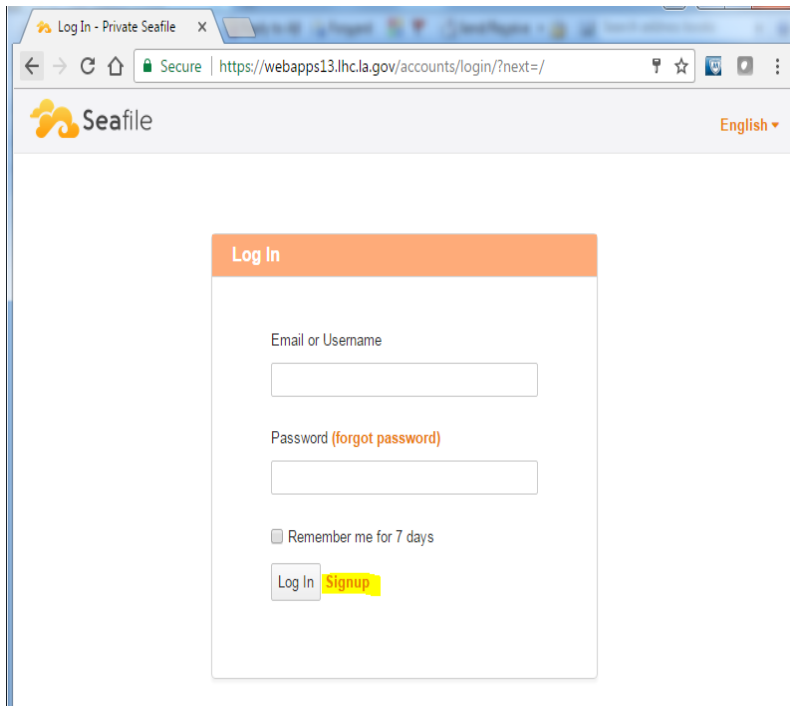


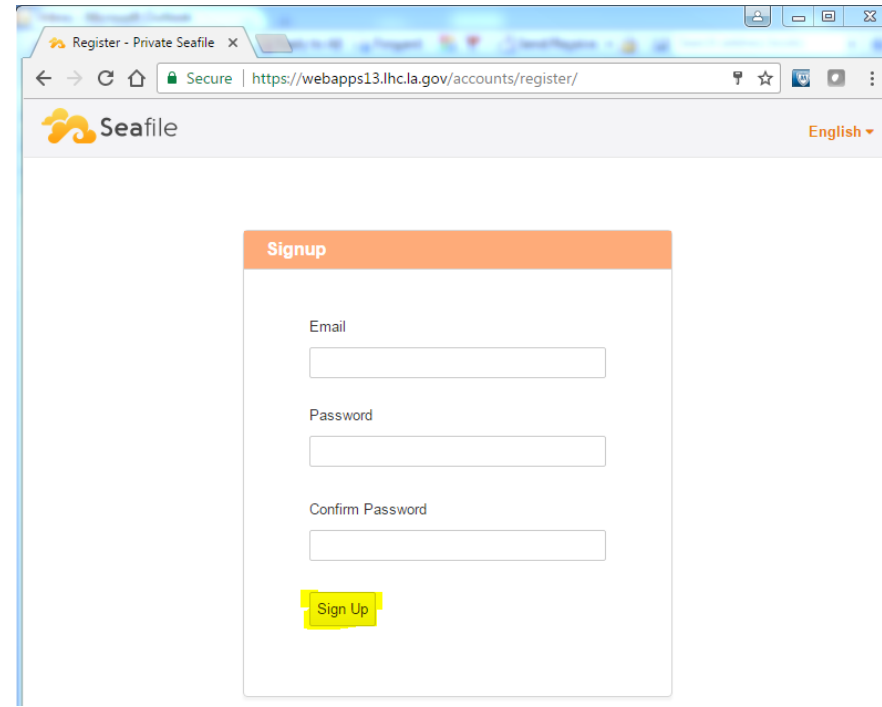
2017 LIHTC Electronic Underwriting Application Submission Instructions As of 5/16/17

Go to <https://webapps13.lhc.la.gov> and click on “Signup”. Fill-in your email address and password.



