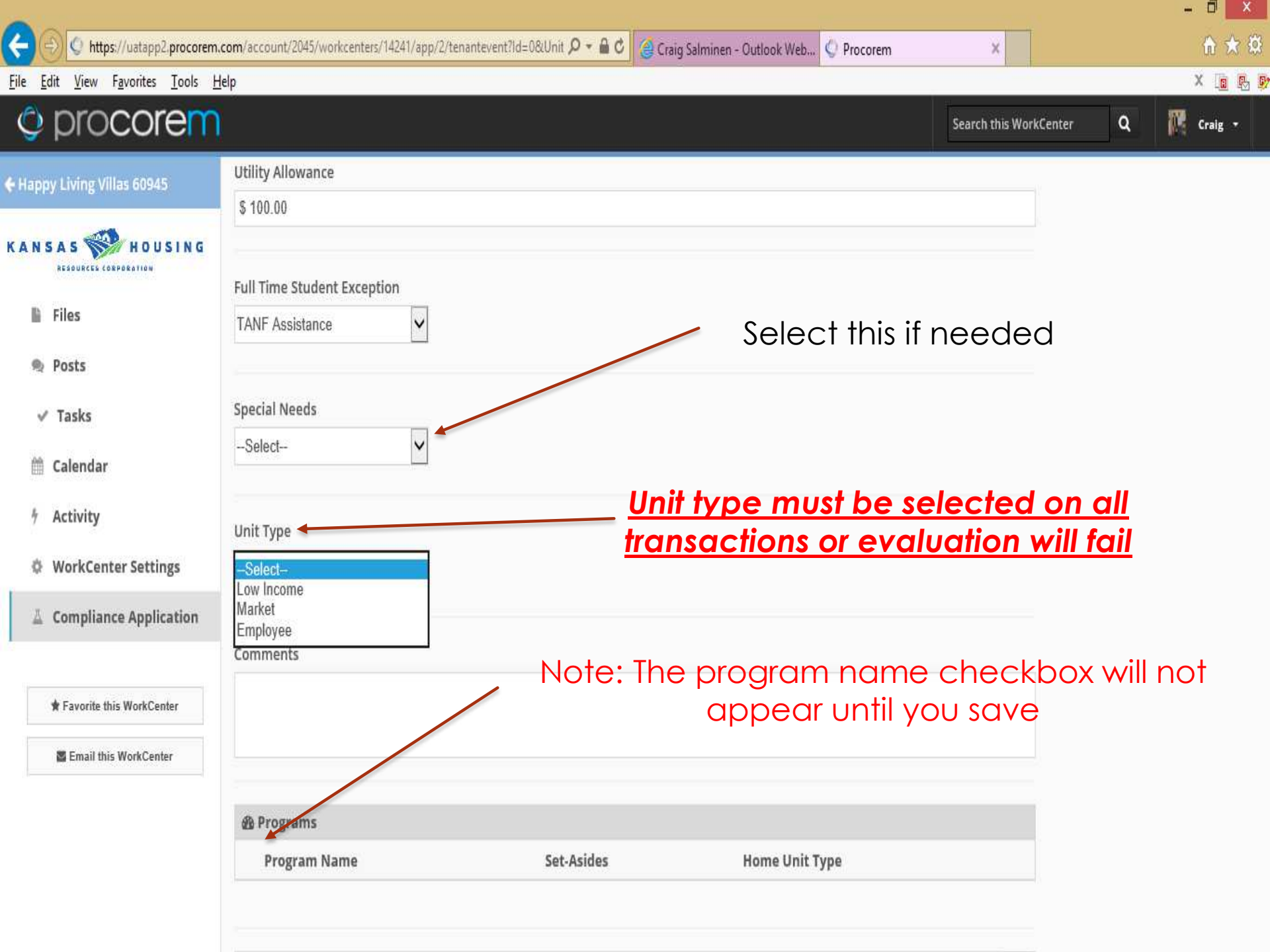
Tenant Rent Portion
$ 400.00
Rental Assistance Source
Section 8 Voucher
Utility Allowance
Input the utility allowance amount, if none put 0.00
Full Time Student Exception
--Select--
Former Foster Care
Job Training Program
Married/Joint Return
Single Parent/Dependent Child
TANF Assistance
Veteran
Disabled
Select if exception is required
Please note that all Section 8 and Y-16 exceptions are not available
Select the one that fits the best
Unit Type
--Select--
Comments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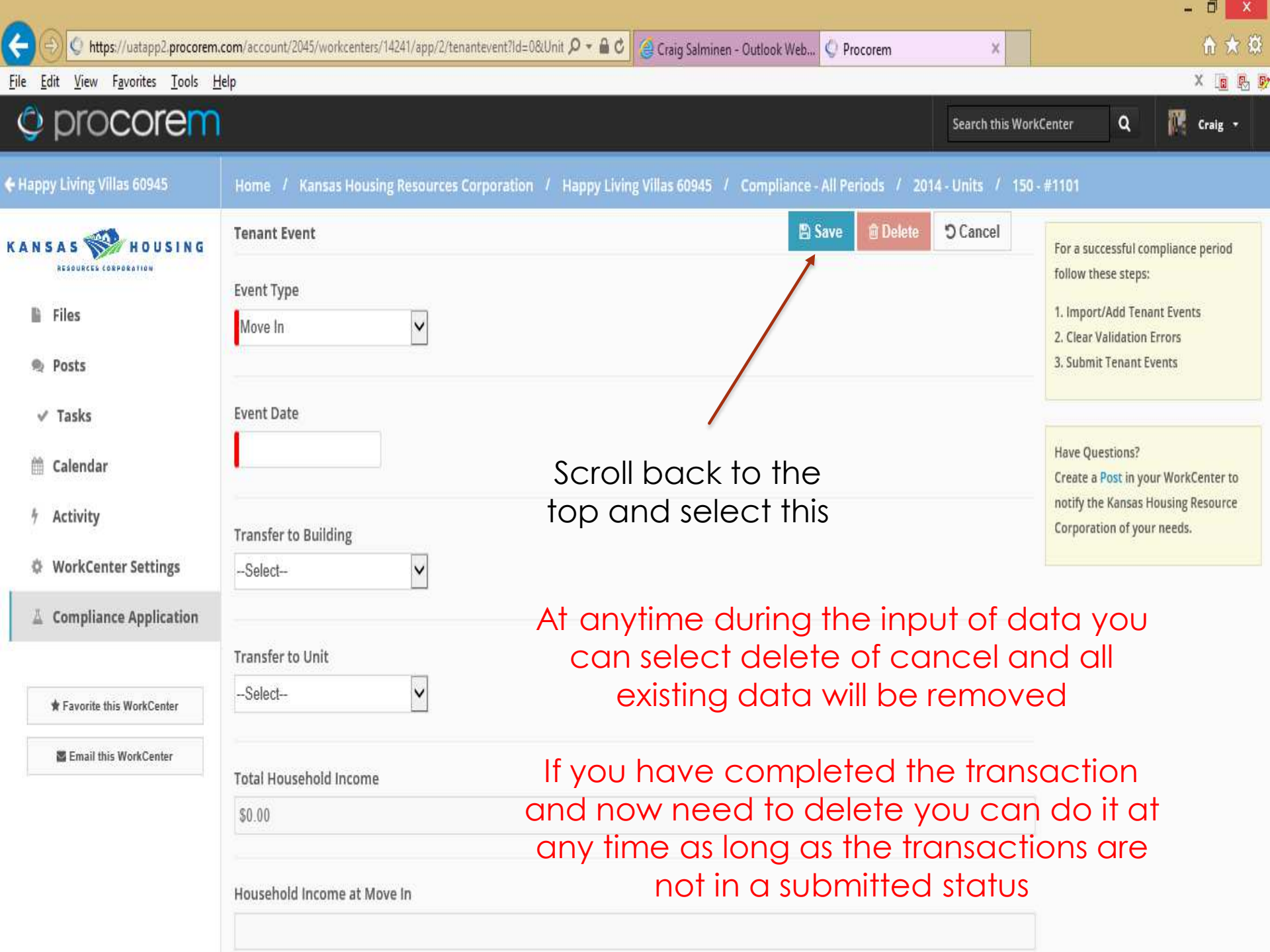
Utility Allowance
$ 100.00
Full Time Student Exception
TANF Assistance
Special Needs
--Select--
Unit Type
--Select--
Low Income
Market
Employee
Comments
Programs
Program Name
Set-Asides
Home Unit Type
Select this if needed
Unit type must be selected on all transactions or evaluation will fail
Note: The program name checkbox will not appear until you save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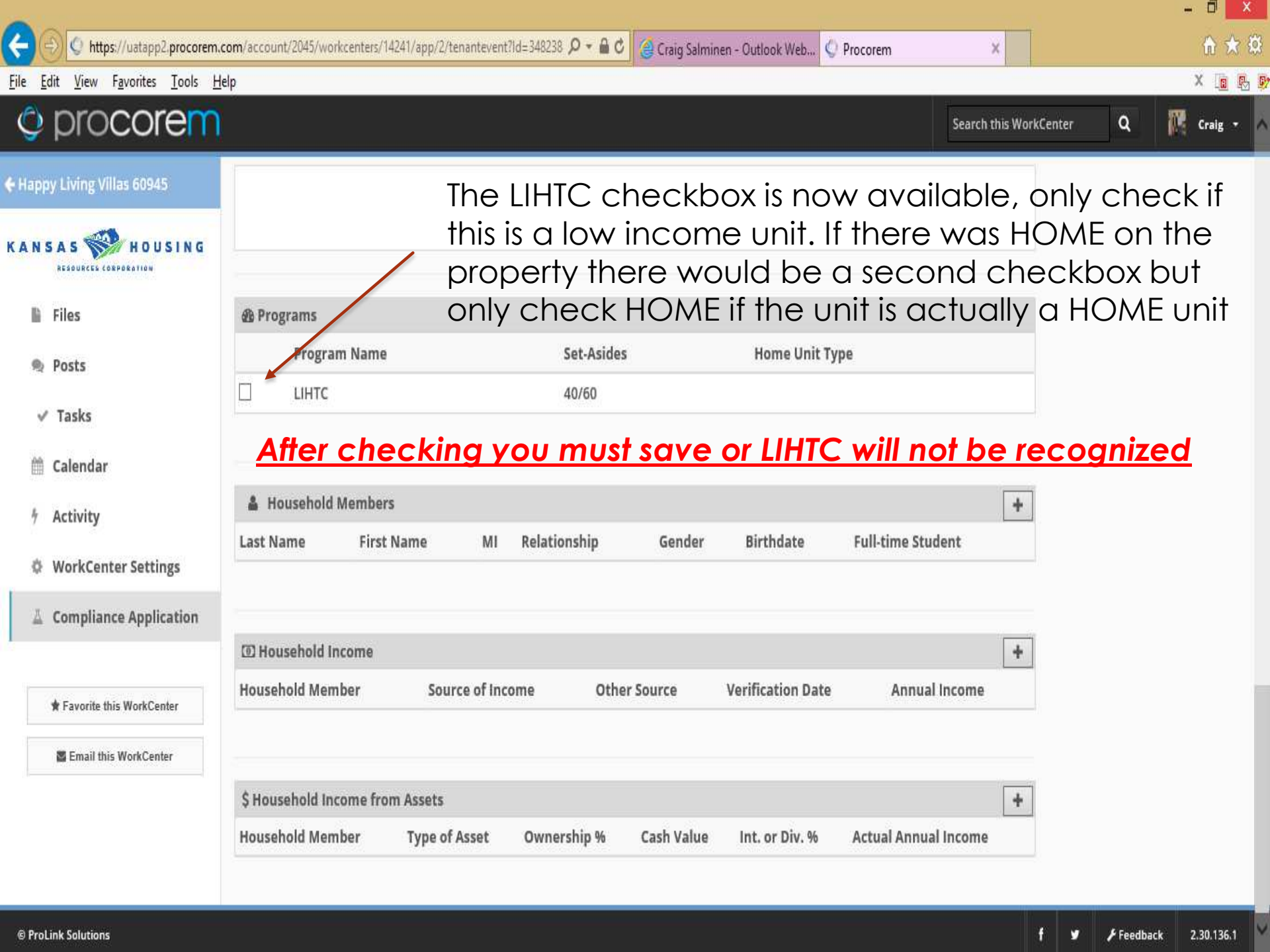
Save
Delete
Cancel
Event Type
Move In
Event Date
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Scroll back to the top and select this
At anytime during the input of data you can select delete of cancel and all existing data will be removed
If you have completed the transaction and now need to delete you can do it at any time as long as the transactions are not in a submitted status


