



# Zouti pou Òplod Dokiman Oto-Sèvis EA

Ou kapab kounye a soumèt dokiman pou aplikasyon EA Family Shelter ou a lè l 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 **kazyè "I'm not a robot"** (mwenn 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 of the documents listed on the NFL-16 we gave you when you applied lists the kind of documents we need from you for giving us any missing documents. You must give us your documents before that date to 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)

*Callouts:*  
 - Green bubble: Ou ka jwenn siyati ak ID ka ETO nan Etap #1 nan enstriksyon imèl la.  
 - Yellow bubble: 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

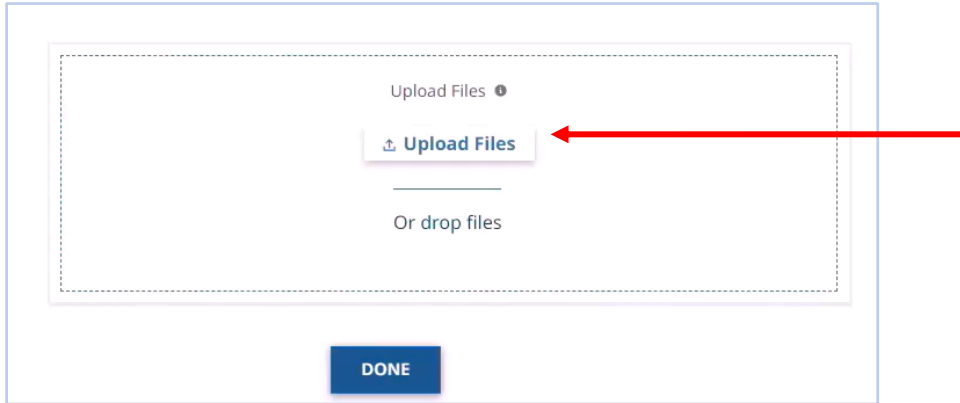
**NEXT**

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



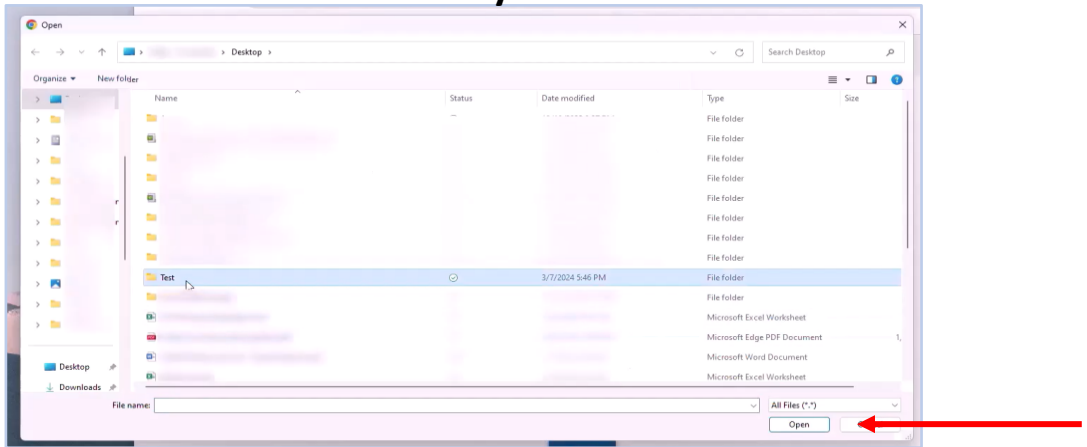
# Zouti pou Òplod Dokiman Oto-Sèvis EA

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

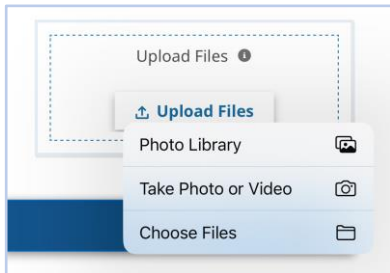


**Etap #5:** Chwazi dokiman ou vle òplod la (yo) epi klike sou bouton **Open** lan. Ou ka òplod plizyè dokiman alafwa. **Remak:** Etap sa a ap varye selon kalite aparèy w ap itilize a.