The screenshot shows the login page of the Seafire application. The browser's address bar displays the URL <https://webapps13.lhc.la.gov/accounts/login/?next=/>. The page features the Seafire logo and a language dropdown set to English. The main content area is titled "Log In" and contains the following elements:

- A text input field labeled "Email or Username".
- A text input field labeled "Password (forgot password)".
- A checkbox labeled "Remember me for 7 days".
- Two buttons: "Log In" and "Signup", with the "Signup" button highlighted in yellow.



The screenshot shows the registration page of the Seafire application. The browser's address bar displays the URL <https://webapps13.lhc.la.gov/accounts/register/>. The page features the Seafire logo and a language dropdown set to English. The main content area is titled "Signup" and contains the following elements:

- A text input field labeled "Email".
- A text input field labeled "Password".
- A text input field labeled "Confirm Password".
- A "Sign Up" button highlighted in yellow.

Confirm your password and click on "Signup". You will be redirected to the below page:

The screenshot shows a web browser window with the URL <https://seafiler.state.la.us/my-lib/>. The browser's address bar also displays a "Certificate error" warning. The page title is "Seafiler".

The interface is divided into a left sidebar and a main content area. The sidebar is titled "Files" and contains the following sections:

- My Libraries** (highlighted in orange)
- Shared with me
- Shared with all
- Shared with groups


Below the "Files" section is a "Tools" section with a gear icon, containing:

- Favorites
- Linked Devices

At the bottom of the sidebar is a "Share Admin" section with a gear icon, containing:

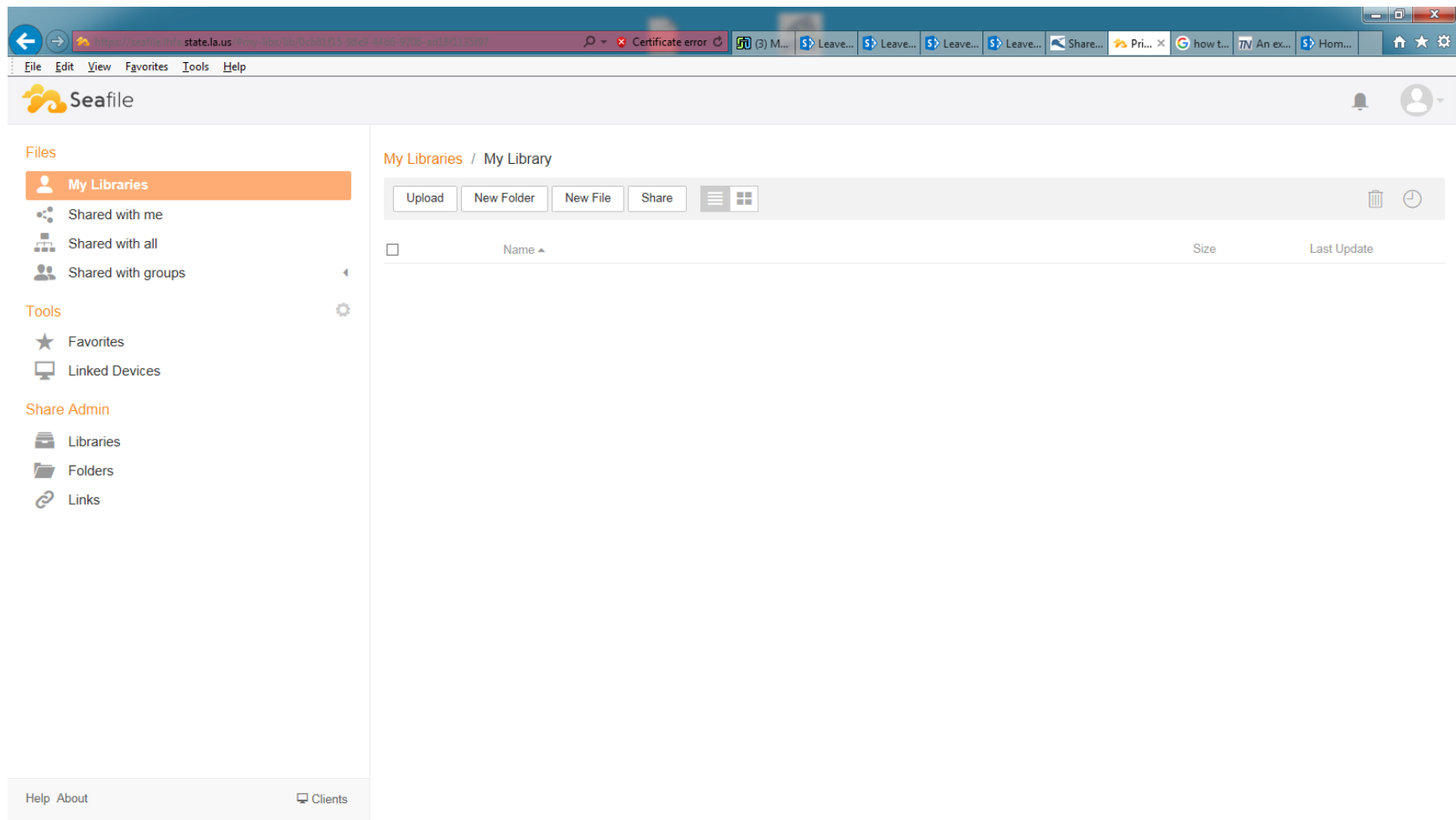
- Libraries
- Folders
- Links

The main content area is titled "My Libraries" and features a "New Library" button in the top right corner. Below the title is a table with the following columns: "Name", "Size", and "Last Update".

Name	Size	Last Update
 My Library	0 bytes	2 seconds ago

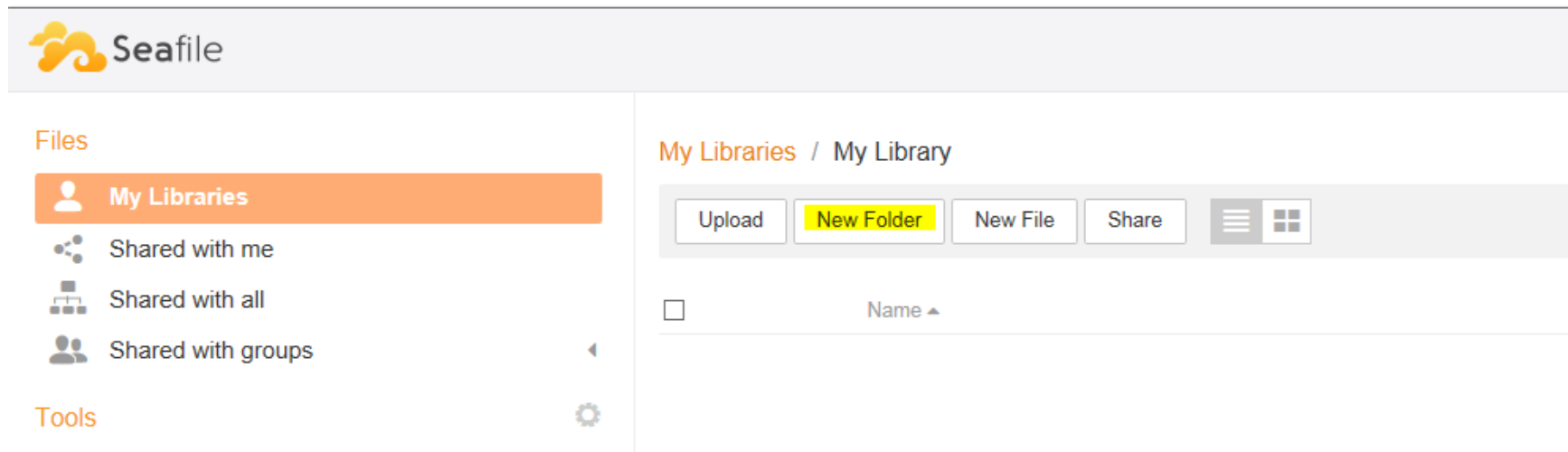
At the bottom of the page, there are links for "Help About" and "Clients".

Click on “My Library”
You’ll see the screen below

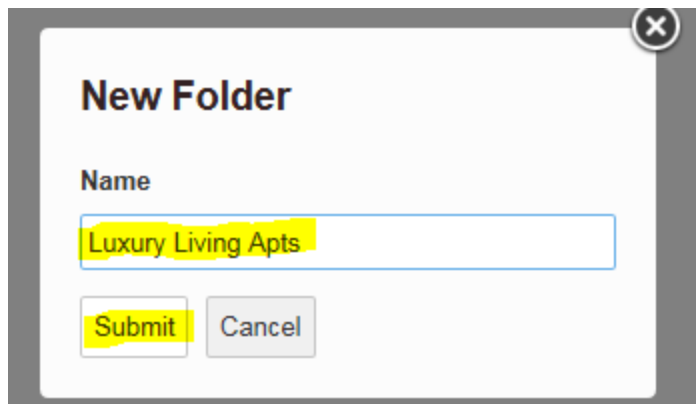


Create a new folder using your project name as the folder name. To create a new folder, complete the following steps:

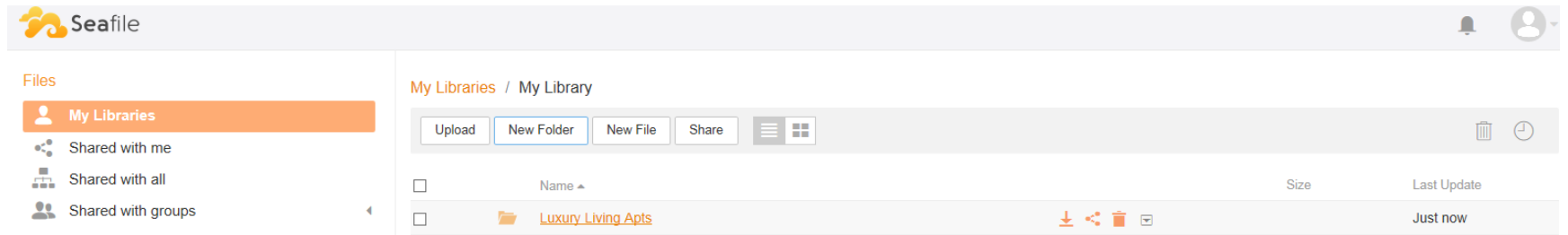
1. Click “New Folder”