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=348238
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The LIHTC checkbox is now available, only check if this is a low income unit. If there was HOME on the property there would be a second checkbox but only check HOME if the unit is actually a HOME unit
Programs
Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
After checking you must save or LIHTC will not be recognized
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income
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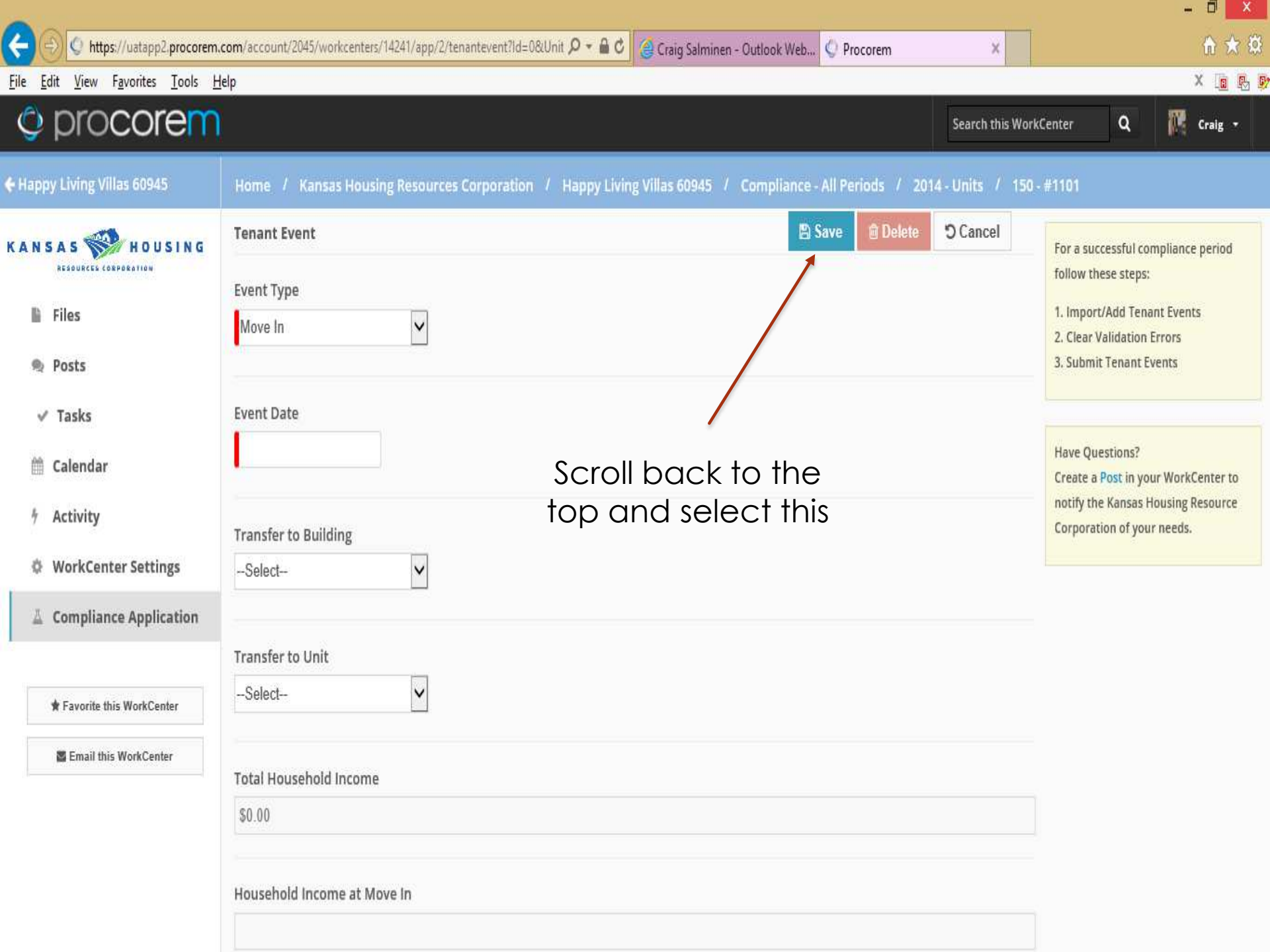
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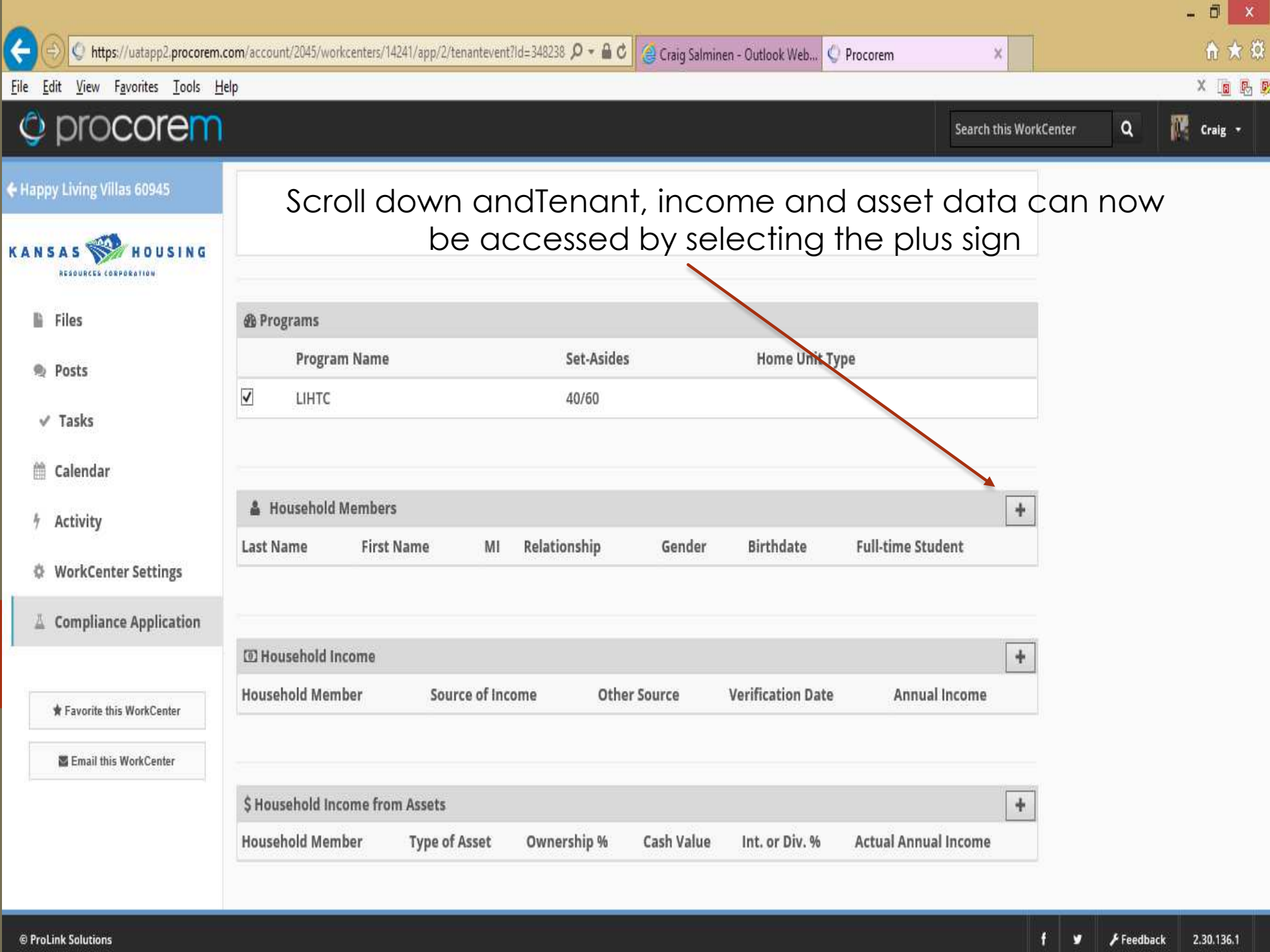
Favorite this WorkCenter
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
Move In
Event Date
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Scroll back to the top and select this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Scroll down andTenant, income and asset data can now be accessed by selecting the plus sign
Programs
Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income
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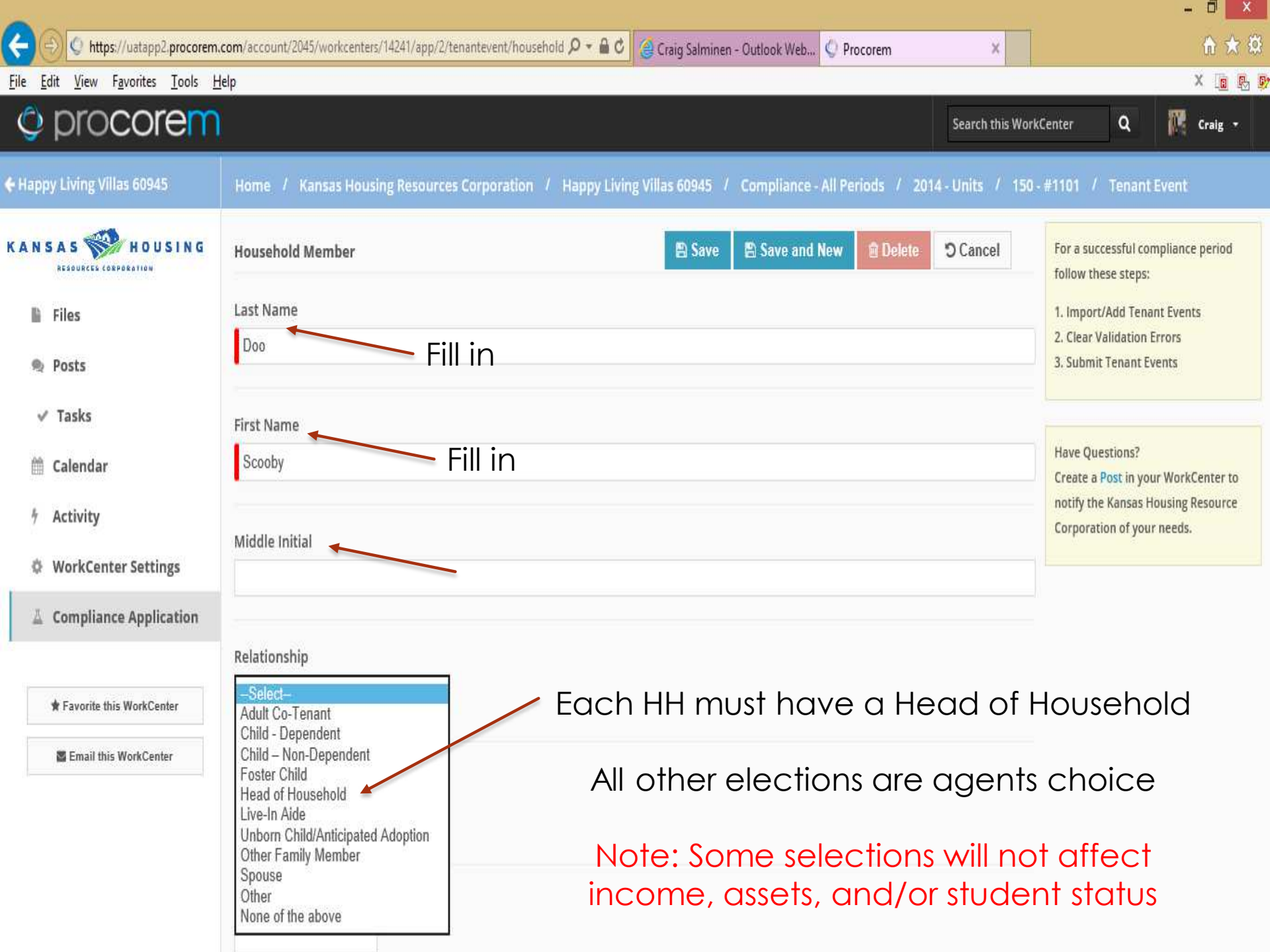
https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household
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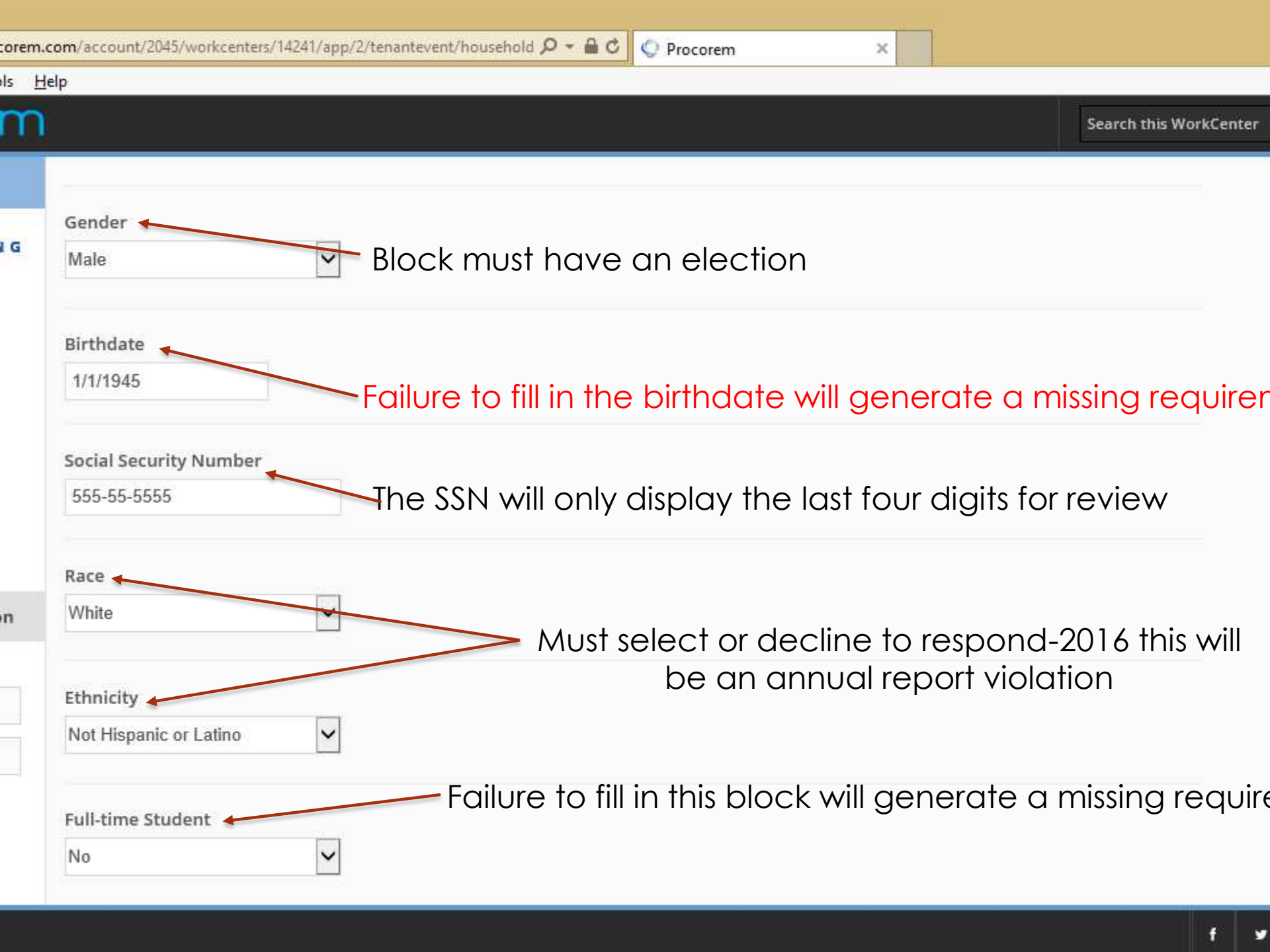
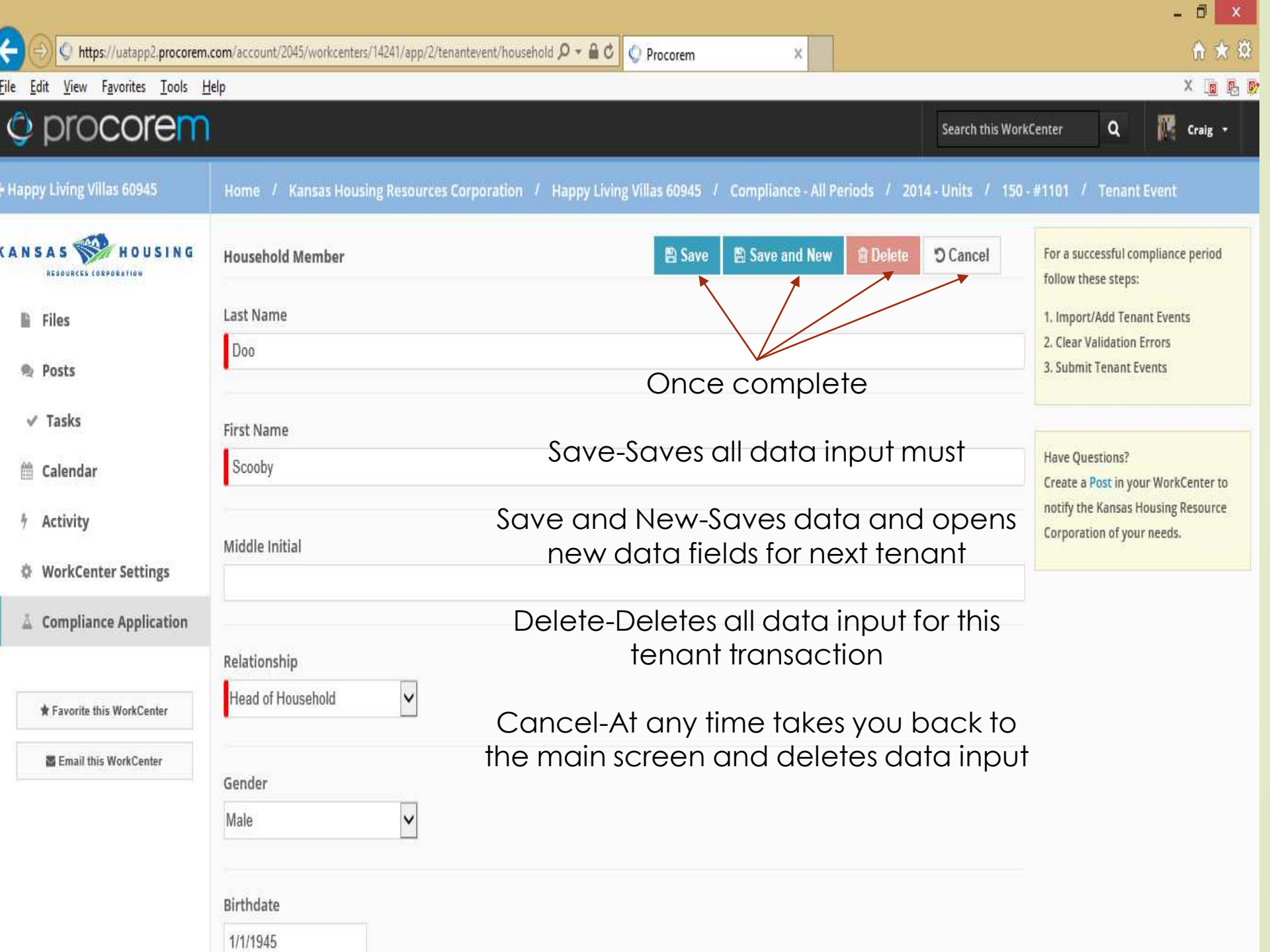
Favorite this WorkCenter
Email this WorkCenter
Household Member
Save
Save and New
Delete
Cancel
Last Name
Doo
Fill in
First Name
Scooby
Fill in
Middle Initial
Relationship
--Select--
Adult Co-Tenant
Child - Dependent
Child – Non-Dependent
Foster Child
Head of Household
Live-In Aide
Unborn Child/Anticipated Adoption
Other Family Member
Spouse
Other
None of the above
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Each HH must have a Head of Household
All other elections are agents choice
Note: Some selections will not affect income, assets, and/or student status


corem.com/account/2045/workcenters/14241/app/2/tenantevent/household
Procorem
ls Help
Search this WorkCenter
Gender
Male
Block must have an election
Birthdate
1/1/1945
Failure to fill in the birthdate will generate a missing requiren
Social Security Number
555-55-5555
The SSN will only display the last four digits for review
Race
White
Must select or decline to respond-2016 this will be an annual report violation
Ethnicity
Not Hispanic or Latino
Failure to fill in this block will generate a missing require
Full-time Student
No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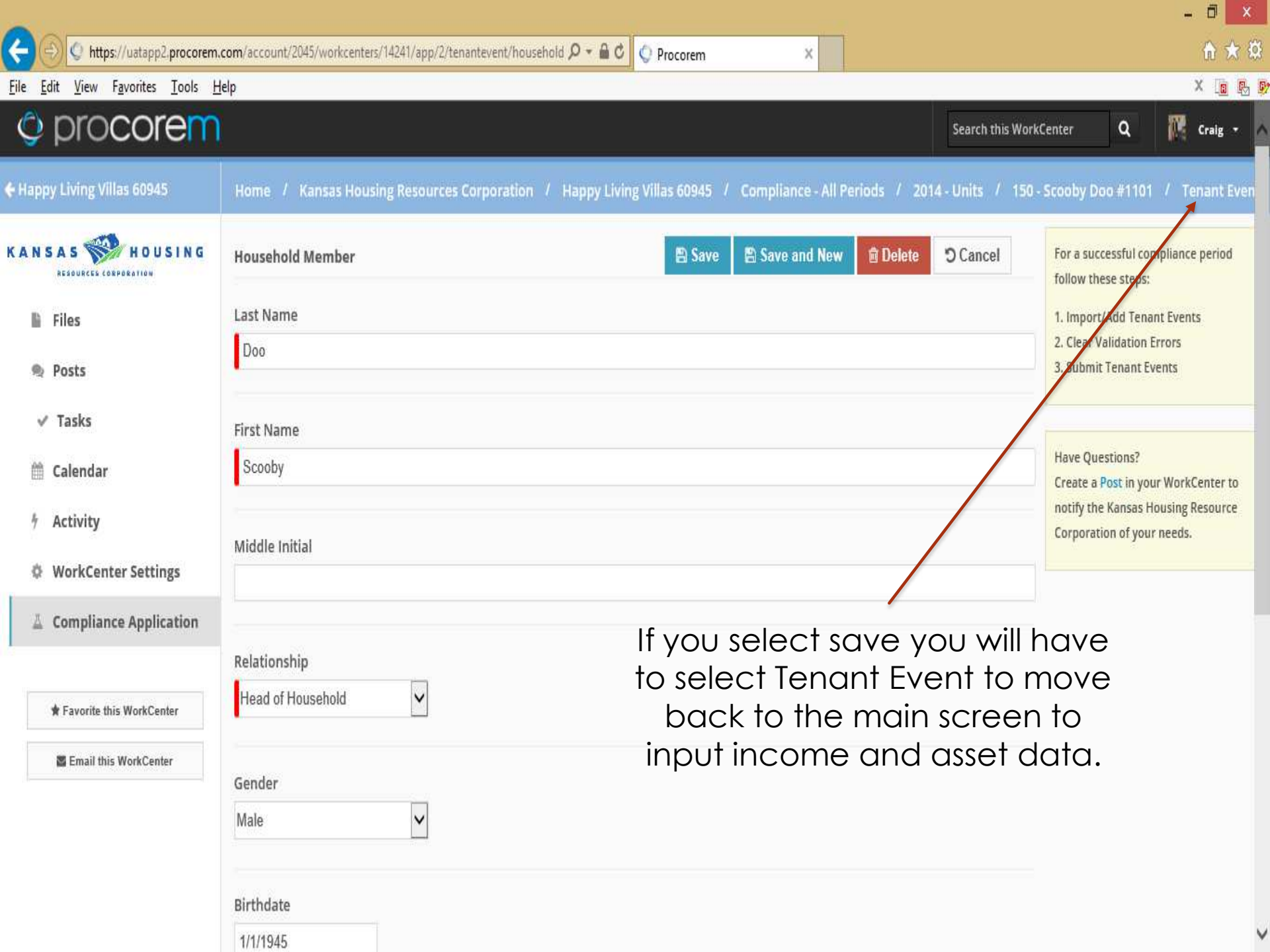
Household Member
Save
Save and New
Delete
Cancel
Last Name
Doo
First Name
Scooby
Middle Initial
Relationship
Head of Household
Gender
Male
Birthdate
1/1/1945
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Once complete
Save-Saves all data input must
Save and New-Saves data and opens new data fields for next tenant
Delete-Deletes all data input for this tenant transaction
Cancel-At any time takes you back to the main screen and deletes data input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Favorite this WorkCenter
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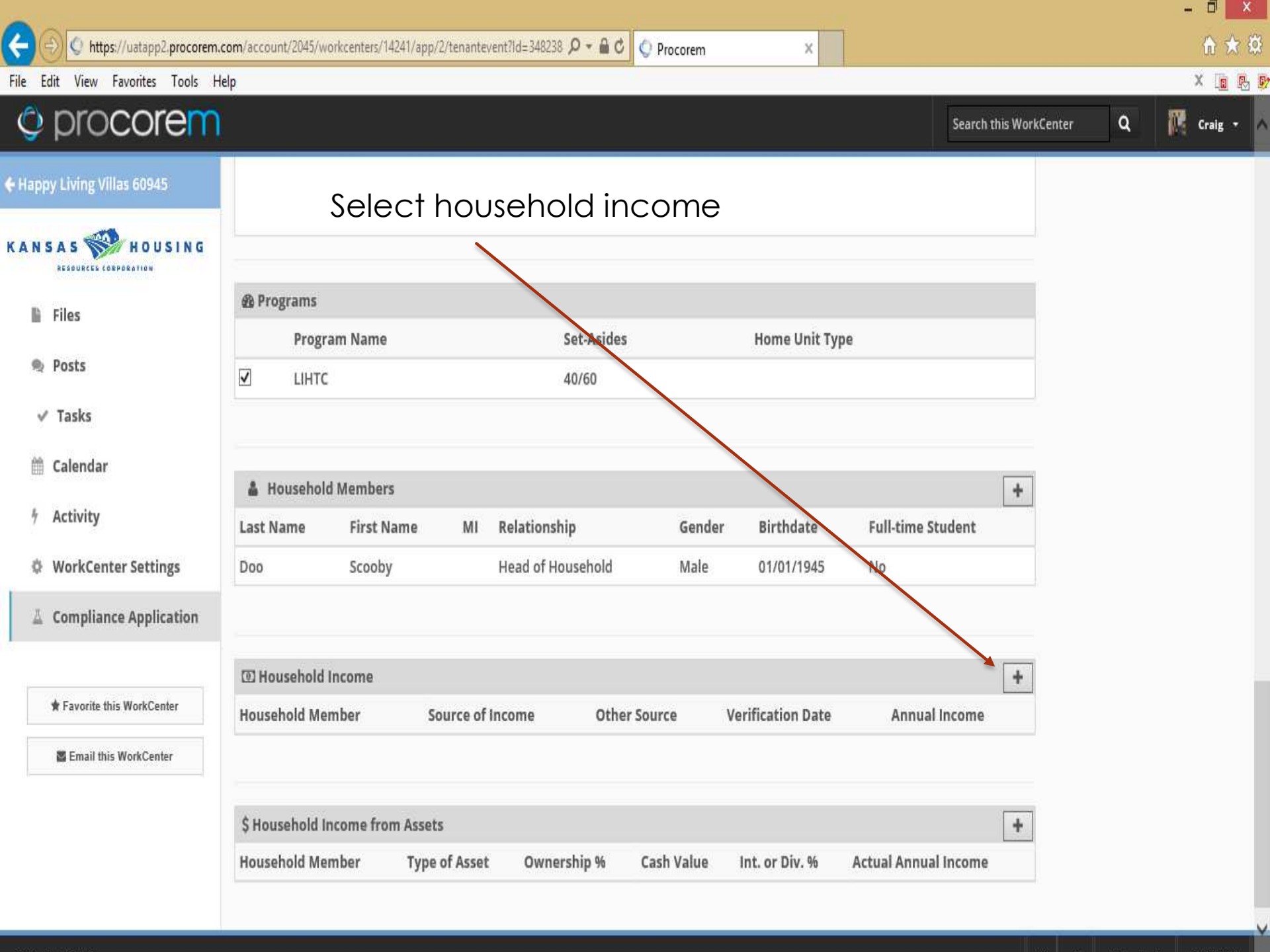
Save
Save and New
Delete
Cancel
Last Name
Doo
First Name
Scooby
Middle Initial
Relationship
Head of Household
Gender
Male
Birthdate
1/1/1945
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
If you select save you will have to select Tenant Event to move back to the main screen to input income and asset data.