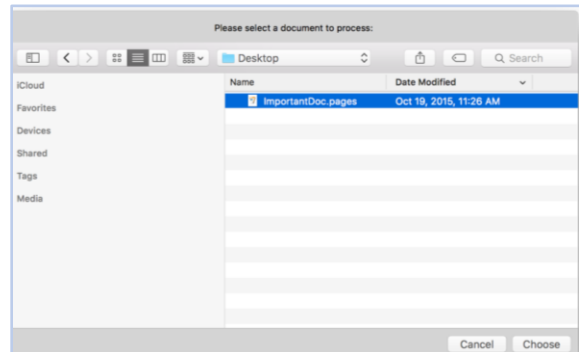
## Fenèt yo:



## iPhone:



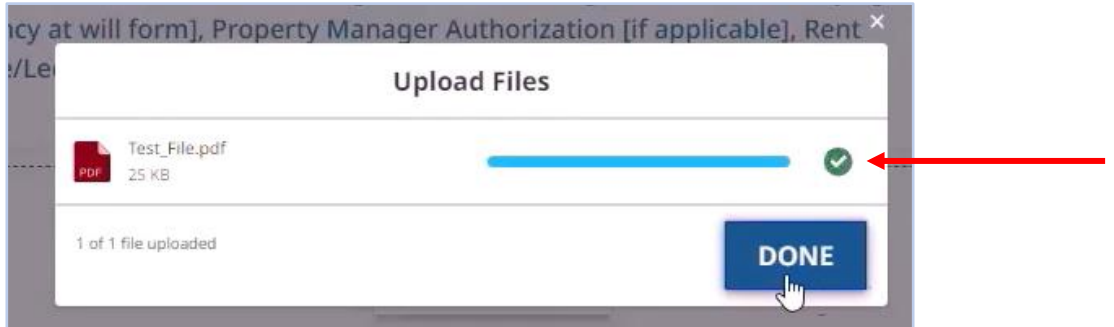
## Mac:



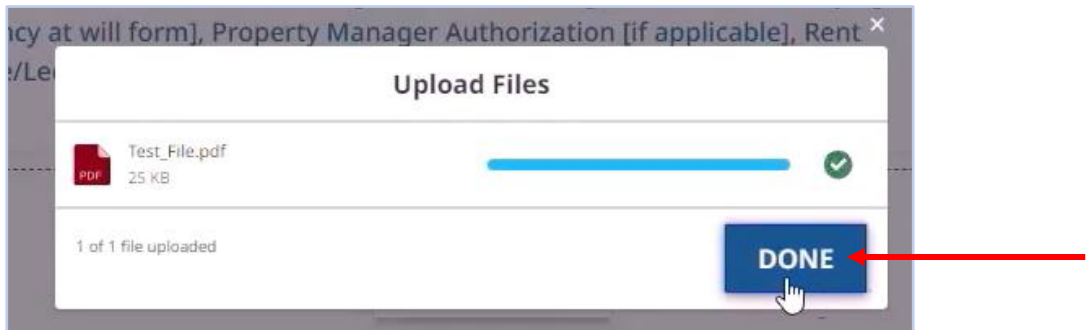


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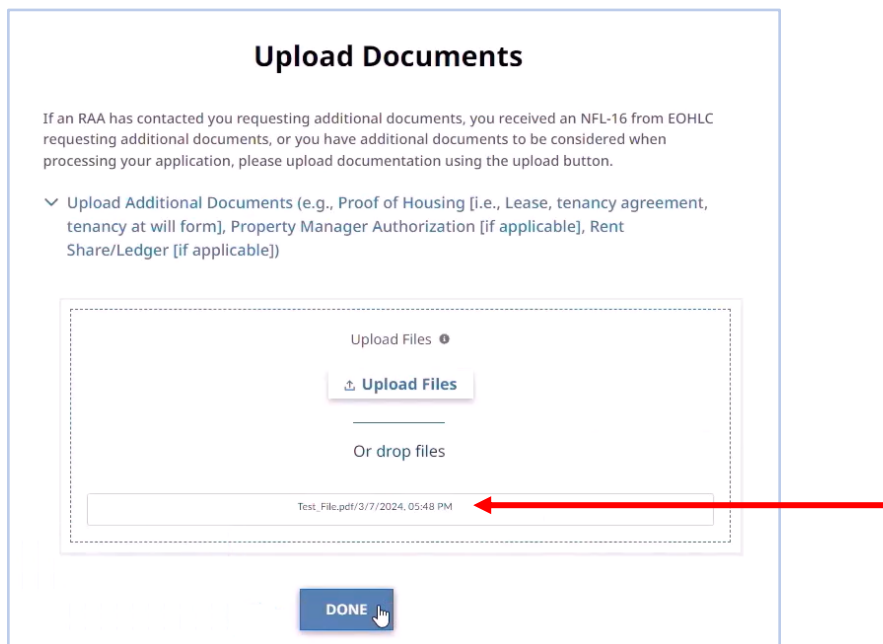
**Etap #6:** Tann mak verifikasyon vèt la parèt sou ekran an akote chak dokiman.



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



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





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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 ⓘ

⬆️ Upload Files

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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.