



Feramenta di Karegamentu di Dukumentus di Autuatendimentu di EA

Gosi bu podi manda dukumentus pa bu aplikativu EA Family Shelter uzandu **Self-Service Document Upload Tool** na
<https://applyhousinghelp.mass.gov/s/anonymousupload>.

Pa uza feramenta, bu ta ben mesti di:

1. Asesa un navegador di Internet na un komputador ou dispuzitivu móvel
2. **Bu apilidu** (izatamenti sima dadu na bu pididu) i **ID di Kazu**
3. Dukumentus ki bu kré karega

Modi pa Uza Feramenta di Karegamentu di Dukumentus di Autuatendimentu

Pasu # 1: Poi bu sobrinomi i ID di kazu izatamenti sima parsi na e-mail di instruson.

Pasu # 2: Silisiona kaxa di silison N' ka é un robô i konklui instruson.

Pasu # 3: Klika na botón Proximu.

Dear John,

Thank you for applying for help through the EA Family Shelter Program. We need some documents from you to finish processing your application.

The NFL-16 we gave you when you applied lists the kind of documents we need from you. This form is due by the deadline for giving us any missing documents. You must give us your documents before that date. If you do not have all the documents by the deadline, we will not process your application.

To make this process easier, we have created a new way for you to upload documents using our new "upload documents" feature. To upload documents, go to the <https://applyhousinghelp.mass.gov/s/anonymousupload>.

1. Provide this name: **Smith** and case number: **123456**
2. Click the "Next" option.
3. Click "upload documents" or drag and drop documents to upload additional documents.
4. Click "Done".

Last name and ETO Case Number of the entity you are applying for.

Sobrinomi i ID di kazu ETO podi ser atxadu na Itapa #1 di instruson di e-mail.

Sincerely,

Massachusetts Executive Office of Housing & Livable Communities (EOHLC)

Find my case to upload documents

* Enter Case Number or ETO Case Number:

*Enter Last Name or Legal Business Name:

I'm not a robot



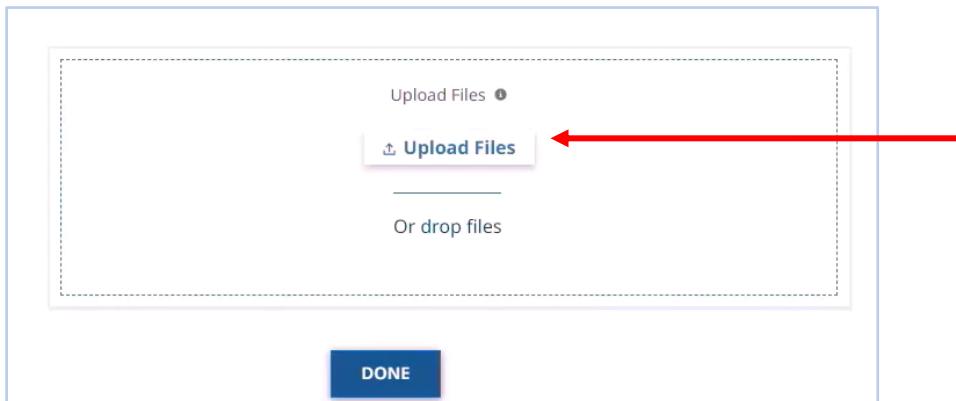
NEXT

Anotason Importanti:
Bu devi spera un (1) dia útil dipós sulisitason di EA Family Shelter pa fazi upload di bu dukumentus.