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=348238
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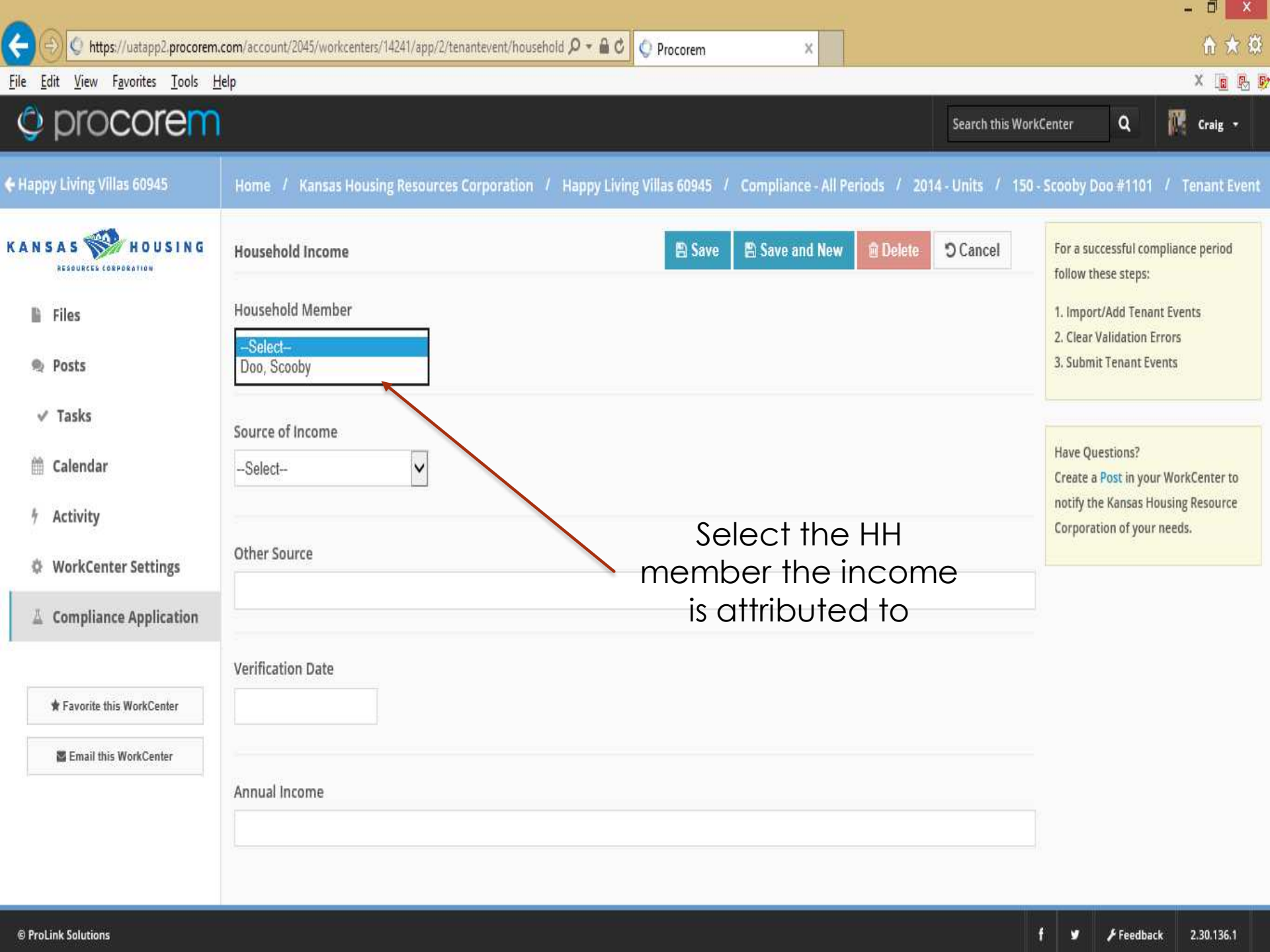
Favorite this WorkCenter
Email this WorkCenter
Select household income
Programs
Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Doo
Scooby
Head of Household
Male
01/01/1945
No
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household
Procorem
File Edit View Favorites Tools Help
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Search this WorkCenter
Craig
Happy Living Villas 60945
Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance - All Periods / 2014 - Units / 150 - Scooby Doo #1101 / Tenant Event
KANSAS HOUSING RESOURCES CORPORATION
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Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Household Income
Save
Save and New
Delete
Cancel
Household Member
--Select--
Doo, Scooby
Source of Income
--Select--
Other Source
Verification Date
Annual Income
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select the HH member the income is attributed to
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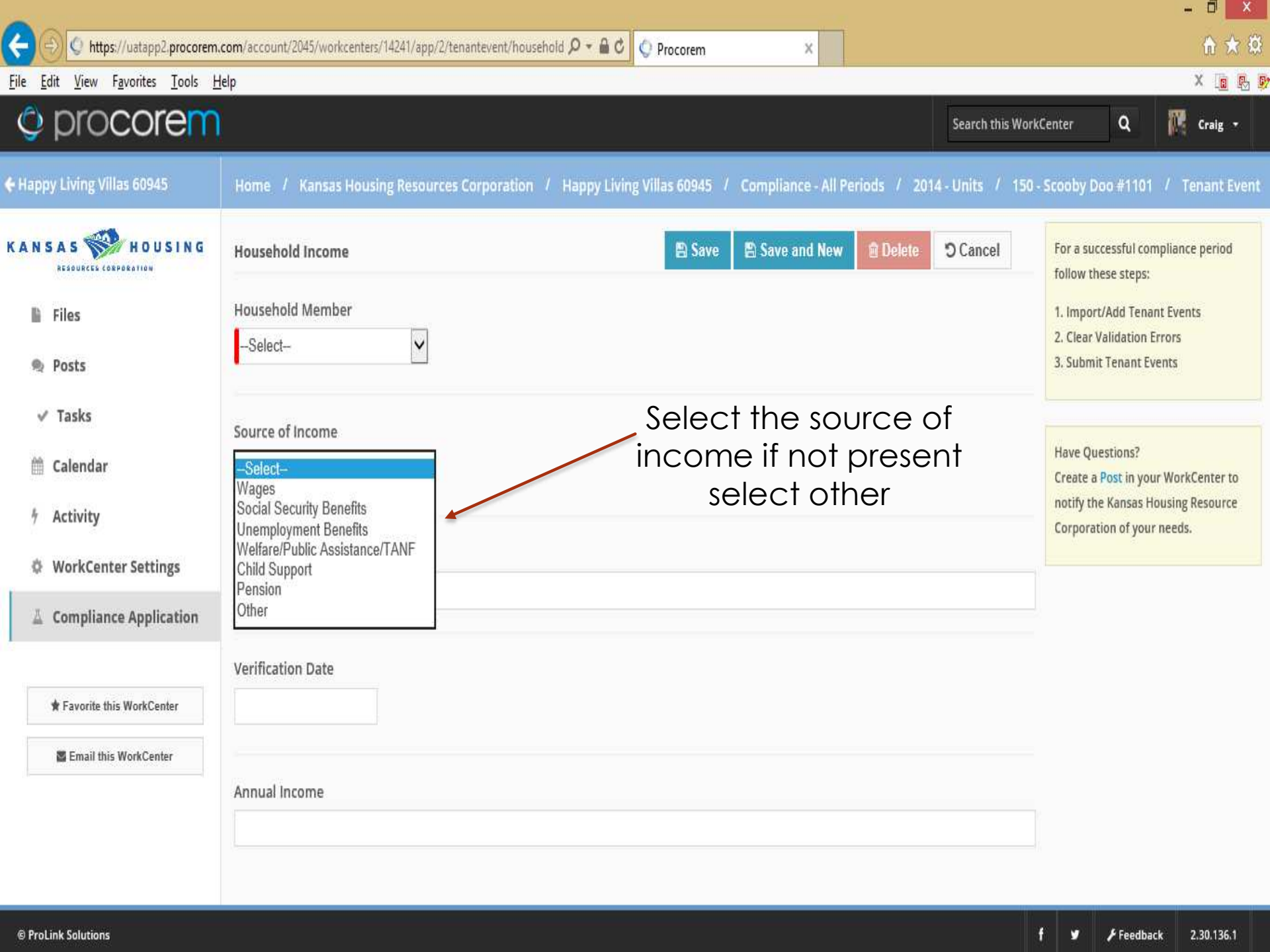
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Email this WorkCenter
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Save
Save and New
Delete
Cancel
Household Member
--Select--
Source of Income
--Select--
Wages
Social Security Benefits
Unemployment Benefits
Welfare/Public Assistance/TANF
Child Support
Pension
Other
Select the source of income if not present select other
Verification Date
Annual Income
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
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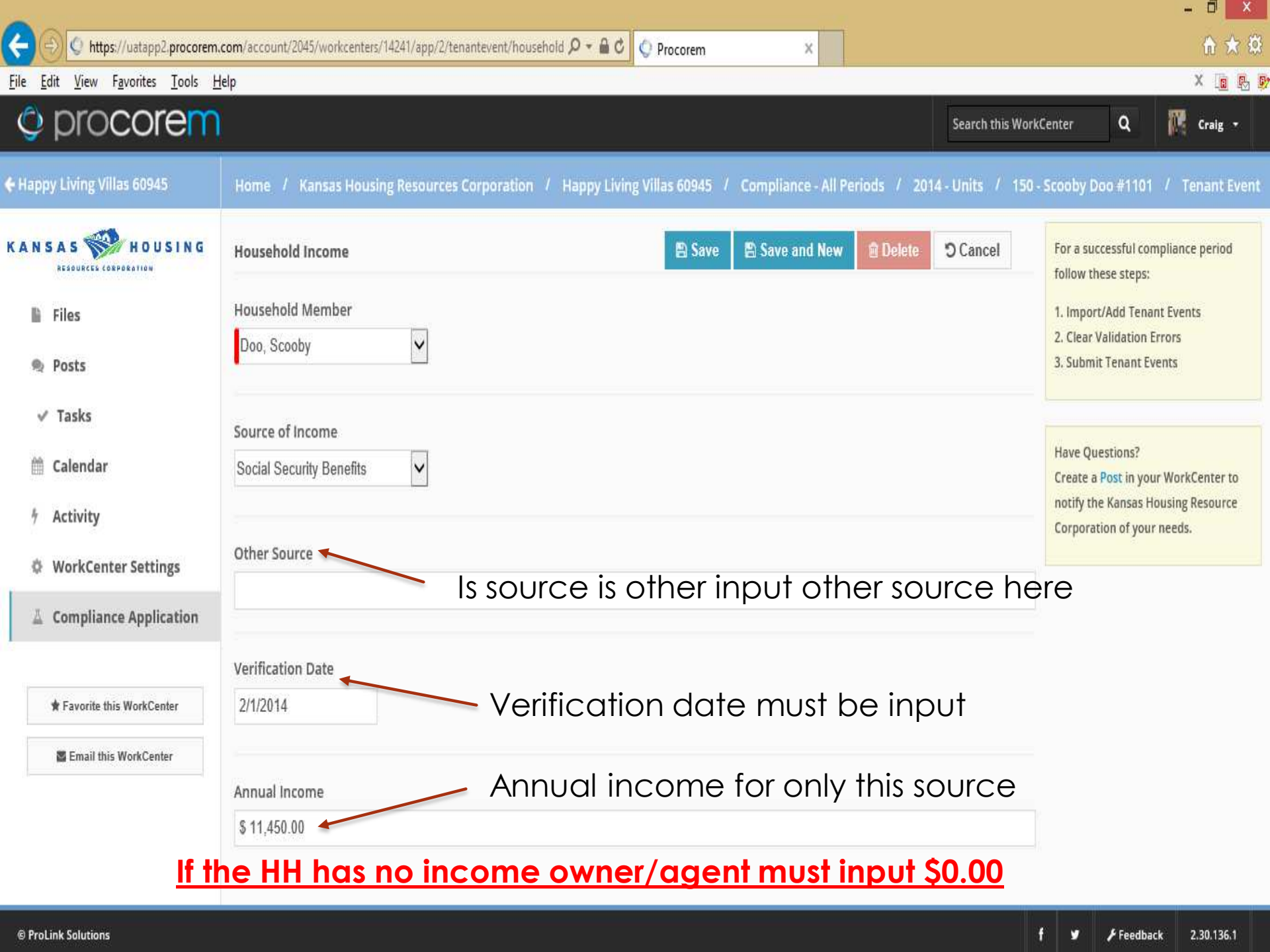
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Email this WorkCenter
Household Income
Save
Save and New
Delete
Cancel
Household Member
Doo, Scooby
Source of Income
Social Security Benefits
Other Source
Is source is other input other source here
Verification Date
2/1/2014
Verification date must be input
Annual Income
$ 11,450.00
Annual income for only this source
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
If the HH has no income owner/agent must input $0.00
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- Activity
- WorkCenter Settings
- Compliance Application

