



Zouti pou Òplod Dokiman Oto-Sèvis EA

Ou kapab kounye a soumèt dokiman pou aplikasyon EA Family Shelter ou a lè i itilize **Self-Service Document Upload Tool** nan <https://applyhousinghelp.mass.gov/s/anonymousupload>.

Pou itilize zouti a, w ap bezwen:

1. Aksè a yon navigatè entènèt sou yon òdinatè oswa aparèy mobil
2. **Siyati w** (egzakteman jan li ye nan aplikasyon w lan) ak **ID Ka a**
3. Dokiman ou vle òplod yo

Kijan pou Sèvi ak Zouti Òplod Dokiman Oto-Sèvis la

Etap #1: Mete **siyati w ak ID ka w la egzakteman** jan yo parèt nan imèl enstriksyon yo.

Etap #2: Seleksyone **kazye "I'm not a robot"** (**mwen pa yon wobo**) epi swiv enstriksyon yo.

Etap 3: Klike sou bouton Next la.

Dear John,

Thank you for applying for help through the EA Family Shelter Program. We need some documents from you before we can process your application.

The NFL-16 we gave you when you applied lists the kind of documents we need from you. Please return the NFL-16 to us for giving us any missing documents. You must give us your documents before that date so we can begin the application process again.

To make this process easier, we have created a new way for you to upload documents using your computer. To upload documents, go to the <https://applyhousinghelp.mass.gov/s/anonymousupload> and follow the steps below.

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 documentation.
4. Click "Done".

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

Ou ka jwenn
siyati ak ID ka
ETO nan Etap
#1 nan
enstriksyon
imèl la.

Last name and ETO Case ID can be found in Step #1 of the email's instructions.

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

reCAPTCHA Privacy - Terms

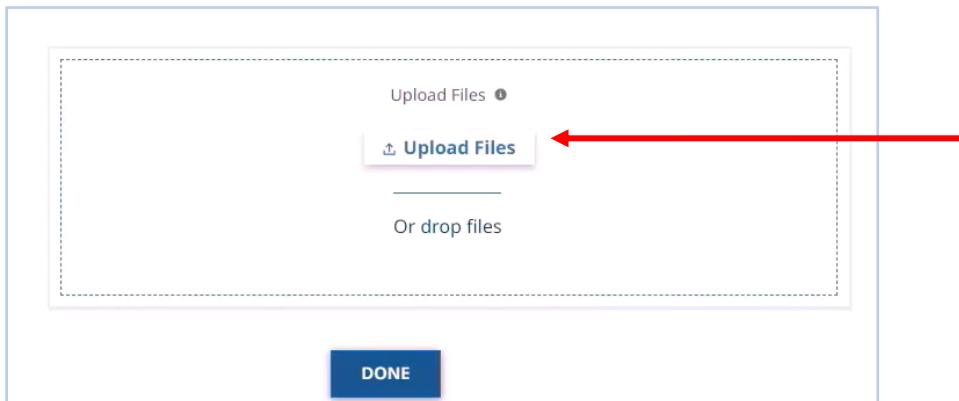
NEXT

Remak Enpòtan: Ou dwe rete tann yon (1) jou ouvrab apre ou fin aplike pou EA Family Shelter pou òplod dokiman ou yo.

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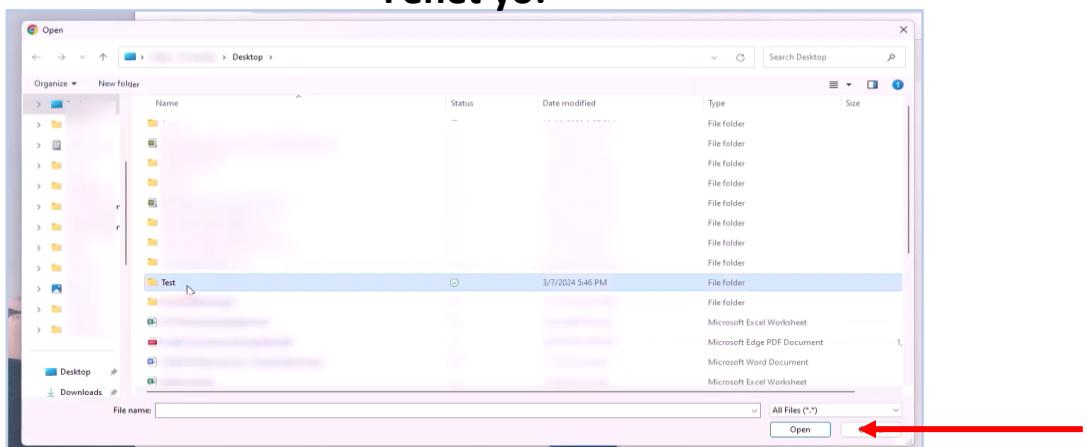


Etap #4: Klike sou bouton **Upload Files** (òplod fichye).

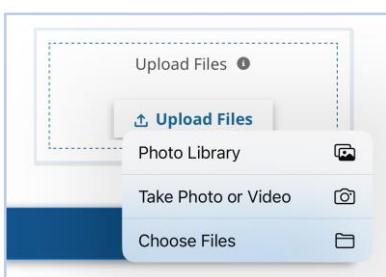


Etap #5: Chwazi dokiman ou vle òplod la (yo) epi klike sou bouton **Open** lan. Ou ka òplod plizyè dokiman alafwa. **Remak:** Etap sa a ap varye selon kalite aparèy w ap itilize a.

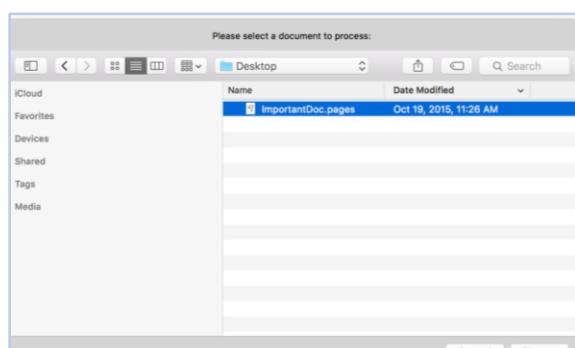
Fenèt yo:



iPhone:



Mac:





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Etap #6: Tann mak verifikasyon vèt la parèt sou ekran an akote chak dokiman.

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 large blue button labeled "DONE" with a hand cursor icon over it.

Etap #7: Apre sa, klike sou bouton Done (fini).

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 the "DONE" button at the bottom right.

Etap #8: Konfime dosye ou chwazi a parèt nan seksyon Upload Files la.

A screenshot of a "Upload Documents" section. It contains a text block about RAA requests for additional documents, a list item for "Upload Additional Documents", and an upload interface. The upload interface includes a dashed box, a "Upload Files" button with a file icon, the text "Or drop files", and a preview area showing "Test_File.pdf/3/7/2024, 05:48 PM". A red arrow points to this preview area. At the bottom, there's a "DONE" button with a hand cursor icon.

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Etap #9: Klike sou bouton **Done** (Fini) an.

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

←

Konsèy pou Itilize Zouti Òplod Dokiman an

- **Nòt Enpòtan:** Rete tann **yon (1) jou ouvrab apre w fin aplike pou EA Family Shelter** pou òplod dokiman w yo.
- Mete siyati w ak ID ka w **egzakteman jan yo parèt** nan imèl enstriksyon yo oswa nan fòm NFL-16 ou te resevwa nan moman aplikasyon an.
- Rele **liy distans lan nan (866) 584-0653** si w bezwen asistans lè w ap itilize Zouti pou Òplod Dokiman an.