Feramenta di Karegamento di Dukumentus di Autuatendimentu di EA

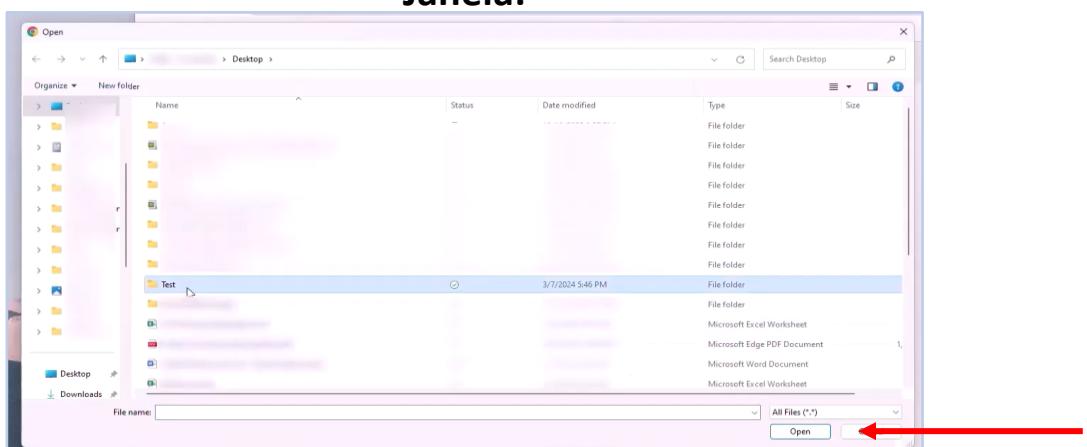


Pasu # 4: Klika na boton **Karega Arkivus.**

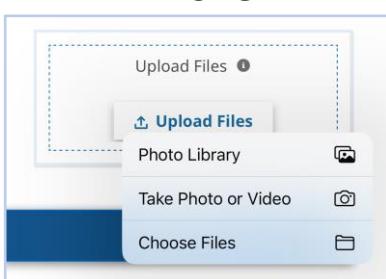


Pasu # 5: Silisiona dukumentu ki bu kré karega i, dipós, klika na boton **Abri**. Bu podi karega várius dukumentus au mesmu tempu. **Observason:** Kel pasu li ta ben varia dipendendu di tipu di dispuzitivu ki bu ta uza.

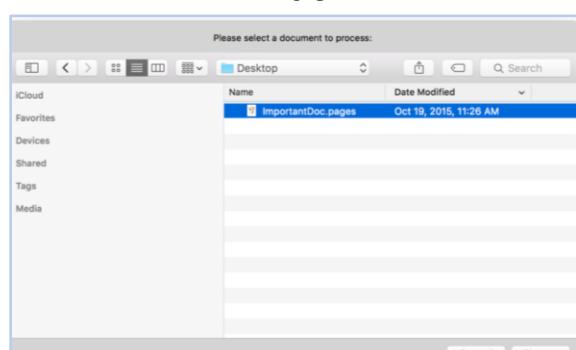
Janela:



iPhone:



Mac:





Feramenta di Karegamentu di Dukumentus di Autuatendimentu di EA

Pasu # 6: Spera ti ki marka di sileson verdi parsi na tela au ladu di kada dukumentu.

A screenshot of a web-based file upload interface. At the top, it says "Upload Files". Below that, there's a list of files: "Test_File.pdf 25 KB". A blue progress bar is shown next to the file, with a green checkmark icon at the end. A red arrow points to this checkmark. At the bottom right, there's a blue button labeled "DONE" with a white hand cursor icon pointing to it.

Pasu # 7: Dipós, klika na botón Konkluidu.

A screenshot of the same file upload interface as above, but now the progress bar is fully blue and has a green checkmark at the end. A red arrow points to this checkmark. The "DONE" button is still present at the bottom right.

Pasu # 8: Konfirma si fixeru silisionadu parsi na seson **Karega Fixerus**.

A screenshot of a document upload confirmation page. The title is "Upload Documents". It contains a paragraph about RAA requests for additional documents and a link to the NFL-16 form. Below this is a list item about uploading additional documents. A large dashed box contains an "Upload Files" button with a "Upload Files" icon, a "Drop files" placeholder, and a file list box containing "Test_File.pdf 3/7/2024, 05:48 PM". A red arrow points to this file list box. At the bottom is a blue "DONE" button with a white hand cursor icon pointing to it.



Feramenta di Karegamentu di Dukumentus di Autuatendimentu di EA

Pasu # 9: Klika na boton Konkluidu.

Upload Documents

If an RAA has contacted you requesting additional documents, you received an NFL-16 from EOHLC requesting additional documents, or you have additional documents to be considered when processing your application, please upload documentation using the upload button.

✓ Upload Additional Documents (e.g., Proof of Housing [i.e., Lease, tenancy agreement, tenancy at will form], Property Manager Authorization [if applicable], Rent Share/Ledger [if applicable])

Upload Files ⓘ

Or drop files

Test_File.pdf/3/7/2024, 05:48 PM

DONE ←

Dikas pa uza Feramenta di Karegamentu di Dukumentus

- Anotason Importanti:** Bu devi spera un (1) dia útil dipós sulisitason di EA Family Shelter pa fazi karegamentu di bus dukumentus.
- Poi bu sobrinomi i ID di kazu IZATAMENTI sima parsi na e-mail di instruson ou na formuláriu NFL-16 ki bu resebi na mumentu di inskrison.
- Txoma pa **linha rimota (866) 584-0653** si bu mesti di asistênsia uza Feramenta di Upload di Dukumentus.