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✉ Email this WorkCenter

Household Income

Save | Save and New | Delete | Cancel

Household Member

Doo, Scooby

Source of Income

Social Security Benefits

Other Source

Verification Date

2/1/2014

Annual Income

$ 11,450.00

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

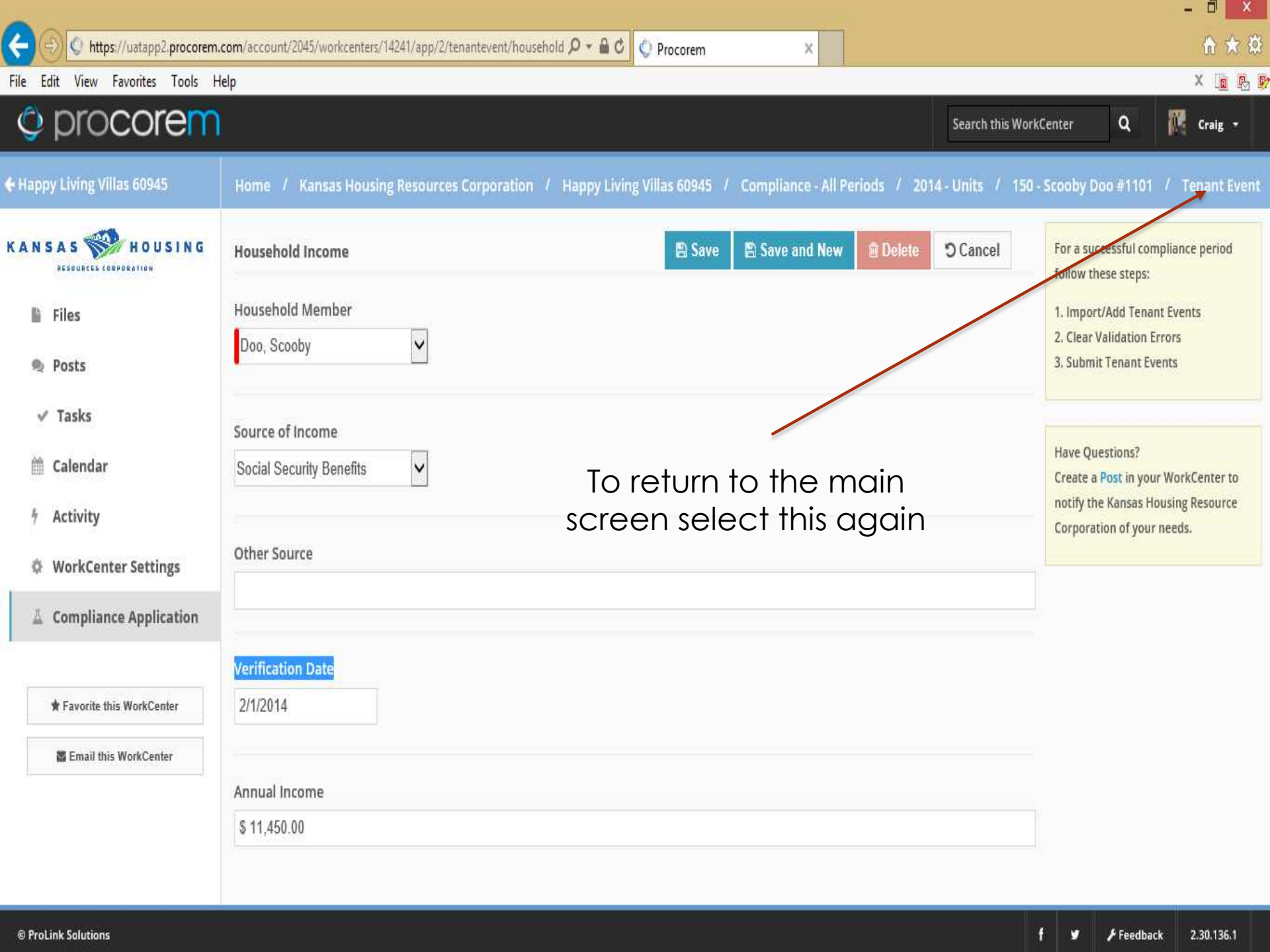
Once complete

Save-Saves all data input must

Save and New-Saves data and opens new data fields for next tenant

Delete-Deletes all data input for this tenant transaction

Cancel-At any time takes you back to the main screen and deletes data input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Favorite this WorkCenter
Email this WorkCenter
Household Income
Save
Save and New
Delete
Cancel
Household Member
Doo, Scooby
Source of Income
Social Security Benefits
Other Source
Verification Date
2/1/2014
Annual Income
$ 11,450.00
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
To return to the main screen select this again
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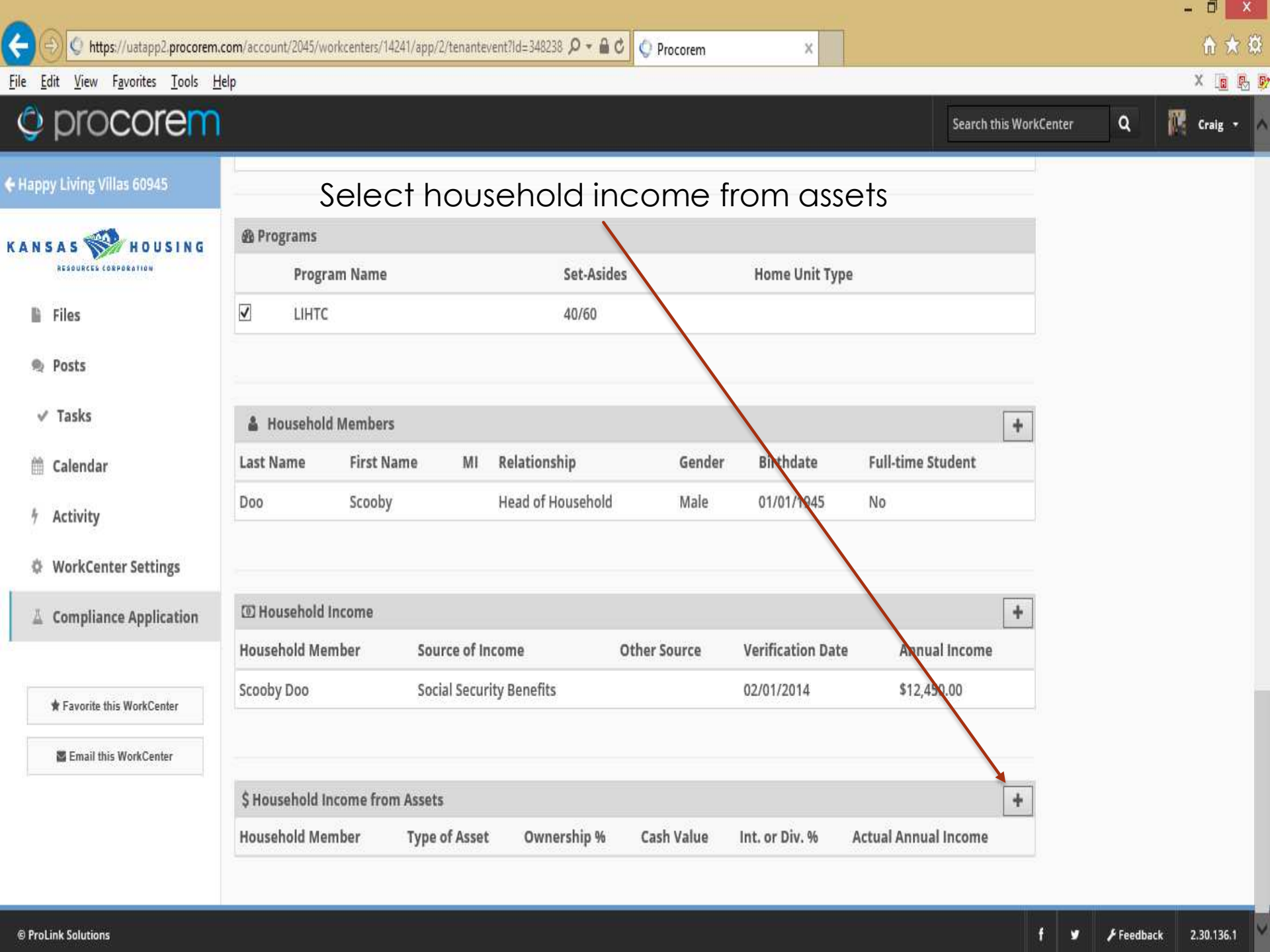
https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=348238
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Favorite this WorkCenter
Email this WorkCenter
Select household income from assets
Programs
Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Doo
Scooby
Head of Household
Male
01/01/1945
No
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
Scooby Doo
Social Security Benefits
02/01/2014
$12,450.00
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income
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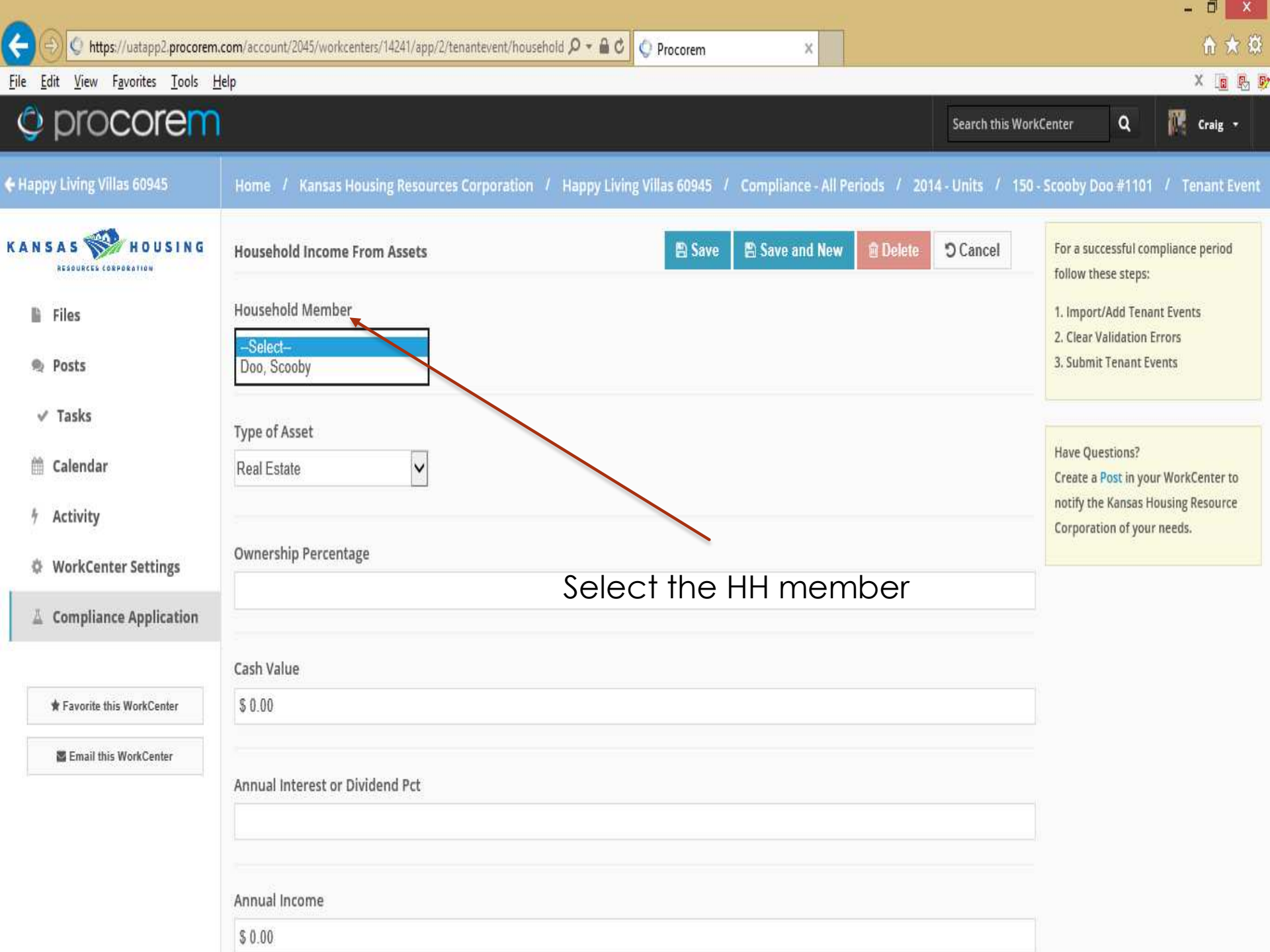
https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household
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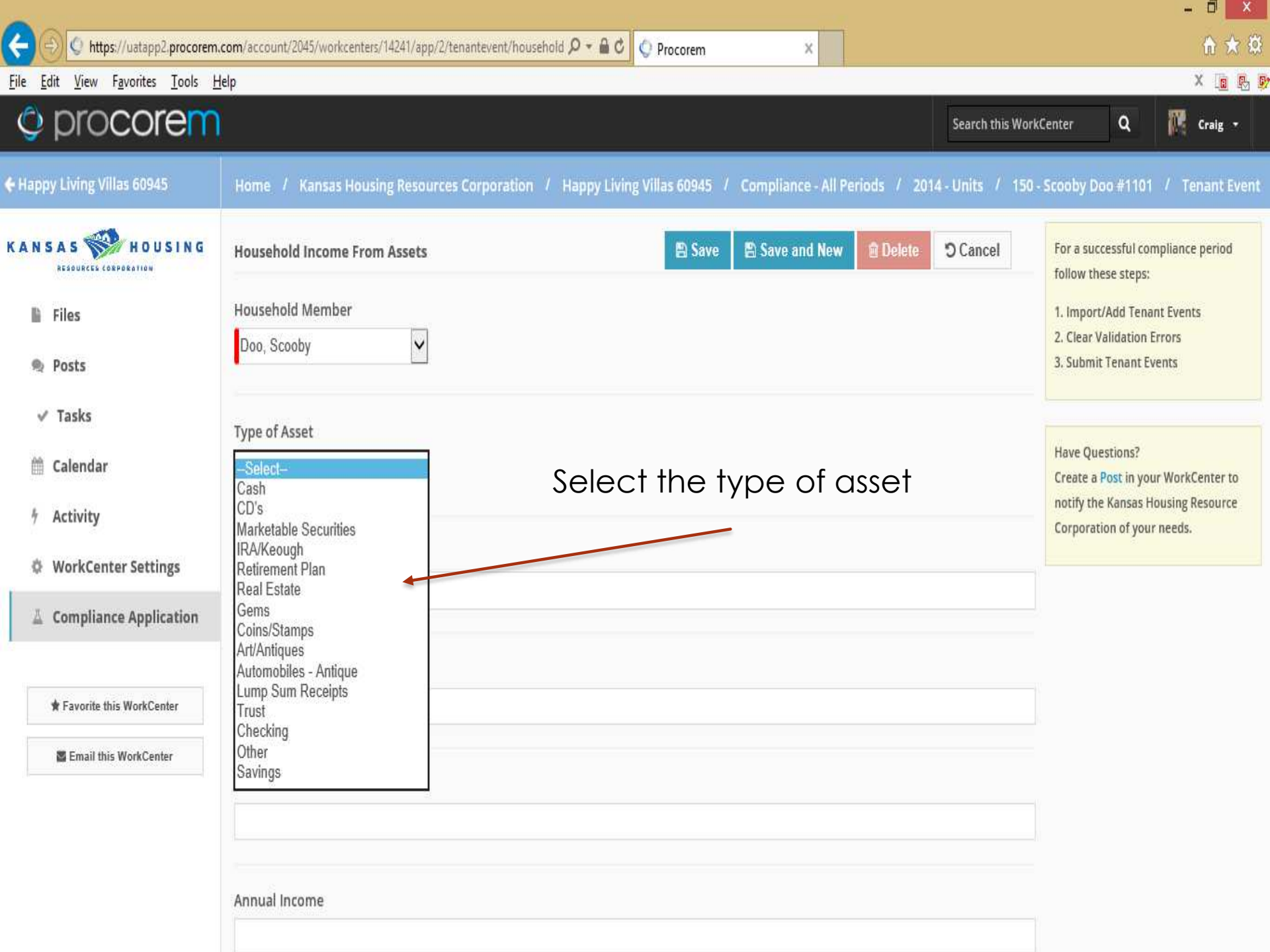
Favorite this WorkCenter
Email this WorkCenter
Household Income From Assets
Save
Save and New
Delete
Cancel
Household Member
–Select–
Doo, Scooby
Type of Asset
Real Estate
Ownership Percentage
Cash Value
$ 0.00
Annual Interest or Dividend Pct
Annual Income
$ 0.00
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select the HH member