2. Enter your project name in the “Name” box and click the “Submit” button.

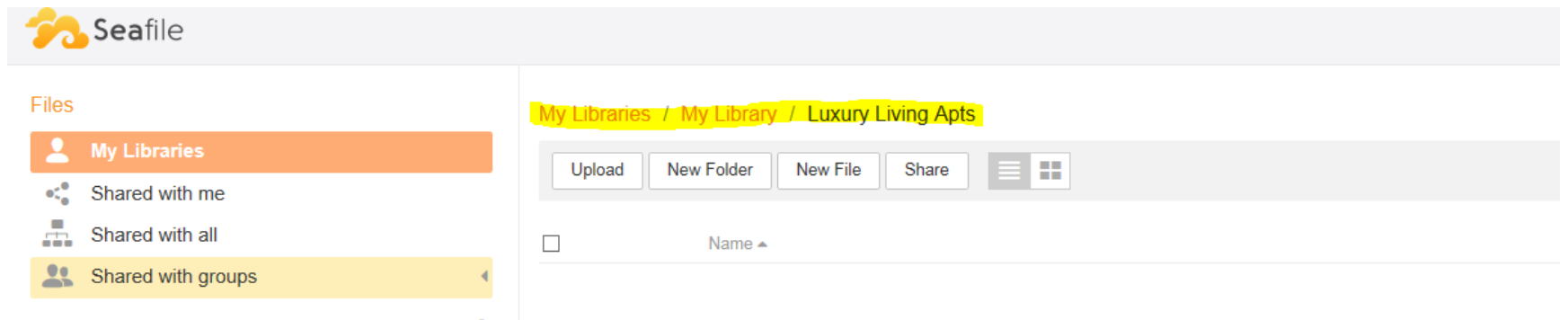


3. Your new folder should be displayed in your “My Libraries” folder

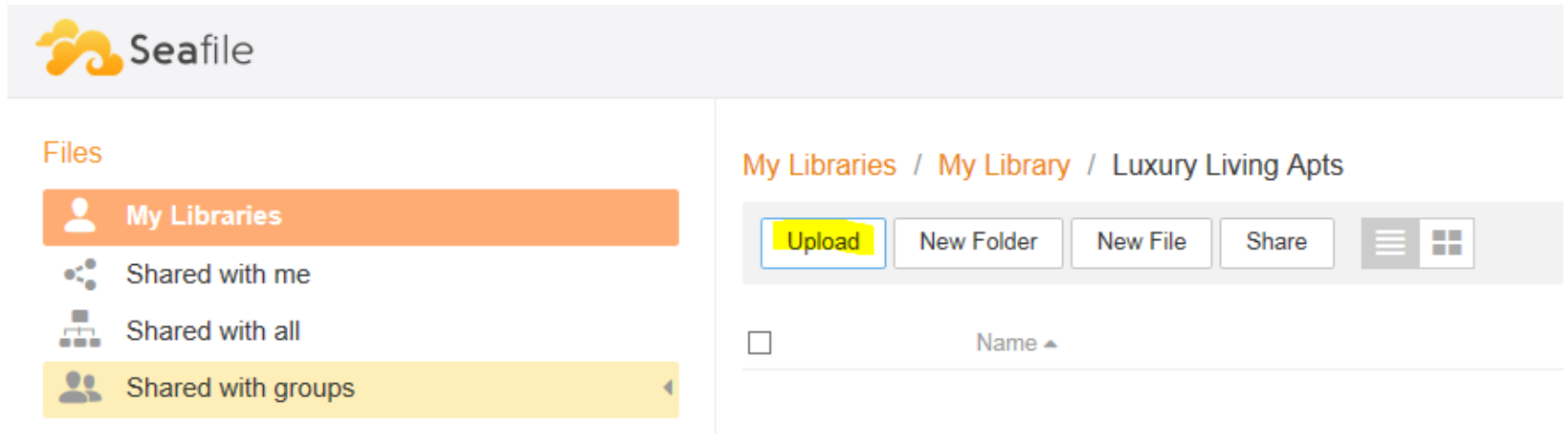


To upload files complete the following steps:

1. Click on the folder you’ve created to store your project files. (The folder name should be displayed at the top of the screen)

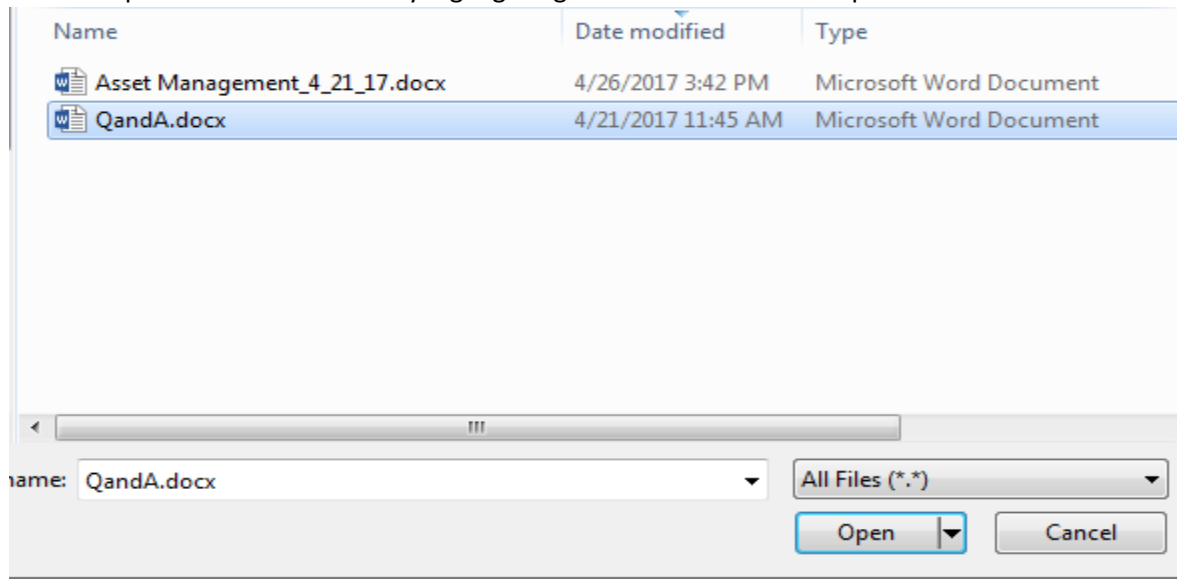


2. Click Upload



3. Your file explorer window will open. Go to the files you'd like to upload.







a. You can upload on file at a time by highlighting the file and then click open.



- b. You may upload multiple consecutive files by holding down the shift key while selecting the first file and the last file you'd like to upload and then click open.

