

## HOW TO UPLOAD DOCUMENTS TO YOUR NHS ONLINE ACCOUNT

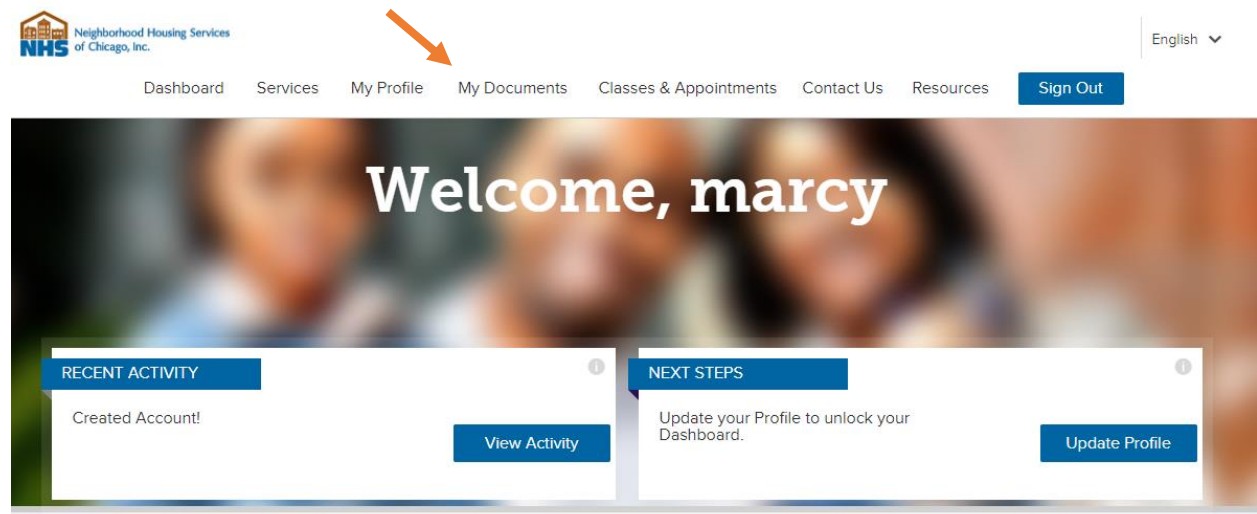
### STEP 1

Log into your NHS account (at <https://nhschicago.force.com/nhschicagoft/NWSHOP>) with your USERID (email address) and your Password. If you forget your password, you may click “forgot password” to have a reset link sent to the email address associated with your NHS account.

### STEP 2

Click the “**MY DOCUMENTS**” tab

On a mobile device, use the three bars in the upper right to navigate to “**MY DOCUMENTS**”



### STEP 3

Click the “**CHOOSE FILE**” tab to locate the file/document to upload. The file to be uploaded can be stored on your computer, removable drive or mobile device (If you are using a mobile device to logon). If you are using a mobile device, you may select the camera icon that appears when you click “**CHOOSE FILE**” to enable the camera. Snap a photo of your document and click “**ok**”.

Need to upload documents but don't have access to a scanner? Log into your account with your smartphone or tablet, and you can use your device's camera to take a picture of your documents to send them to us that way!

Choose File No file chosen

Maximum file size is 2 GB

FILE UPLOAD - Allowed file types - doc, docx, ppt, pptx, pdf, jpg, png, xls, xlsx.

Please note that Neighborhood Housing Services of Chicago reserves the right to request re-uploads of any documents that are unclear.