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household
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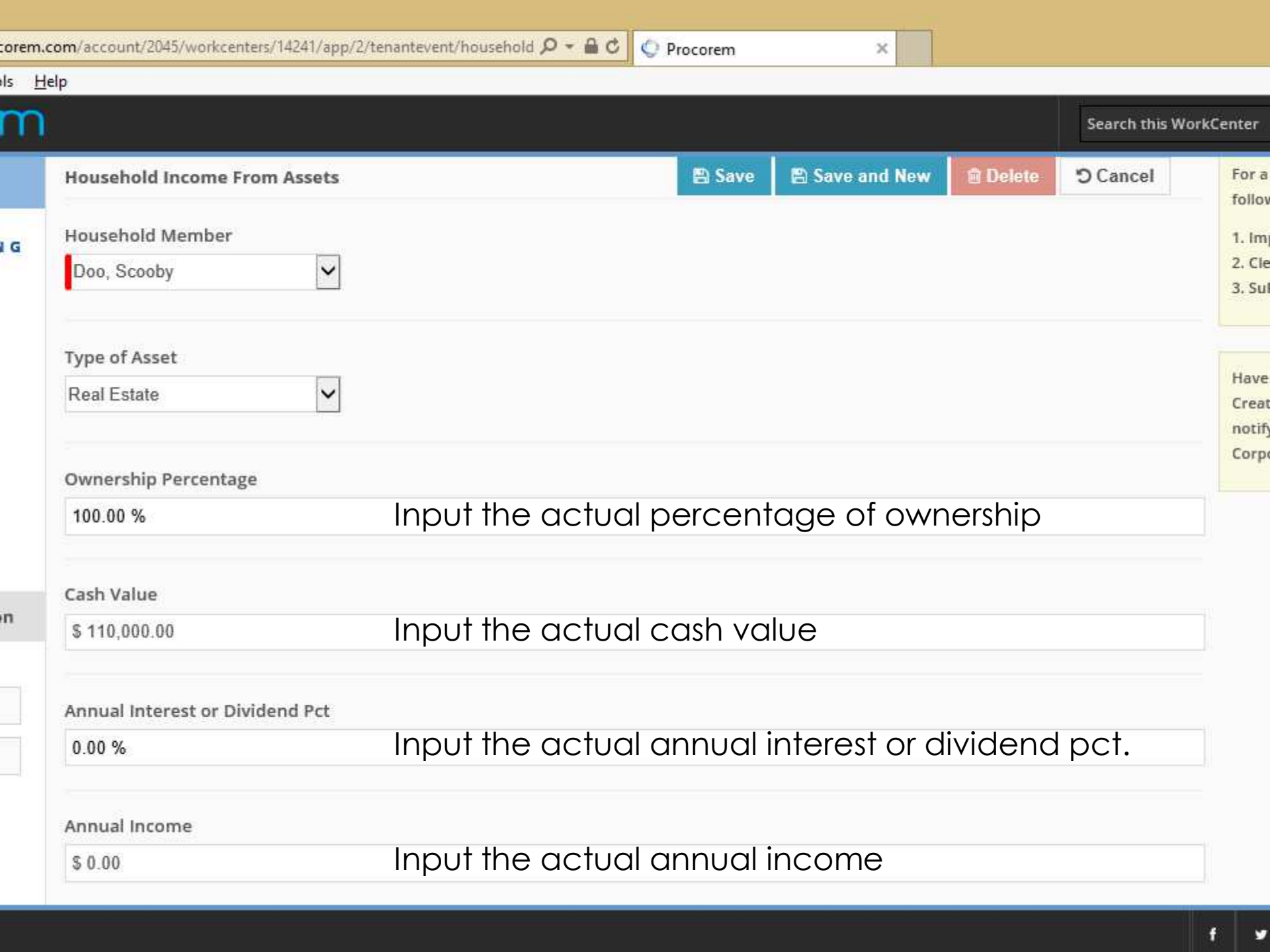
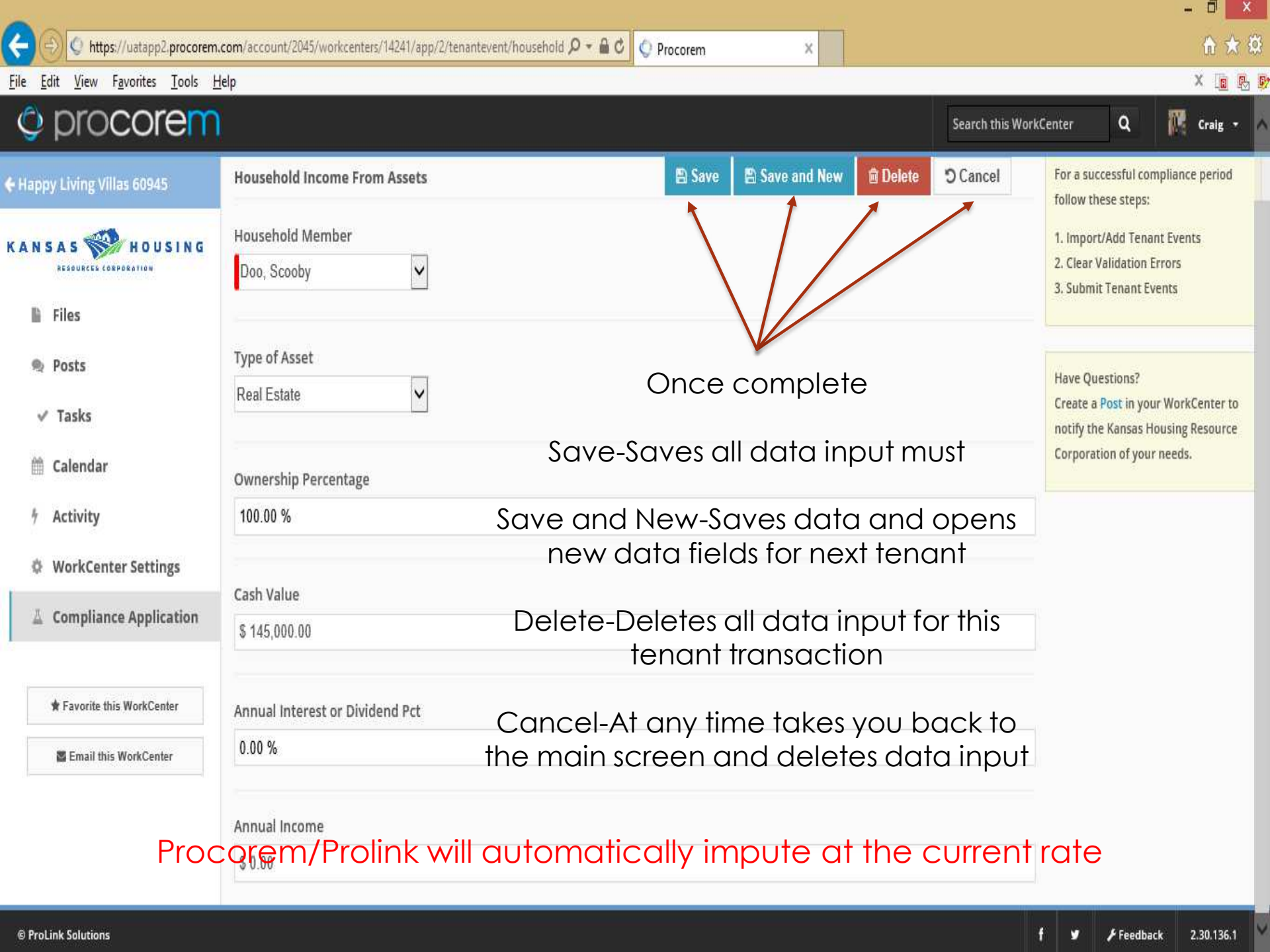
Save
Save and New
Delete
Cancel
Household Member
Doo, Scooby
Type of Asset
--Select--
Cash
CD's
Marketable Securities
IRA/Keough
Retirement Plan
Real Estate
Gems
Coins/Stamps
Art/Antiques
Automobiles - Antique
Lump Sum Receipts
Trust
Checking
Other
Savings
Select the type of asset
Annual Income
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.


corem.com/account/2045/workcenters/14241/app/2/tenantevent/household
Procorem
ls Help
Search this WorkCenter
Household Income From Assets
Save
Save and New
Delete
Cancel
Household Member
Doo, Scooby
Type of Asset
Real Estate
Ownership Percentage
100.00 %
Input the actual percentage of ownership
Cash Value
$ 110,000.00
Input the actual cash value
Annual Interest or Dividend Pct
0.00 %
Input the actual annual interest or dividend pct.
Annual Income
$ 0.00
Input the actual annual income


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household
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Household Income From Assets
Save
Save and New
Delete
Cancel
Household Member
Doo, Scooby
Type of Asset
Real Estate
Ownership Percentage
100.00 %
Cash Value
$ 145,000.00
Annual Interest or Dividend Pct
0.00 %
Annual Income
$ 0.00
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Once complete
Save-Saves all data input must
Save and New-Saves data and opens new data fields for next tenant
Delete-Deletes all data input for this tenant transaction
Cancel-At any time takes you back to the main screen and deletes data input
Procorem/Prolink will automatically impute at the current rate
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Feedback
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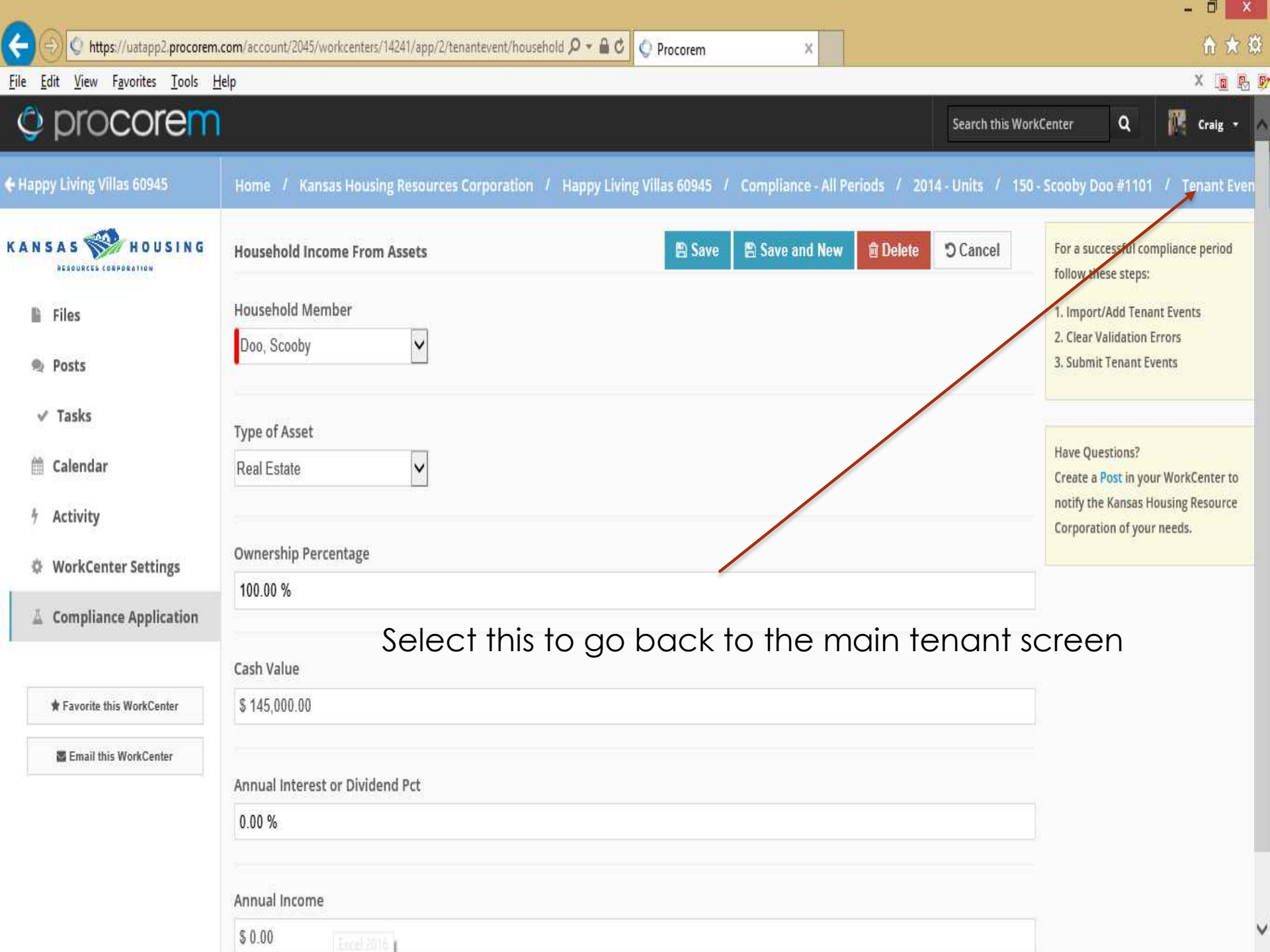
https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household
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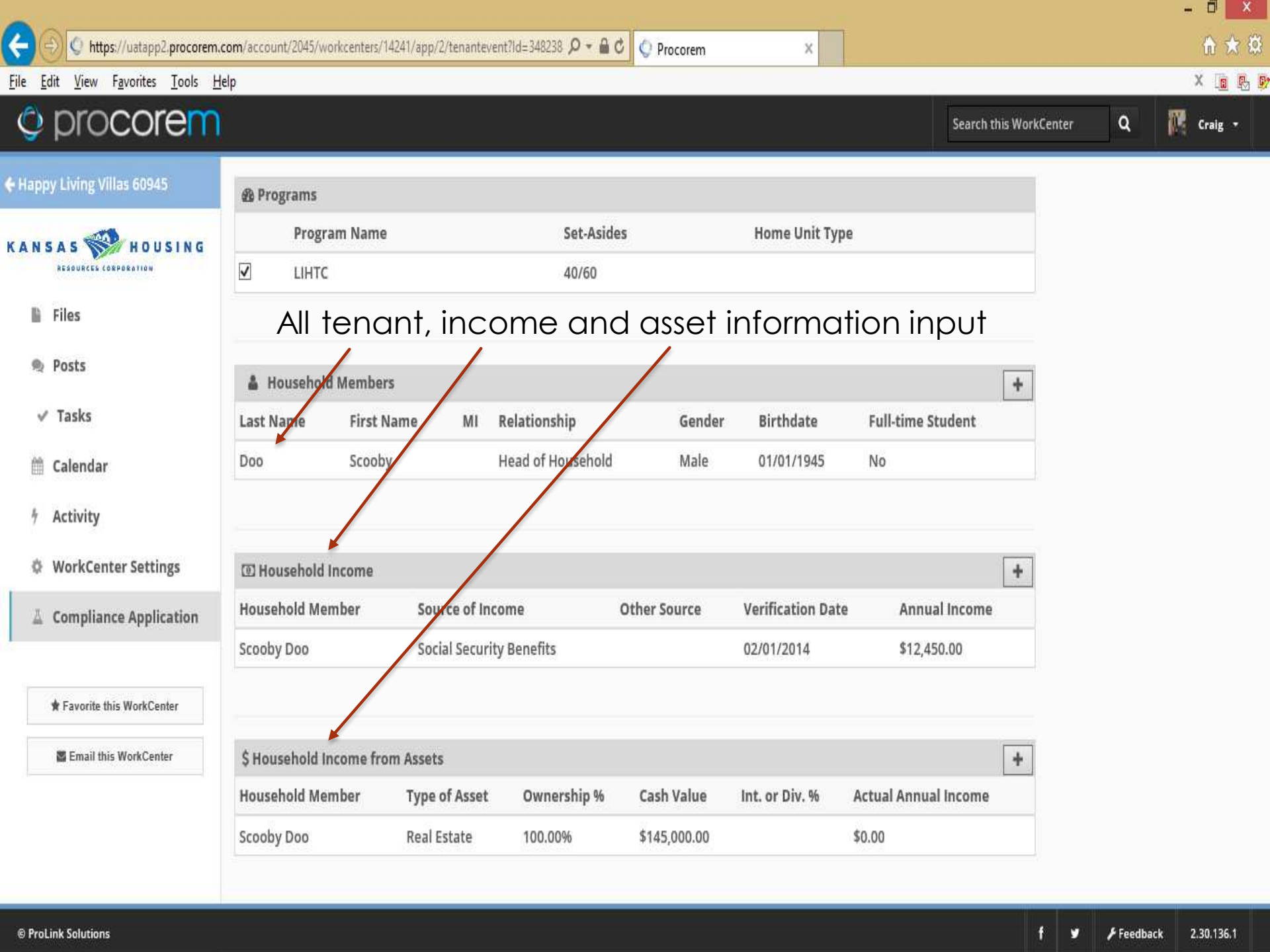
Save
Save and New
Delete
Cancel
Household Member
Doo, Scooby
Type of Asset
Real Estate
Ownership Percentage
100.00 %
Cash Value
$ 145,000.00
Annual Interest or Dividend Pct
0.00 %
Annual Income
$ 0.00
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select this to go back to the main tenant screen


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=348238
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Email this WorkCenter
Programs
Program Name
Set-Asides
Home Unit Type
LIHTC
40/60
All tenant, income and asset information input
Household Members
Last Name
First Name
MI
Relationship
Gender
Birthdate
Full-time Student
Doo
Scooby
Head of Household
Male
01/01/1945
No
Household Income
Household Member
Source of Income
Other Source
Verification Date
Annual Income
Scooby Doo
Social Security Benefits
02/01/2014
$12,450.00
$ Household Income from Assets
Household Member
Type of Asset
Ownership %
Cash Value
Int. or Div. %
Actual Annual Income
Scooby Doo
Real Estate
100.00%
$145,000.00
$0.00
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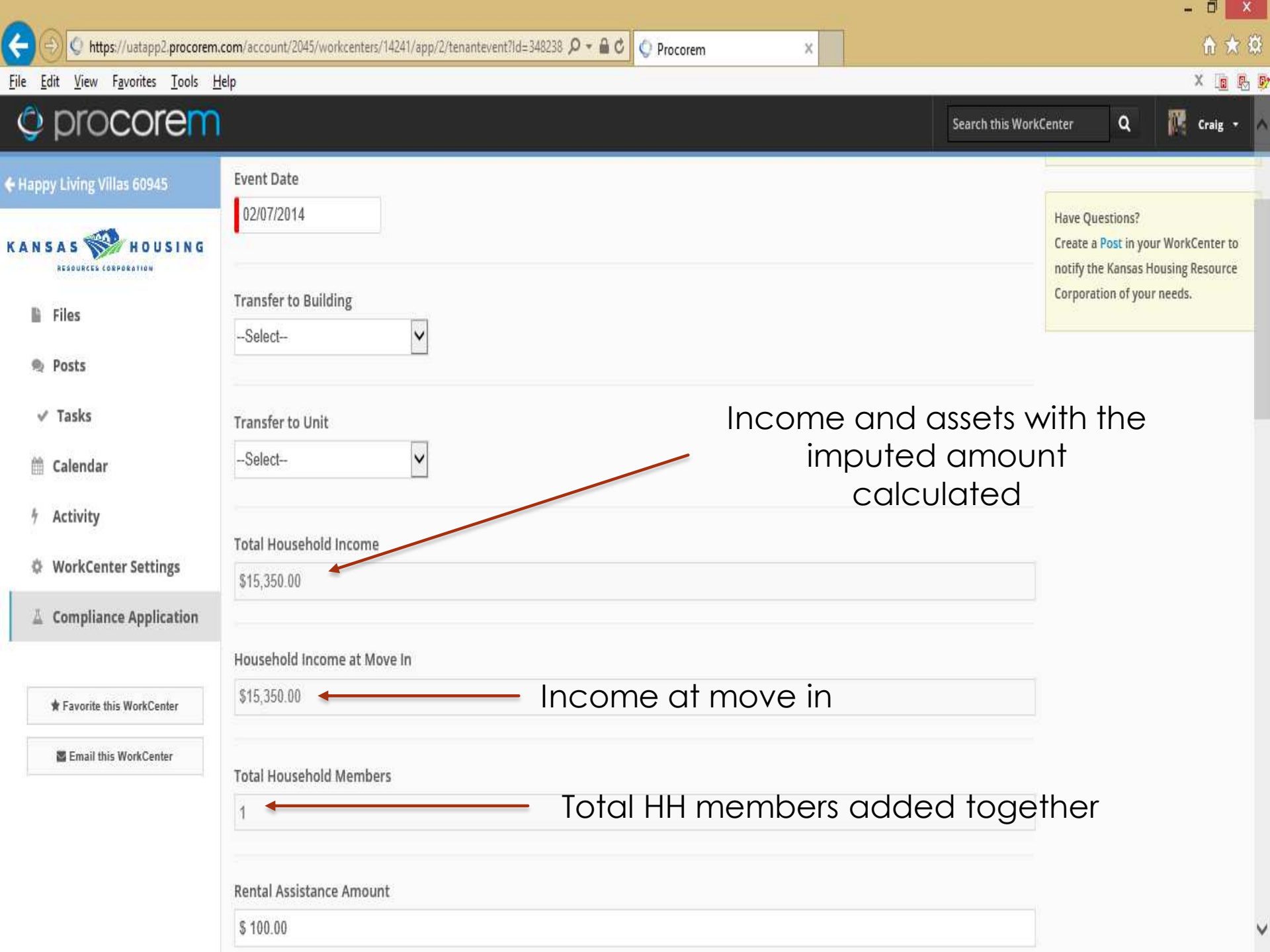
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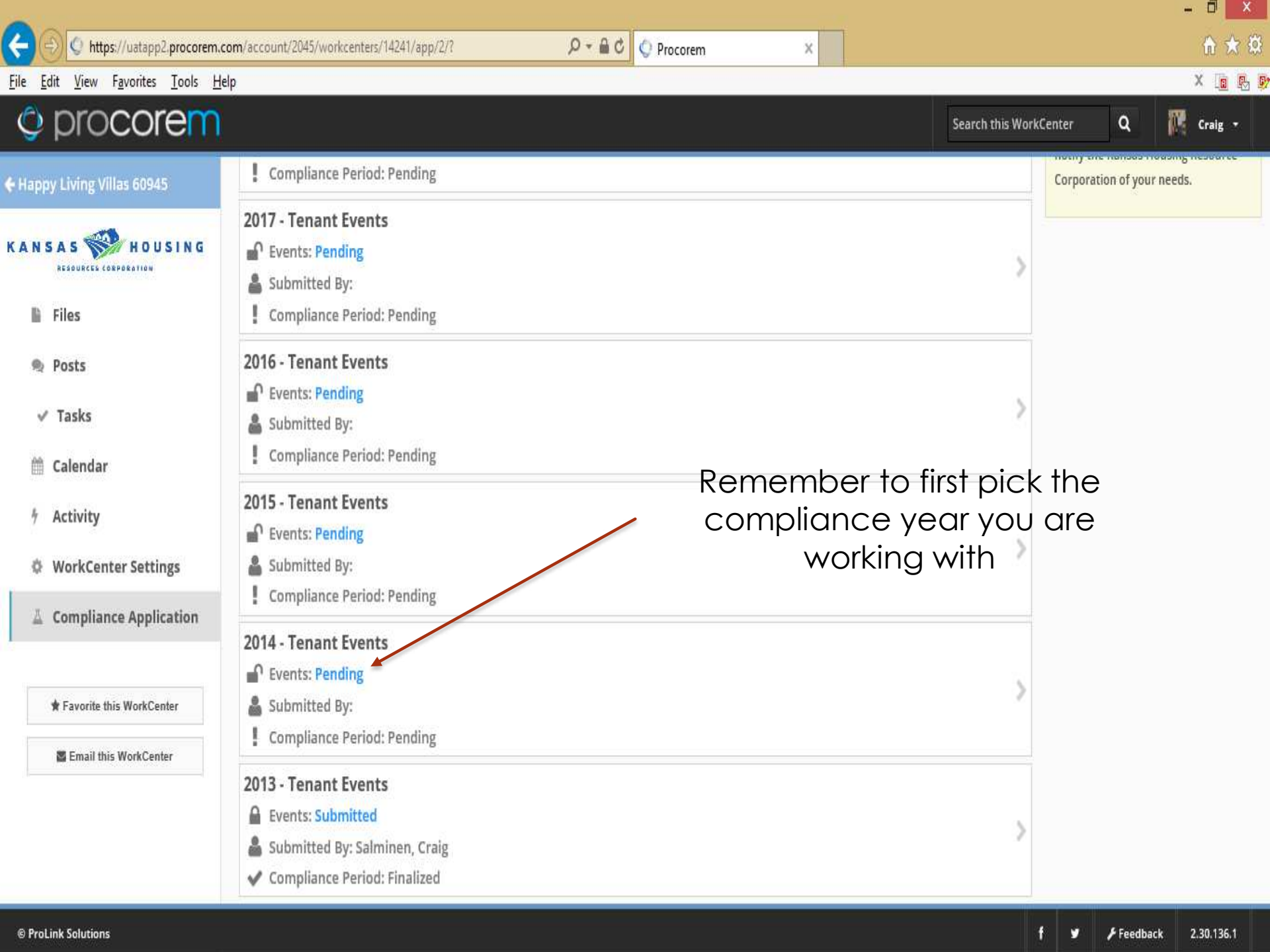
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Event Date
02/07/2014
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$15,350.00
Household Income at Move In
$15,350.00
Total Household Members
1
Rental Assistance Amount
$ 100.00
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Income and assets with the imputed amount calculated
Income at move in
Total HH members added together