Documents library Arrange by: Folder ▾







Instructions

Name	Date modified	Type
 test5.pdf	5/11/2017 12:51 PM	Adobe Acrobat Document
 test3.pdf	5/11/2017 12:51 PM	Adobe Acrobat Document
 test3.docx	5/11/2017 12:51 PM	Microsoft Word Document
 test2.docx	5/11/2017 12:51 PM	Microsoft Word Document
 test1.docx	5/11/2017 12:51 PM	Microsoft Word Document
 seafire.docx	5/11/2017 12:50 PM	Microsoft Word Document

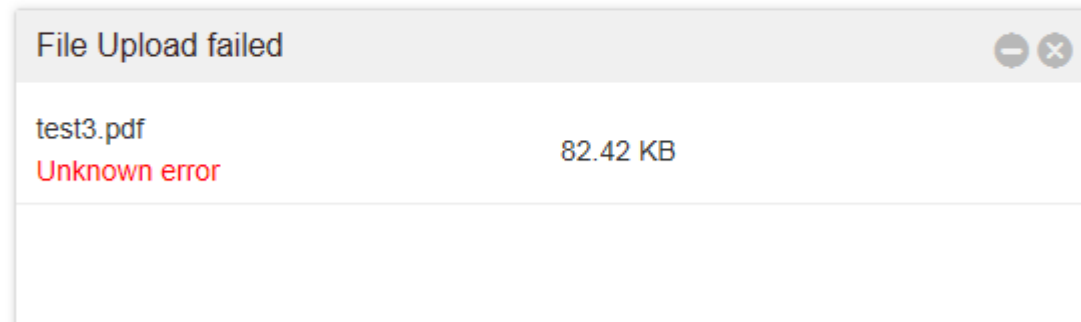
- c. You can upload multiple nonconsecutive files by holding down the ctrl key and selecting each file you'd like to upload and then click open.

Documents library Arrange by: Folder ▾

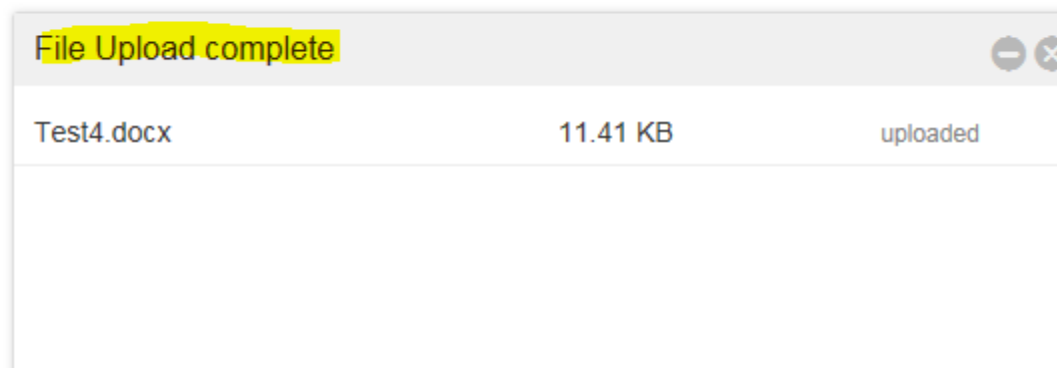
Instructions

Name	Date modified	Type
 test5.pdf	5/11/2017 12:51 PM	Adobe Acrobat Document
 test3.pdf	5/11/2017 12:51 PM	Adobe Acrobat Document
 test3.docx	5/11/2017 12:51 PM	Microsoft Word Document
 test2.docx	5/11/2017 12:51 PM	Microsoft Word Document
 test1.docx	5/11/2017 12:51 PM	Microsoft Word Document
 seafire.docx	5/11/2017 12:50 PM	Microsoft Word Document