Select Document Type

Select a Document Type / Selecciona un tipo de documento

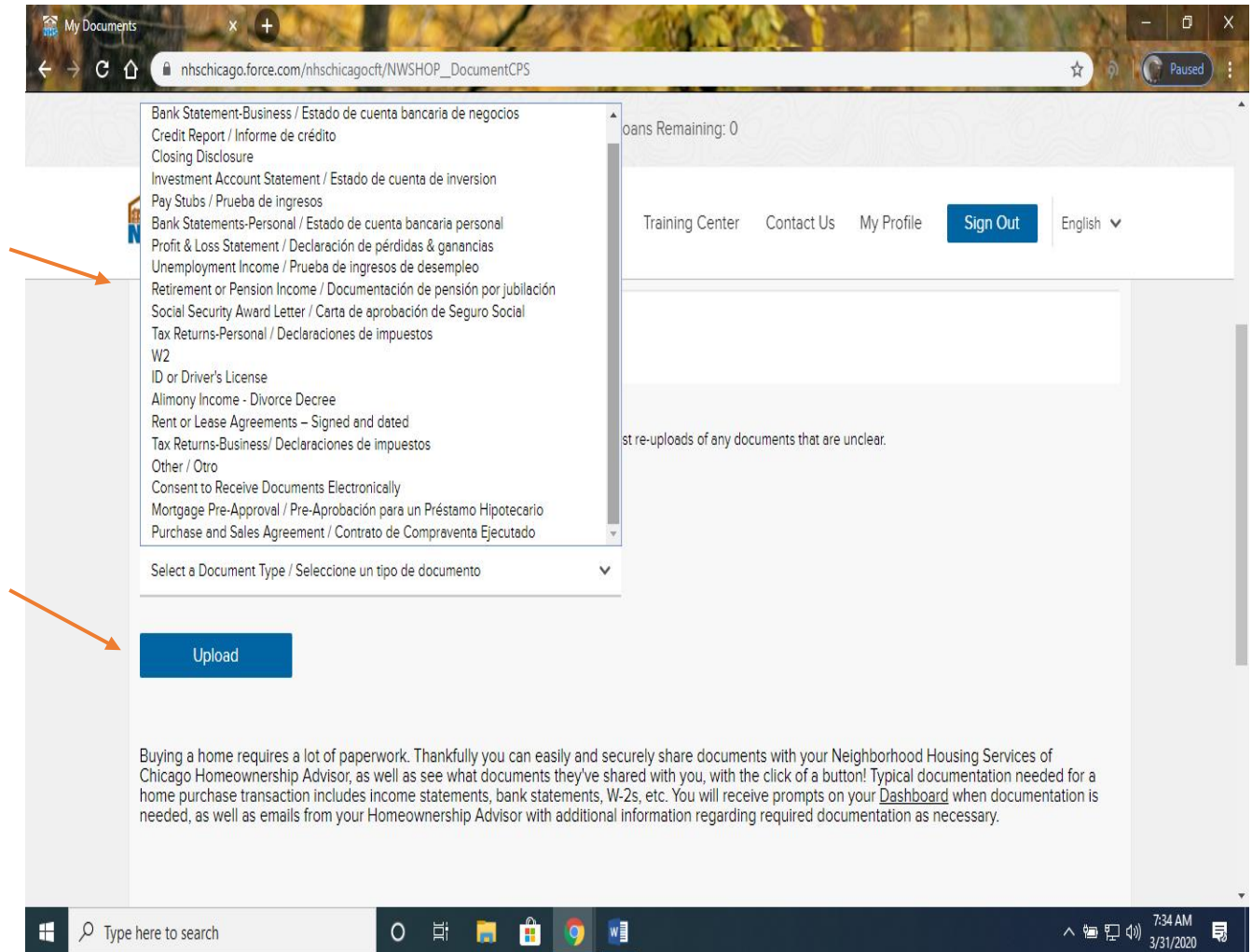
Upload

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### STEP 3

Select the **Document Type** from drop down menu. *This allows for the document reviewer to quickly identify the file.* The Screenshot below shows document type drop-down values.

Please be sure to select the applicable document type for each document you upload.



### STEP 4

Click **“UPLOAD”** to upload the file. **NOTE: You will follow this process for EACH document being uploaded.**