WorkCenter

Compliance Application

Inputting a

Recertification
or
Annual HH Update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Email this WorkCenter
Compliance Period: Pending
2017 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2016 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2015 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2014 - Tenant Events
Events: Pending
Submitted By:
Compliance Period: Pending
2013 - Tenant Events
Events: Submitted
Submitted By: Salminen, Craig
Compliance Period: Finalized
Corporation of your needs.
Remember to first pick the compliance year you are working with
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Feedback
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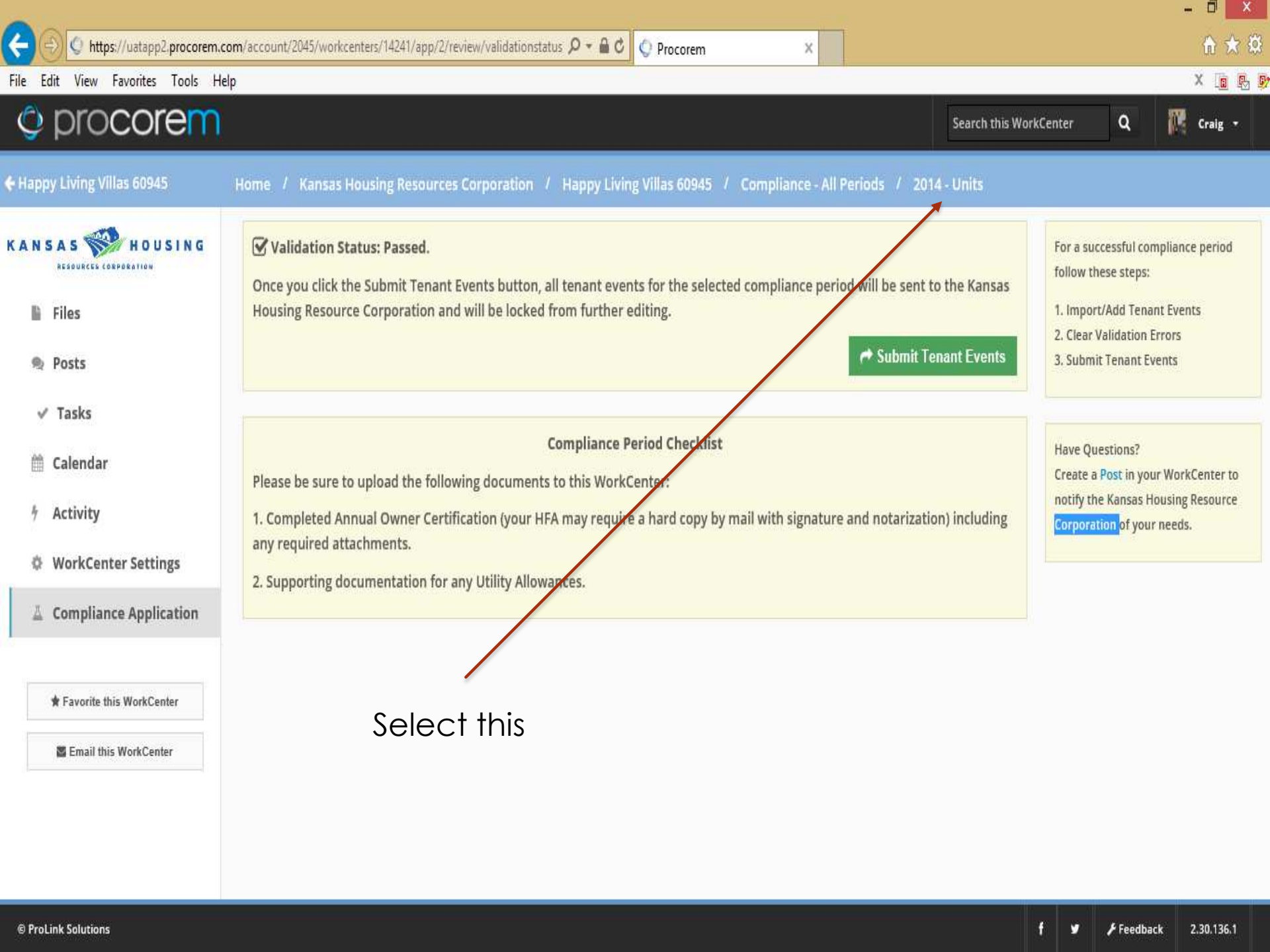
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Email this WorkCenter
Validation Status: Passed.
Once you click the Submit Tenant Events button, all tenant events for the selected compliance period will be sent to the Kansas Housing Resource Corporation and will be locked from further editing.
Submit Tenant Events
Compliance Period Checklist
Please be sure to upload the following documents to this WorkCenter:
1. Completed Annual Owner Certification (your HFA may require a hard copy by mail with signature and notarization) including any required attachments.
2. Supporting documentation for any Utility Allowances.
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select this
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Compliance Period - 2014

Click on the Import button to import the tenant events for the selected compliance period: 2014. If your tenant events have already been submitted to the Kansas Housing Resource Corporation then the Import button will be disabled.

Import Tenant Events

Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resource Corporation.

Validate Tenant Events

For a successful compliance period follow these steps:

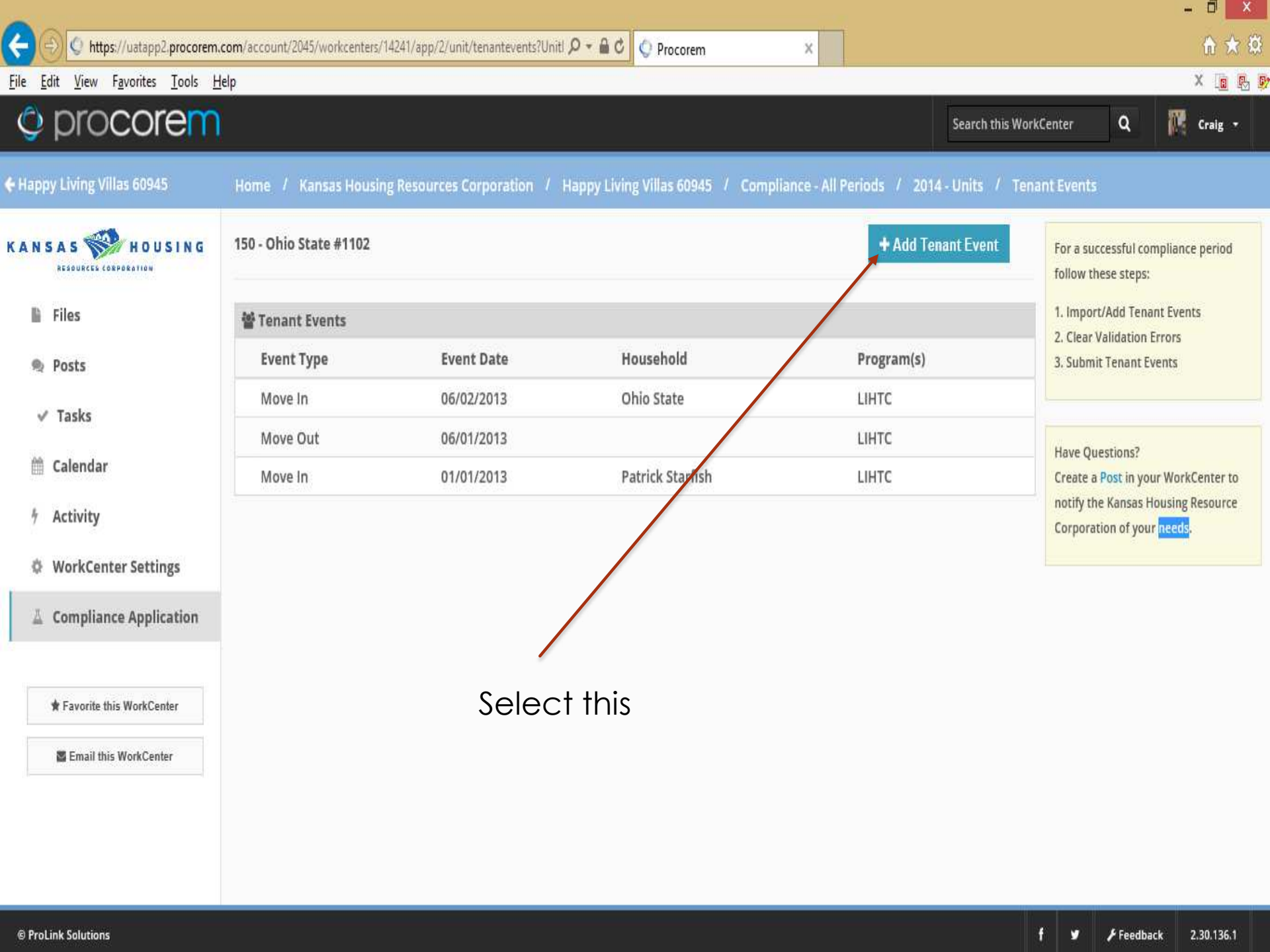
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Units

Building	BIN	Unit #	Unit Type	Household
150	KS9900150	1101	2 BR, 1 BA	Scooby Doo
150	KS9900150	1102	2 BR, 1.5 BA	Ohio State
151	KS9900151	2101	2 BR, 2 BA	Spongebob Squarepants

Pick the unit you are going to work with


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/unit/tenantevents?Unitl
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Email this WorkCenter
150 - Ohio State #1102
+ Add Tenant Event
Tenant Events
Event Type | Event Date | Household | Program(s)
Move In | 06/02/2013 | Ohio State | LIHTC
Move Out | 06/01/2013 | | LIHTC
Move In | 01/01/2013 | Patrick Starnish | LIHTC
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select this
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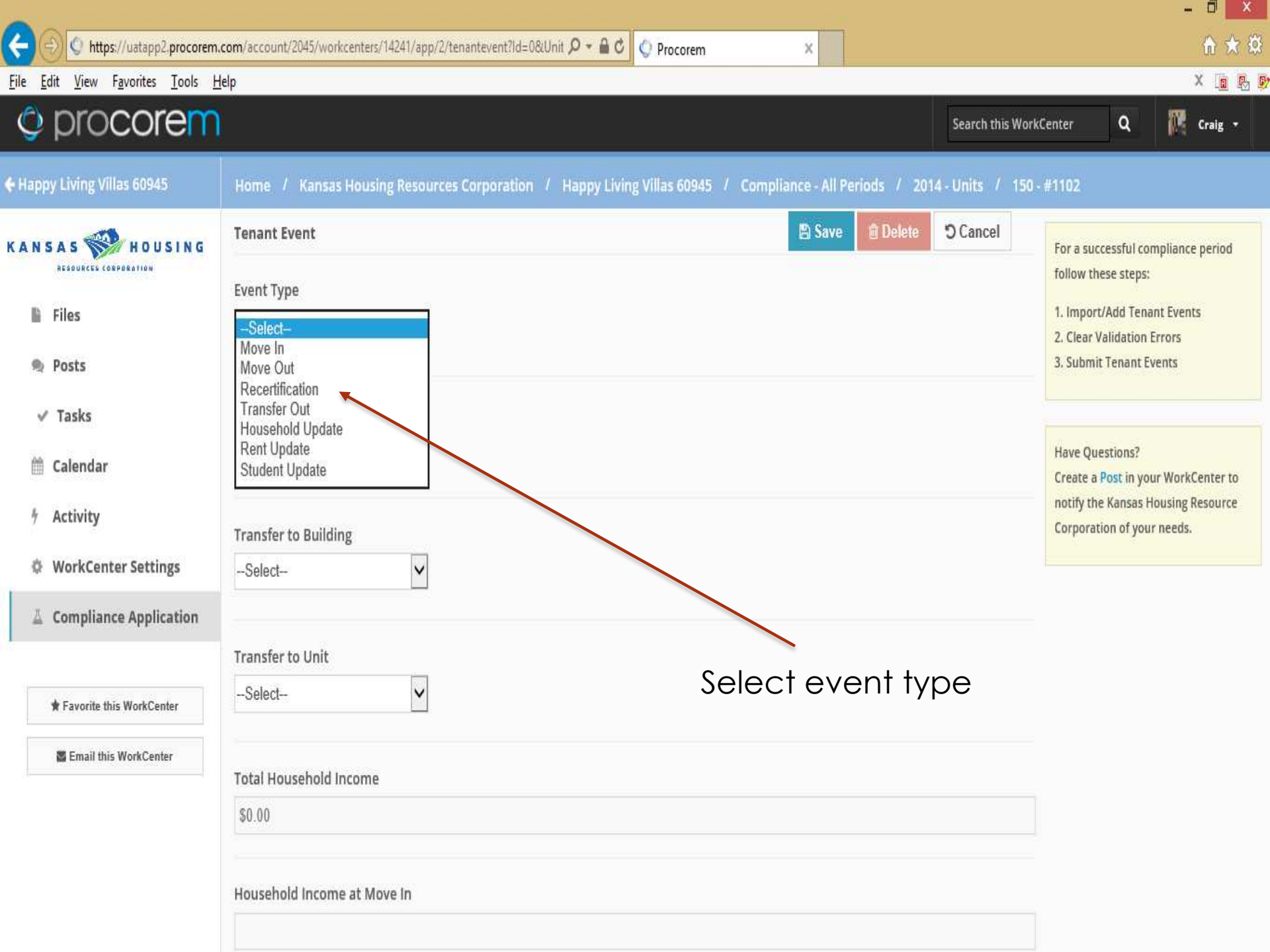
https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=0&Unit
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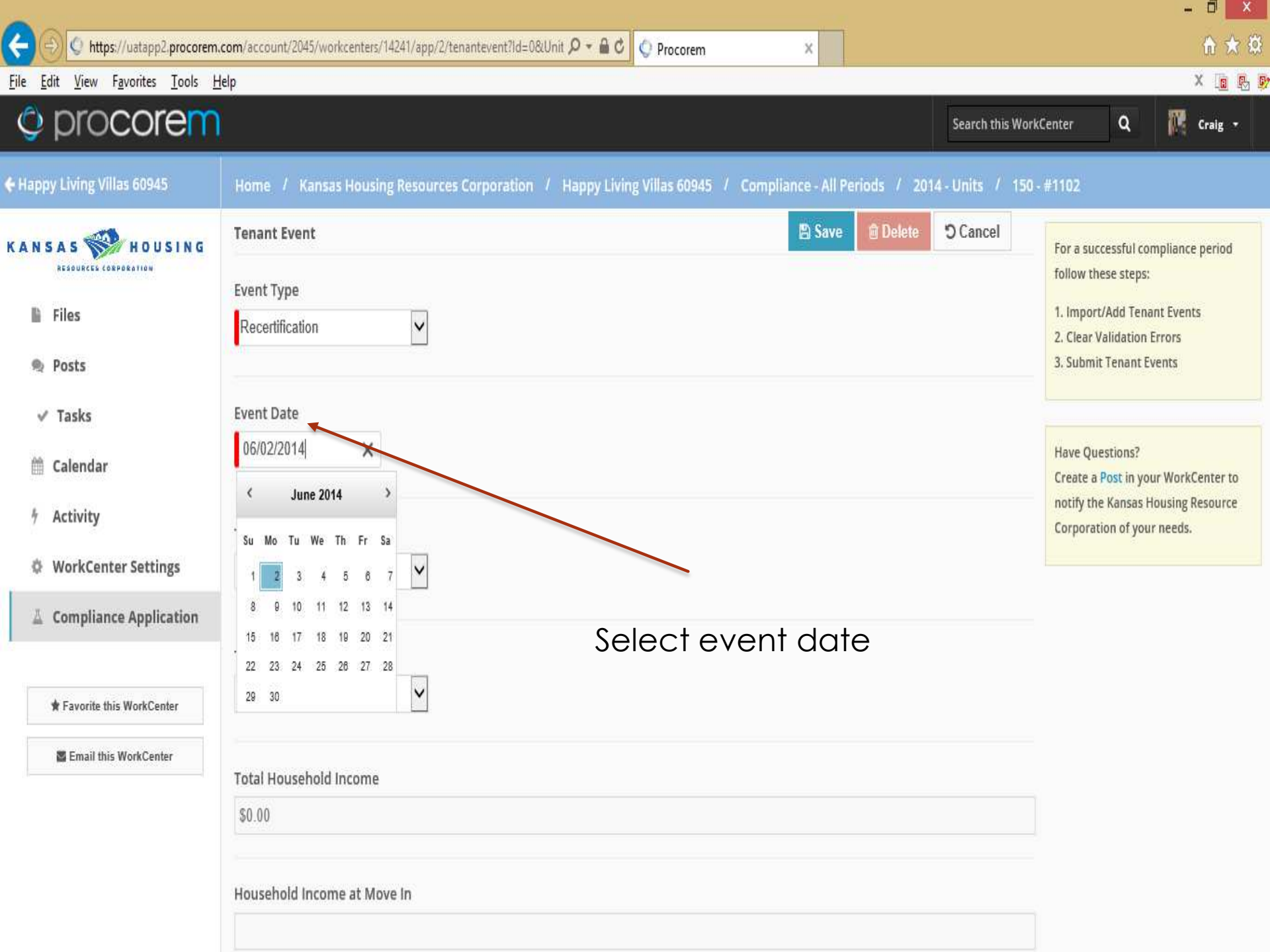
WorkCenter Settings
Compliance Application
Favorite this WorkCenter
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
--Select--
Move In
Move Out
Recertification
Transfer Out
Household Update
Rent Update
Student Update
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select event type