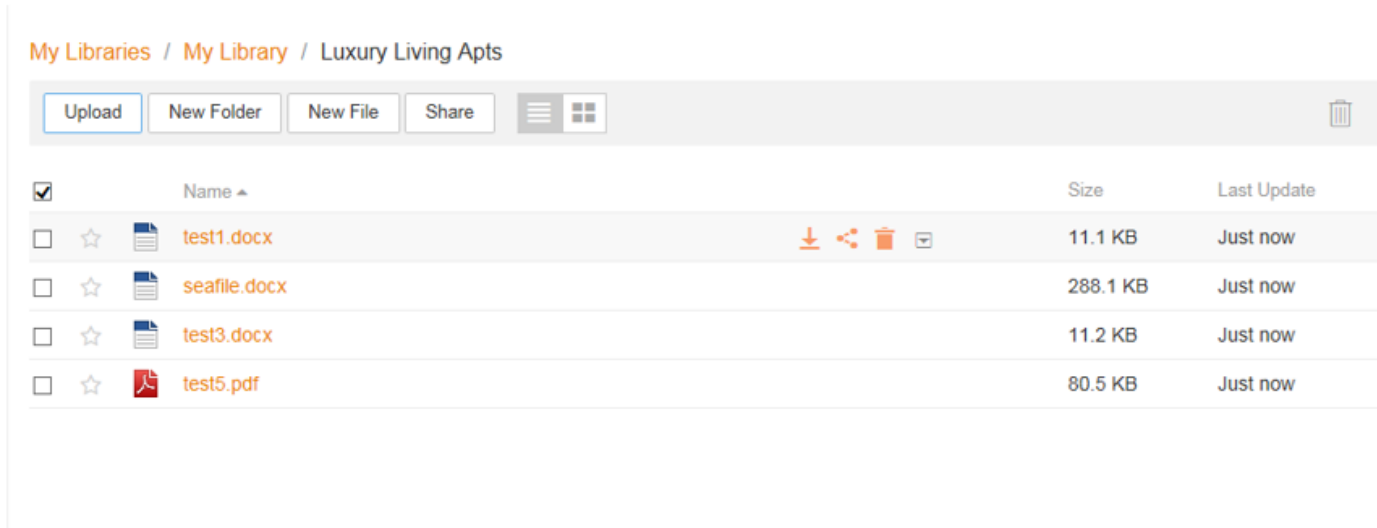
4. Once you click open you'll get a message letting you know the status of the upload.
 - a. An upload failure may look like the following:



- b. A successful upload will look like the following:



A listing of the uploaded files will appear in the project folder as shown below:



To send your final submission to LHC, complete the following steps:





1. Go to the folder that contains the files you like to send



2. Click the Share button.

My Libraries / My Library / Luxury Living Apts

Upload New Folder New File **Share** [Menu] [Grid]

<input type="checkbox"/>	Name ▲	Size	Last Update
<input type="checkbox"/>	☆  seafire.docx	288.1 KB	4 days ago
<input type="checkbox"/>	☆  test1.docx	11.1 KB	4 days ago
<input type="checkbox"/>	☆  test3.docx	11.2 KB	4 days ago
<input type="checkbox"/>	☆  test5.pdf	80.5 KB	4 days ago

3. Select “Share to user” on the box that comes up. Note: The title should read “Share [your folder name]”.

Share Luxury Living Apts

Download Link	User	Permission
Upload Link	<input type="text" value="Search users or enter emails and press Enter"/>	Read-Write <input type="button" value="Submit"/>
Share to user		
Share to group		

