



# 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/anonymouseupload>.

**Pa uza feramenta, bu ta ben mesti di:**

1. Asesa un navegador di Internet na un komputador ou dispuzitivu móvel
2. **Bu apilidu** (izamenti 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 izamenti 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 boton **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 lists the deadline for giving us any missing documents. You must give us your documents before that date. If you do not, you will need to begin the application process again.

To make this process easier, we have created a new way for you to upload documents using the Self-Service Document Upload Tool. To upload documents, go to the <https://applyhousinghelp.mass.gov/s/anonymouseupload>.

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".

Sincerely,  
Massachusetts Executive Office of Housing & Livable Communities (EOHLC)

*Annotations:*  
- A callout bubble points to the name and case number: "Sobrinomi i ID di kazu ETO podi ser atxadu na Itapa #1 di instruson di e-mail."  
- A callout bubble points to the name field: "Last name and ETO Case Number of the email address used to begin the application process."

**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 

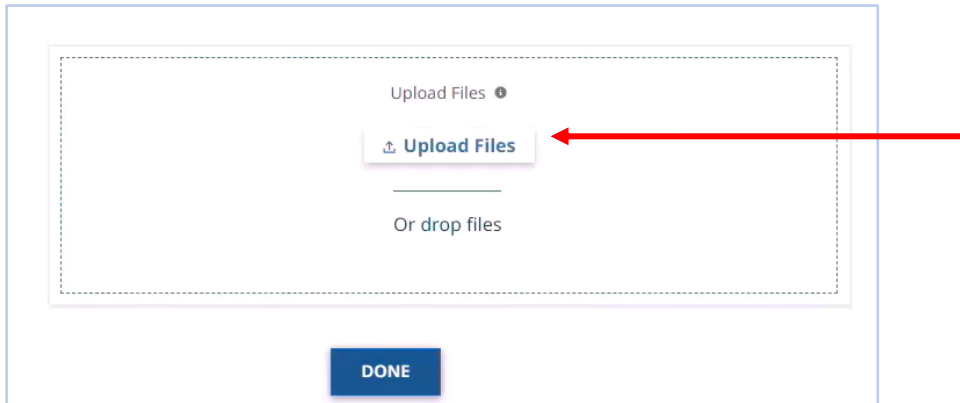
**NEXT**

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



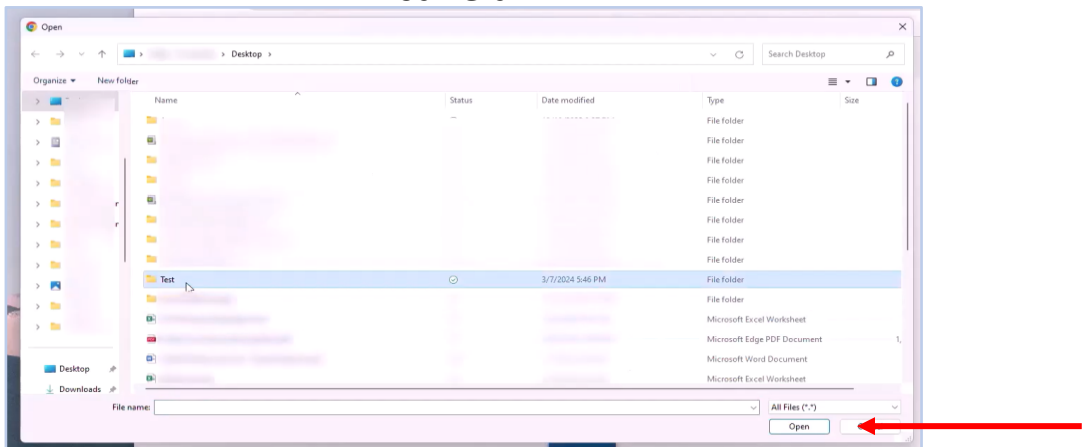
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**Pasu # 4:** Klika na boton **Karega Arkivus**.

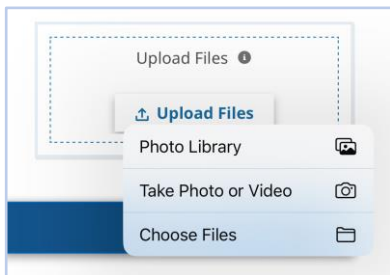


**Pasu # 5:** Silisiona dokumentu ki bu kré karega i, dipós, klika na boton **Abri**. Bu podi karega várius dukumentus au mesmu tempu. **Observason:** Kel pasu li ta ben varia dependendu di tipu di dispuzitivu ki bu ta uza.