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=0&Unit
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Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance - All Periods / 2014 - Units / 150 - #1102
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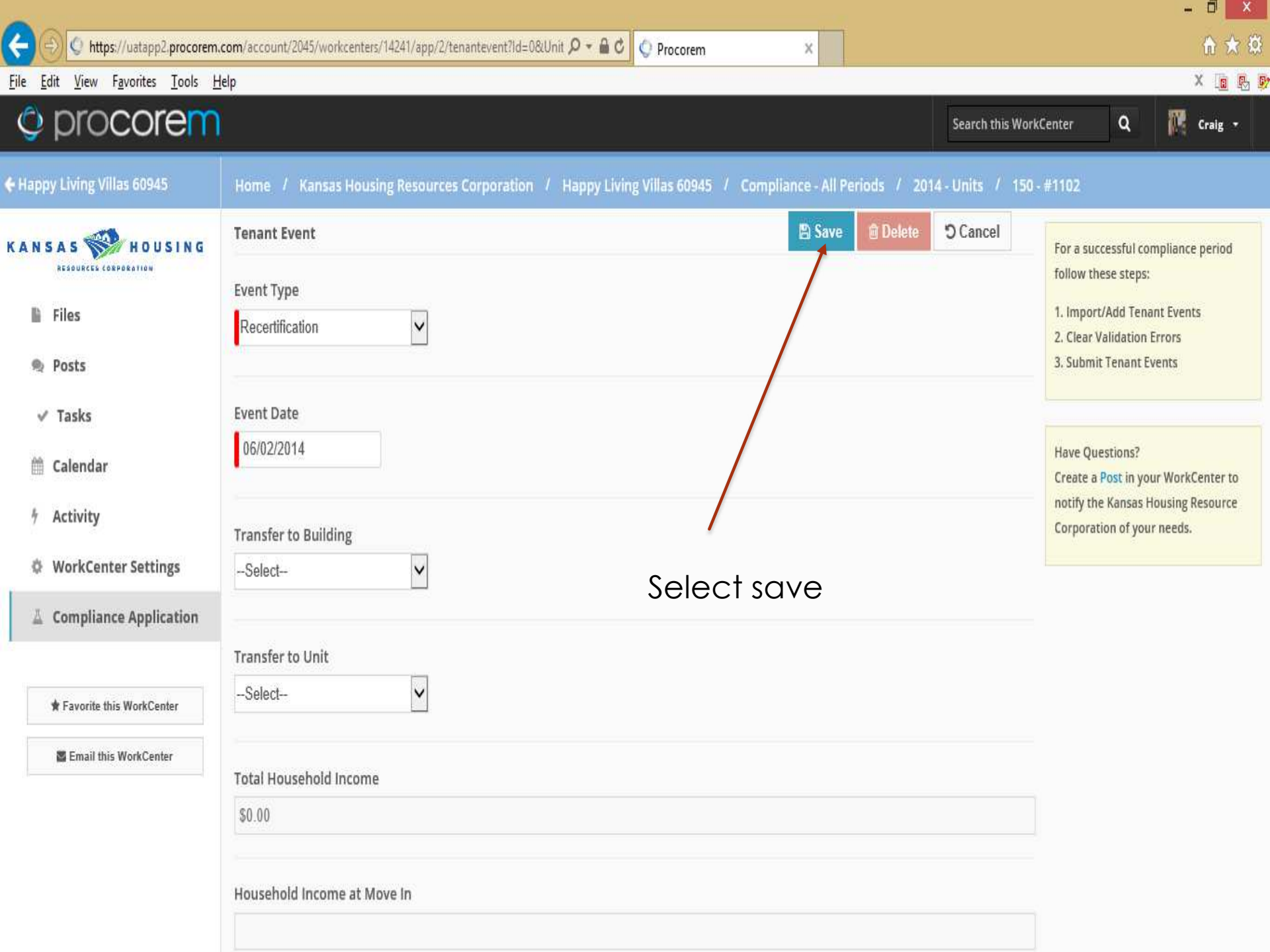
Favorite this WorkCenter
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
Recertification
Event Date
06/02/2014
June 2014
Su Mo Tu We Th Fr Sa
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28
29 30
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select event date


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent?Id=0&Unit
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Favorite this WorkCenter
Email this WorkCenter
Tenant Event
Save
Delete
Cancel
Event Type
Recertification
Event Date
06/02/2014
Transfer to Building
--Select--
Transfer to Unit
--Select--
Total Household Income
$0.00
Household Income at Move In
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Select save

Recertification Information Not Brought Forward

Total Household Income

Rental Assistance Amount

Rental Assistance Type

Utility Allowance

Full Time Student Exception if needed

Special Needs if needed

No Income or Asset Information

Owner/Agents need to fill out all this information

Recertification Annual HH Updates

Process the same way as a recertification

Owner/Agents need to fill out all this information
But
You can consolidate all income into one line

Example

$12,000 in SS income
$500 in asset income
Becomes

$12,500 in total income or other

If you are using State Form 18 there is no need to break it down since the tenant may not be giving you that information

WorkCenter

Data Validation

KANSAS HOUSING RESOURCES CORPORATION

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Compliance Period - 2014

Click on the Import button to import the tenant events for the selected compliance period: 2014. If your tenant events have already been submitted to the Kansas Housing Resource Corporation then the Import button will be disabled.

Import Tenant Events

Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resource Corporation.

Validate Tenant Events

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Units

Building	BIN	Unit #	Unit Type	Household
150	KS9900150	1101	2 BR, 1 BA	Scooby Doo
150	KS9900150	1102	2 BR, 1.5 BA	Ohio State
151	KS9900151	2101	2 BR, 2 BA	Spongebob Squarepants

After all tenant data is input select this

https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/review/validationstatus

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- WorkCenter Settings
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☑ **Validation Status: Errors exist.** Please resolve the following errors to enable the Submit Tenant Events button.

State / #1102 A Household Income record with a populated Annual Income amount is required for this event.
State / #1102 The Tenant Rent Portion field is required for this event.

Once you click the Submit Tenant Events button, all tenant events for the selected compliance period will be sent to the Kansas Housing Resource Corporation and will be locked from further editing.

Submit Tenant Events

Compliance Period Checklist

Please be sure to upload the following documents to this WorkCenter:

1. Completed Annual Owner Certification (your HFA may require a hard copy by mail with signature and notarization) including any required attachments.

2. Supporting documentation for any Utility Allowances.

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Missing data Validation has failed

Must be corrected and submitted again

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- Activity
- WorkCenter Settings
- Compliance Application

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Validation Status: Errors exist. Please resolve the following errors to enable the Submit Tenant Events button.

State / #1102 A Household Income record with a populated Annual Income amount is required for this event.

State / #1102 The Tenant Rent Portion field is required for this event.

Once you click the Submit Tenant Events button, all tenant events for the selected compliance period will be sent to the Kansas Housing Resource Corporation and will be locked from further editing.

Submit Tenant Events

Compliance Period Checklist

Please be sure to upload the following documents to this WorkCenter:

1. Completed Annual Owner Certification (your HFA may require a hard copy by mail with signature and notarization) including any required attachments.

2. Supporting documentation for any Utility Allowances.

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Select this

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https://uat.khrc.prolinksolutions.com/PP/Compliance/AddPPComplianceReview.aspx?Id=4255&PortfolioPropertyId=640&Panel=Property&CP=%2ff

Craig Salminen - Outlook Web... | ProLink - Edit Compliance ...

File Edit View Favorites Tools Help

KANSAS HOUSING RESOURCES CORPORATION UAT Site

HFA #: Search... Go LOGOFF

Main

Selected Portfolio Property

» HFA #: 60700
» Property: Happy Living Villas

- Property Overview
- Edit Property
- Property Entities (0)
- Locations (1)
- Buildings (2)
- Units (3)
- Portfolio Assoc (0)
- DEV/TCA Assoc (1)
- Property Financing (0)
- AM Activities
  - *AM Characteristics*
  - *Operating Budgets (1)*
  - *Inspections (0)*
  - *Compliance Audits (0)*
  - *Monthly Operating Statements (0)*
  - *Annual Financials (3)*
  - *Risk Assessment (0)*
- Comp Programs (1)
  - *BINs (2)*
  - *Comp Reviews (6)*
- UCC Filings (0)
- Assigned Users (0)
- Documents (0)

Data Views

Activity Admin

Admin

Support

Save | Save and Return | Save and New | Evaluate | Finalize | Cancel | Delete | History | Print

Edit Compliance Review

Last Update : 12/19/2015 2:37:56 PM (MST) by (Salminen, Craig)

HFA #	60700	Compliance Period	1/1/2014 - 12/31/2014
Property Name	Happy Living Villas		
Compliance Review Status	In Process		

The compliance engine has not been run because you have missing requirements.

Main | Owner Certifications | LIHTC | Exception History | Documents

Compliance Period Information

* Compliance Period Start Date	1/1/2014	* Compliance Period End Date	12/31/2014
Overall Status		Finalized Date	
Finalized By			

Tenant Information

Tenant Event Submission Status	Pending
Submission Date	
Submitted By	

Missing Requirements

Household / Unit #	Building	Tenant Event Type	Tenant Event Date	Error Description
State / #1102	150	Recertification	6/2/2014	A Household Income record with a populated Annual Income amount is required for this event.
State / #1102	150	Recertification	6/2/2014	The Tenant Rent Portion field is required for this event.

This is what we see on our end if we evaluate

Current User: Salminen, Craig

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KANSAS HOUSING RESOURCES CORPORATION
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Compliance Period - 2014

Click on the Import button to import the tenant events for the selected compliance period: 2014. If your tenant events have already been submitted to the Kansas Housing Resource Corporation then the Import button will be disabled.

Import Tenant Events

Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resource Corporation.

Validate Tenant Events

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?

Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Units

Building	BIN	Unit #	Unit Type	Household
150	KS9900150	1101	2 BR, 1 BA	Scooby Doo
150	KS9900150	1102	2 BR, 1.5 BA	Ohio State
151	KS9900151	2101	2 BR, 2 BA	Spongebob Squarepants

Select the affected unit(s) and make the appropriate corrections

https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/tenantevent/household

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Craig

Happy Living Villas 60945

Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance - All Periods / 2014 - Units / 150 - Ohio State #1102 / Tenant Event

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Household Income

Save | Save and New | Delete | Cancel

Household Member

State, Ohio

Source of Income

Social Security Benefits

Other Source

Verification Date

6/1/2014

Annual Income

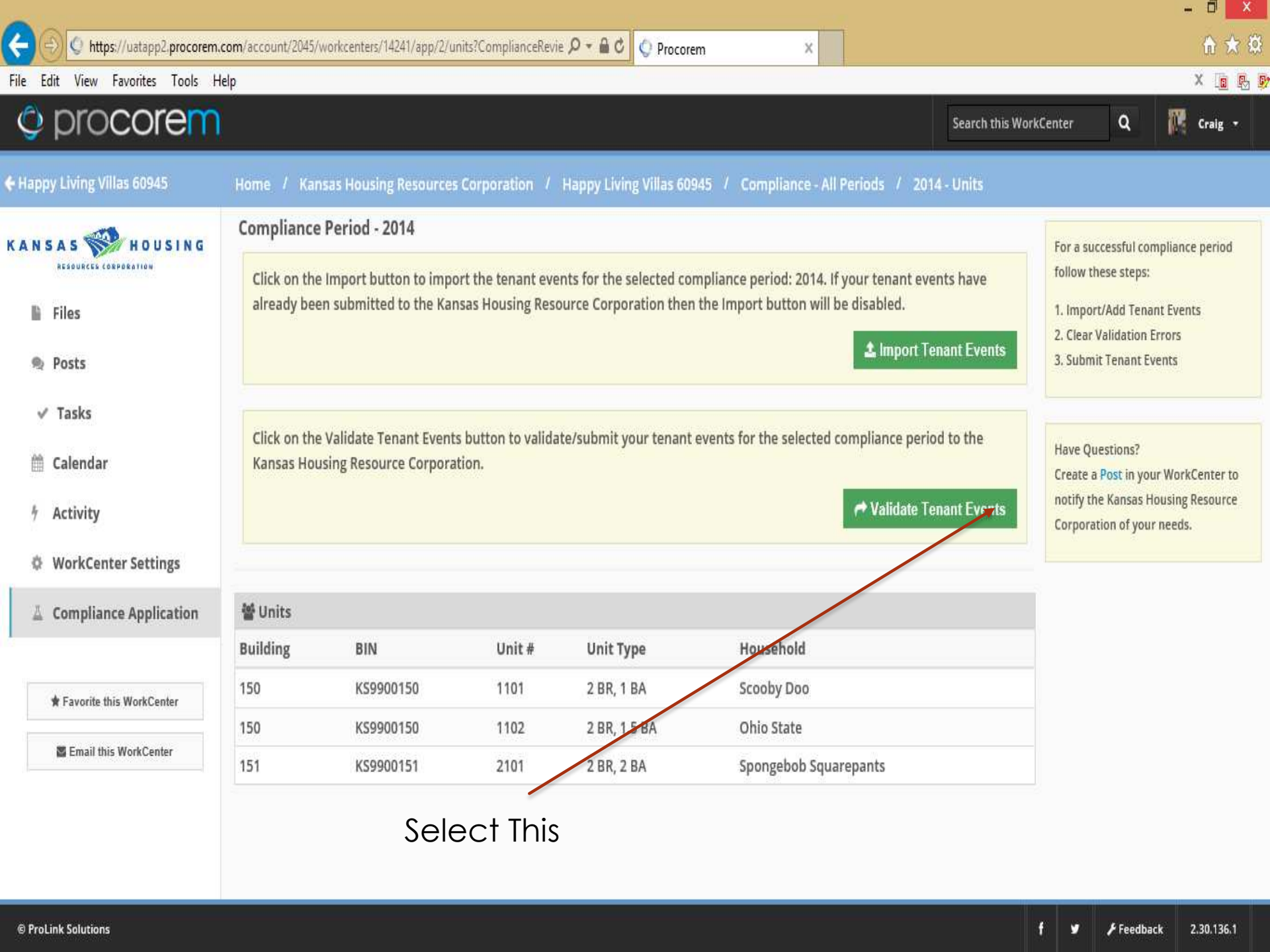
$ 14,000.00

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Corrections made select this to resubmit


https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/units?ComplianceRevie
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Home / Kansas Housing Resources Corporation / Happy Living Villas 60945 / Compliance - All Periods / 2014 - Units
KANSAS HOUSING RESOURCES CORPORATION
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WorkCenter Settings
Compliance Application
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Email this WorkCenter
Compliance Period - 2014
Click on the Import button to import the tenant events for the selected compliance period: 2014. If your tenant events have already been submitted to the Kansas Housing Resource Corporation then the Import button will be disabled.
Import Tenant Events
Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resource Corporation.
Validate Tenant Events
For a successful compliance period follow these steps:
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events
Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.
Units
Building BIN Unit # Unit Type Household
150 KS9900150 1101 2 BR, 1 BA Scooby Doo
150 KS9900150 1102 2 BR, 1.5 BA Ohio State
151 KS9900151 2101 2 BR, 2 BA Spongebob Squarepants
Select This
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Feedback
2.30.136.1

https://uatapp2.procorem.com/account/2045/workcenters/14241/app/2/review/validationstatus

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- Files
- Posts
- Tasks
- Calendar
- Activity
- WorkCenter Settings
- Compliance Application

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Validation Status: Passed.

Once you click the Submit Tenant Events button, all tenant events for the selected compliance period will be sent to the Kansas Housing Resource Corporation and will be locked from further editing.

Submit Tenant Events

Compliance Period Checklist

Please be sure to upload the following documents to this WorkCenter:

1. Completed Annual Owner Certification (your HFA may require a hard copy by mail with signature and notarization) including any required attachments.

2. Supporting documentation for any Utility Allowances.

For a successful compliance period follow these steps:

1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resource Corporation of your needs.