4. Enter “qapcomments”; leave the permissions as “Read-Write”; click “Submit”



Share Luxury Living Apts

Download Link User Permission

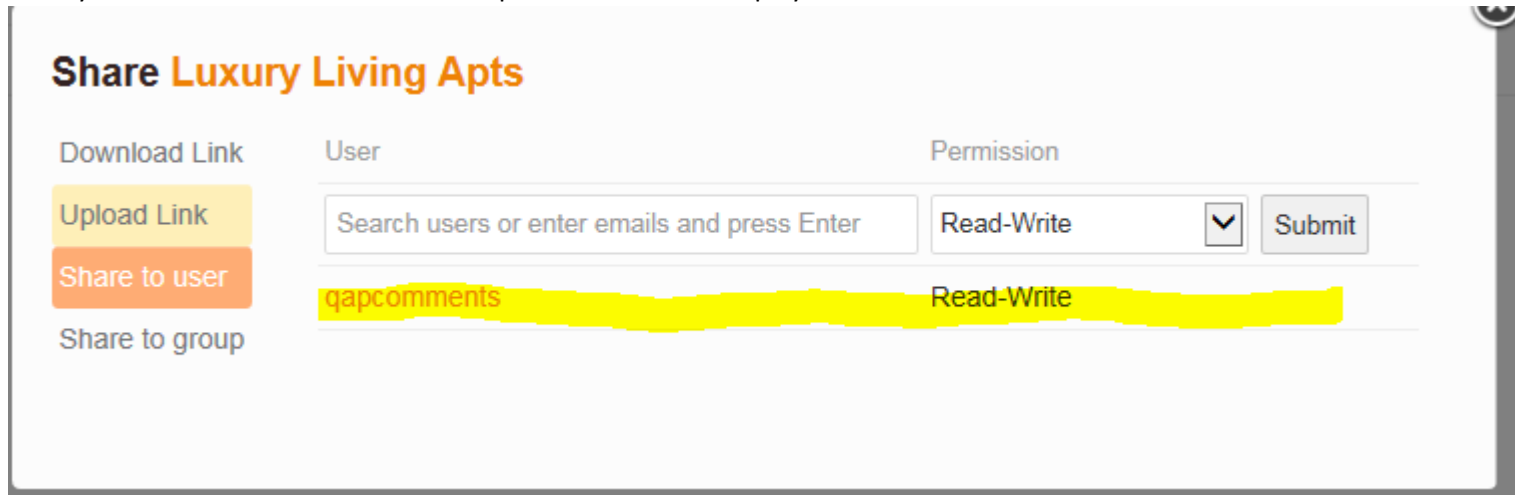
Upload Link

Share to user

Share to group

x qapcomments Read-Write Submit

5. Once you click submit the username and permission will be displayed.



Share Luxury Living Apts

Download Link User Permission

Upload Link

Share to user

Share to group

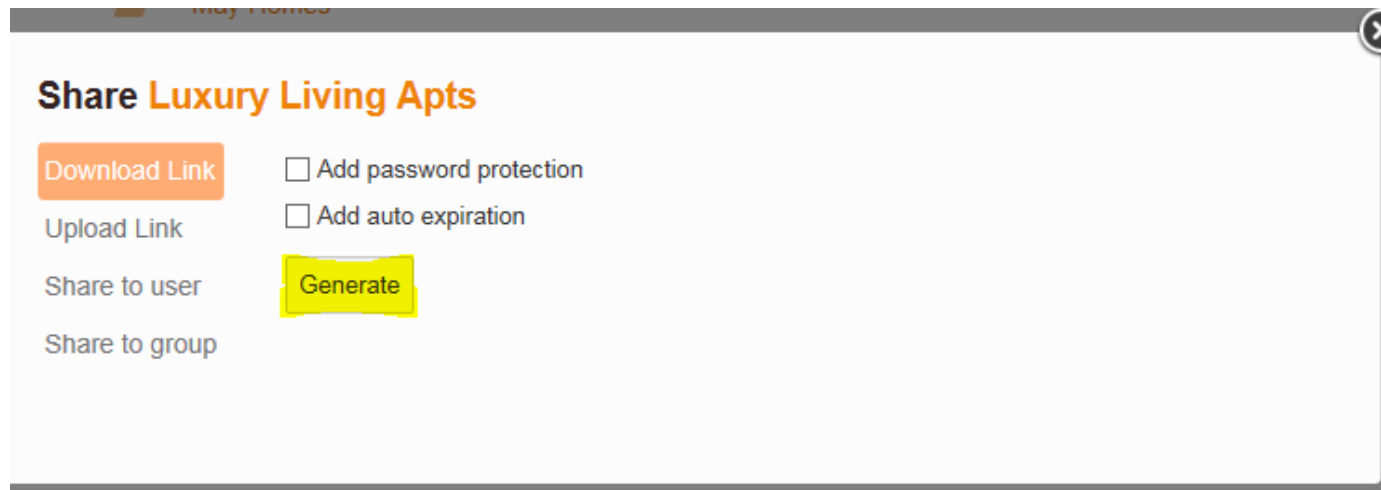
Search users or enter emails and press Enter Read-Write Submit

qapcomments Read-Write

6. Select “X” in the top corner to exit the window.

To receive a copy of the LHC submission for your records, complete the following steps:

1. Select "Download Link" and click Generate



2. Click Send, enter your email address and click submit.



Share **Luxury Living Apts**

Download Link <https://webapps13.lhc.la.gov/d/b0025d5dfd/>

Upload Link

Share to user

Share to group

Send to:

Message (optional):

3. Select "X" in the top corner to exit the window.

Notes:

Please be prepared to complete your submission well in advance of the application deadline. The program will not allow submissions beyond 4:30 P.M. CDT on July 10, 2017. All support documentation must be included with your one-time submission. Any technical questions may be sent to Lionel Dennis at ldennis@lhc.la.gov.