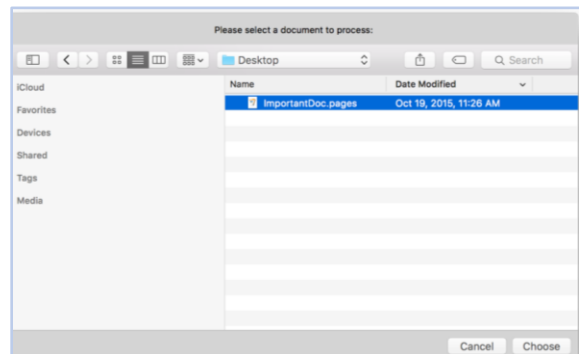
## Janela:



## iPhone:



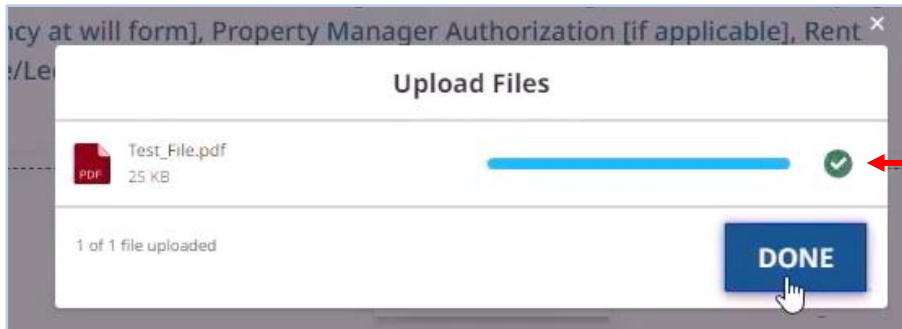
## Mac:



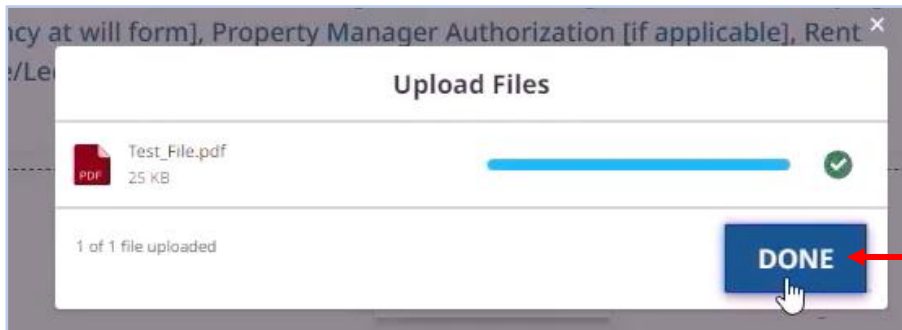


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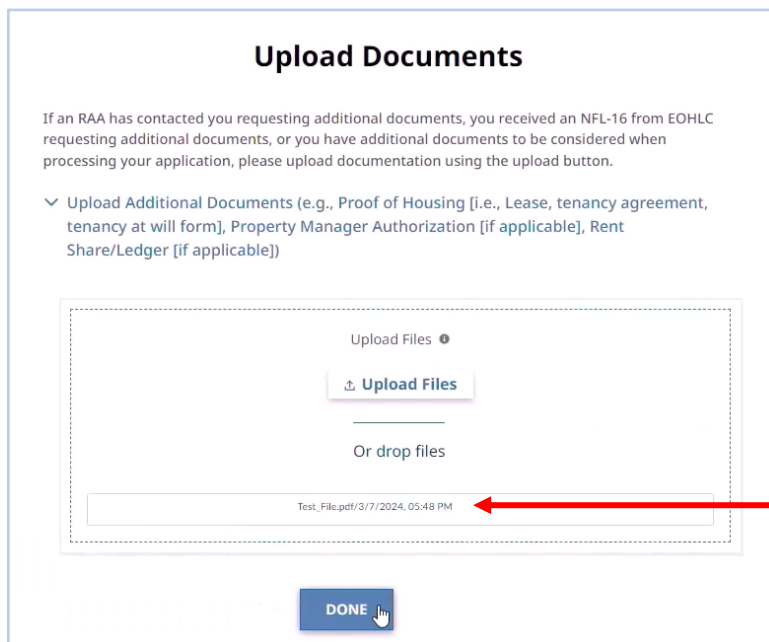
**Pasu # 6:** Spera ti ki marka di sileson verdi parsi na tela au ladu di kada dukumentu.



**Pasu # 7:** Dipós, klika na boton **Konkluidu**.



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



# 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 ⓘ

[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.