Validation passed
Ready for KHRC to Evaluate

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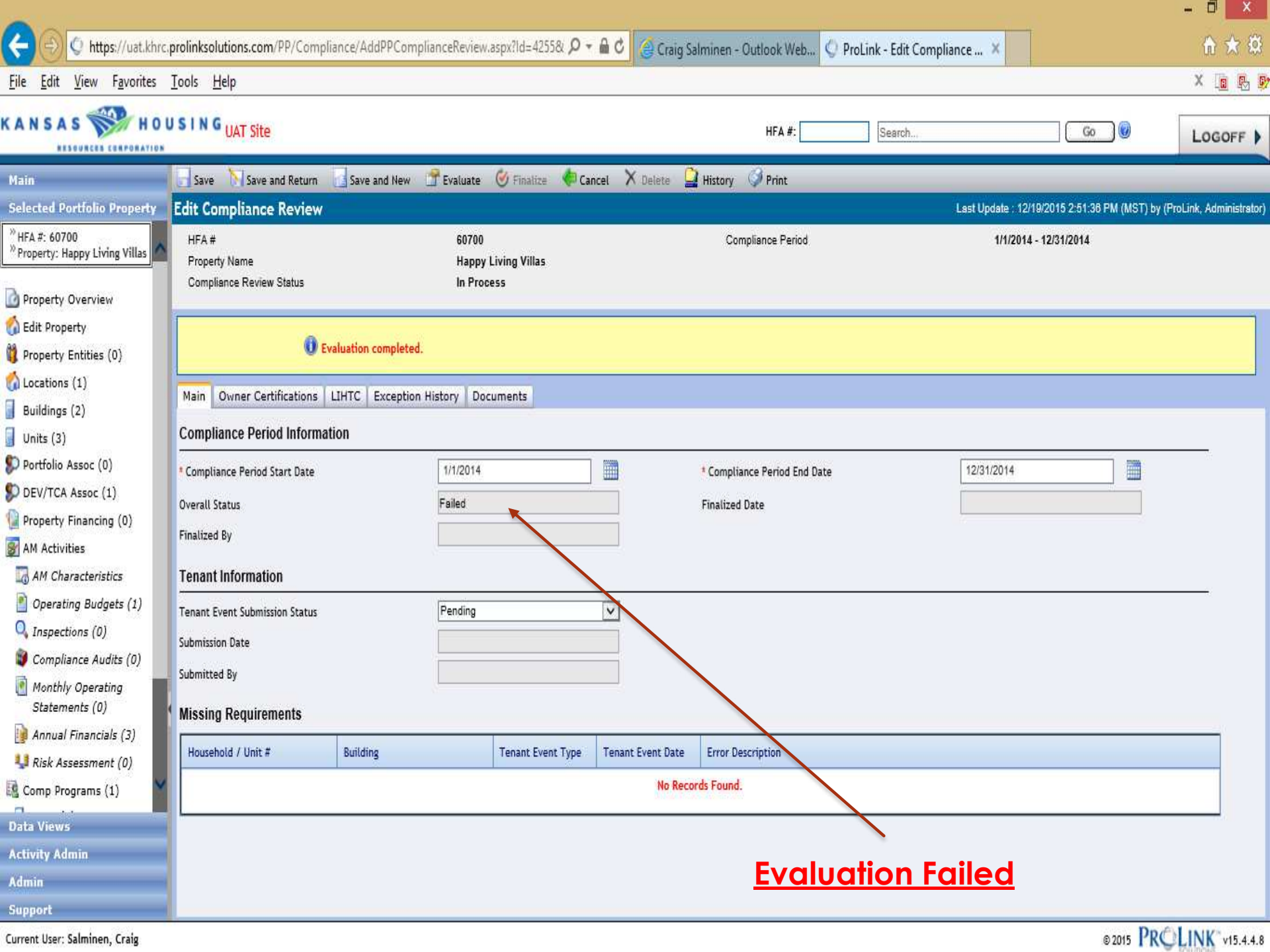
Feedback 2.30.136.1

WorkCenter

Compliance Errors


https://uat.khrc.prolinksolutions.com/PP/Compliance/AddPPComplianceReview.aspx?Id=4255&
Craig Salminen - Outlook Web...
ProLink - Edit Compliance ...
File Edit View Favorites Tools Help
KANSAS HOUSING RESOURCES CORPORATION UAT Site
HFA #:
Search...
Go
LOGOFF
Main
Selected Portfolio Property
HFA #: 60700
Property: Happy Living Villas
Property Overview
Edit Property
Property Entities (0)
Locations (1)
Buildings (2)
Units (3)
Portfolio Assoc (0)
DEV/TCA Assoc (1)
Property Financing (0)
AM Activities
AM Characteristics
Operating Budgets (1)
Inspections (0)
Compliance Audits (0)
Monthly Operating Statements (0)
Annual Financials (3)
Risk Assessment (0)
Comp Programs (1)
Data Views
Activity Admin
Admin
Support
Save
Save and Return
Save and New
Evaluate
Finalize
Cancel
Delete
History
Print
Edit Compliance Review
Last Update : 12/19/2015 2:51:36 PM (MST) by (ProLink, Administrator)
HFA # 60700
Property Name Happy Living Villas
Compliance Review Status In Process
Compliance Period 1/1/2014 - 12/31/2014
Evaluation completed.
Main
Owner Certifications
LIHTC
Exception History
Documents
Compliance Period Information
* Compliance Period Start Date 1/1/2014
* Compliance Period End Date 12/31/2014
Overall Status Failed
Finalized Date
Finalized By
Tenant Information
Tenant Event Submission Status Pending
Submission Date
Submitted By
Missing Requirements
Household / Unit #
Building
Tenant Event Type
Tenant Event Date
Error Description
No Records Found.
Evaluation Failed
Current User: Salminen, Craig
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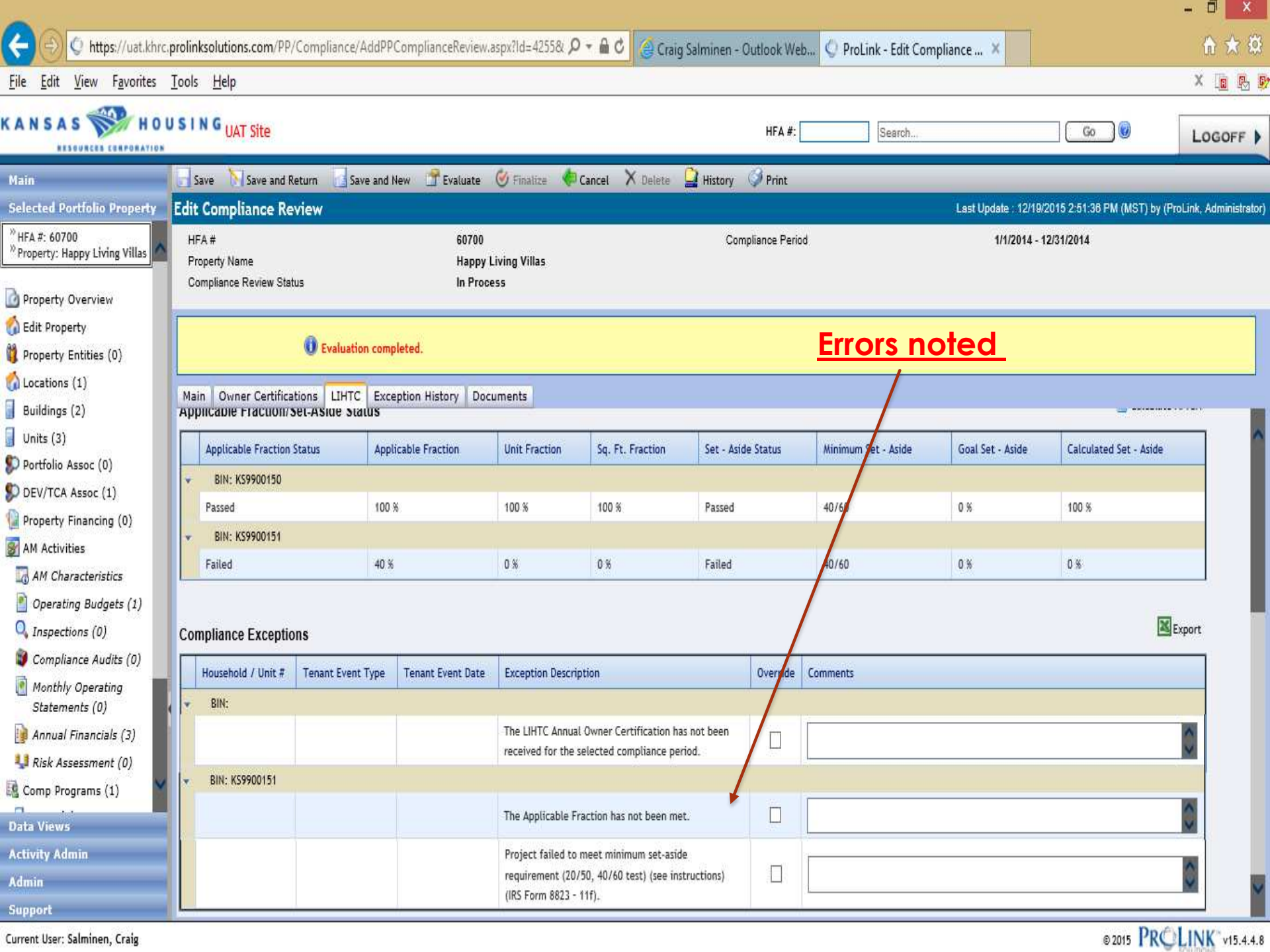
https://uat.khrc.prolinksolutions.com/PP/Compliance/AddPPComplianceReview.aspx?Id=4255&
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ProLink - Edit Compliance ...
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Units (3)
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DEV/TCA Assoc (1)
Property Financing (0)
AM Activities
AM Characteristics
Operating Budgets (1)
Inspections (0)
Compliance Audits (0)
Monthly Operating Statements (0)
Annual Financials (3)
Risk Assessment (0)
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Save
Save and Return
Save and New
Evaluate
Finalize
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Delete
History
Print
Edit Compliance Review
Last Update : 12/19/2015 2:51:36 PM (MST) by (ProLink, Administrator)
HFA # 60700
Property Name Happy Living Villas
Compliance Review Status In Process
Compliance Period 1/1/2014 - 12/31/2014
Evaluation completed.
Errors noted
Main
Owner Certifications
LIHTC
Exception History
Documents
Applicable Fraction/Set-Aside Status
Applicable Fraction Status
Applicable Fraction
Unit Fraction
Sq. Ft. Fraction
Set - Aside Status
Minimum Set - Aside
Goal Set - Aside
Calculated Set - Aside
BIN: KS9900150
Passed 100 % 100 % 100 % Passed 40/60 0 % 100 %
BIN: KS9900151
Failed 40 % 0 % 0 % Failed 40/60 0 % 0 %
Compliance Exceptions
Export
Household / Unit #
Tenant Event Type
Tenant Event Date
Exception Description
Override
Comments
BIN:
The LIHTC Annual Owner Certification has not been received for the selected compliance period.
BIN: KS9900151
The Applicable Fraction has not been met.
Project failed to meet minimum set-aside requirement (20/50, 40/60 test) (see instructions) (IRS Form 8823 - 11f).
Current User: Salminen, Craig
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Reasons for Failures

Over income

Excessive rent

Recertifications

Vacant unit rule violations

Next Available unit rule violations

Not enough qualified units causing an applicable fraction error

Not meeting minimum set aside

Total HOME unit count

Import from a NAHMA XML File

https://uatapp2.procorem.com/account/2045/workcenters/ Procorem

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Suggested Sites Web Slice Gallery

https://ieonline.microsoft.com/#ieslice

procorem Search this WorkCenter Craig

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App

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- My Tasks 5

Recent WorkCenters

- Blackbob Court Apts I — Kansas Housing Resources Corporation
- Blackbob — Kansas Housing Resources Corporation
- CONCORDIA SUNFLOWER APTS — Kansas Housing Resources Corporation
- Welcome to Procorem! — Kansas Housing Resources Corporation
- CENTENNIAL TOWERS — Kansas Housing Resources Corporation
- View all 42 WorkCenters

Recent Accounts

- Kansas Housing Resources Corporation
- View all 1 Accounts

Kansas Housing Resources Corporation

KANSAS HOUSING RESOURCES CORPORATION

Units

Click on the Import button to import the tenant events for the selected compliance period: 2010. If your tenant events have already been submitted to the Kansas Housing Resources Corporation then the Import button will be disabled.

Import Tenant Events

Select Import Tenant Events.

Click on the Validate Tenant Events button to validate/submit your tenant events for the selected compliance period to the Kansas Housing Resources Corporation.

Validate Tenant Events

For a successful compliance period follow these steps:

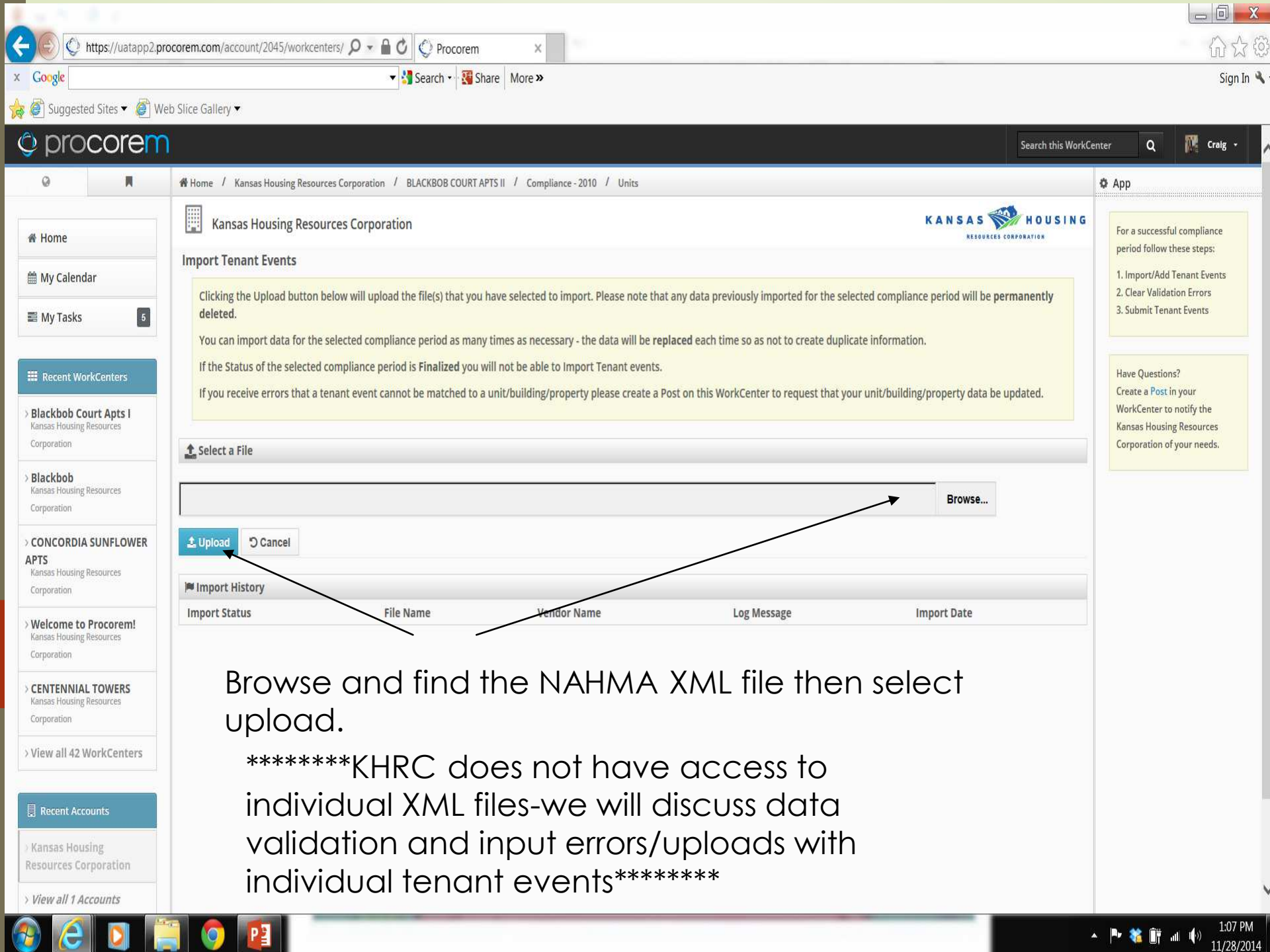
1. Import/Add Tenant Events
2. Clear Validation Errors
3. Submit Tenant Events

Have Questions?
Create a Post in your WorkCenter to notify the Kansas Housing Resources Corporation of your needs.

Units

Building	BIN	Unit #	Unit Type	Household
097	KS9200097	12560	3 BD,	
097	KS9200097	12562	2 BD,	
097	KS9200097	12564	2 BD,	
097	KS9200097	12566	3 BD,	
098	KS9200098	12570	3 BD,	
098	KS9200098	12572	2 BD,	
098	KS9200098	12574	2 BD,	
098	KS9200098	12576	3 BD,	
099	KS9200099	12600	3 BD,	
099	KS9200099	12602	2 BD,	
099	KS9200099	12604	2 BD,	
099	KS9200099	12606	3 BD,	
100	KS9200100	12571	3 BD,	
100	KS9200100	12573	2 BD,	

1:04 PM 11/28/2014



Browse and find the NAHMA XML file then select upload.

********KHRC does not have access to individual XML files-we will discuss data validation and input errors/uploads with individual tenant events********

We Need Your help

The plan to upload data and information is going to take time:

KHRC is going to upload or has uploaded the following between 4-8 January 2016

LURAs-Must be registered
IDIS completion dates
8609s-must be signed and elections made
Evaluation Sheet
Building Election sheet
Current Waivers and Requests
Open 8823s from last three year

We ask for your help in getting updated plans and procedures

KHRC will not upload previous inspections and annual reports, we will maintain a paper copy in storage

Evaluation Questions

1. I would recommend attending this webinar to others: Agree or Disagree
2. The content covered was easy to follow: Agree or Disagree
3. The content covered will be useful to me in the future: Agree or disagree
4. I prefer the following type of training: Webinar or classroom setting
5. The presenter's pace was: Too fast, too slow, just right

Thank you for completing the evaluation

Additional comments and suggestions may be submitted to KHRC by using the Q & A window.

The slides from this webinar (including the answer slides) are posted to the KHRC website www.kshousingcorp.org

We will keep this webinar open for an additional 15 minutes. Please use the Q&A box for your questions.

We will answer all questions in Q&A format in late December