## How to UPLOAD DOCUMENTS TO YOUR NHS ONLINE ACCOUNT

#### STEP 1

Log into your NHS account (at <u>https://nhschicago.force.com/nhschicagocft/NWSHOP</u>) 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 devise, 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
2	Select a Document Type / Seleccione 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.

Bank Statement-Business / Estado de cuenta bancaria de negocios Credit Report / Informe de crédito Closing Disclosure	oans Remaining: 0
Investment Account Statement / Estado de cuenta de inversion Pay Stubs / Prueba de ingresos Bank Statements-Personal / Estado de cuenta bancaria personal Profit & Loss Statement / Declaración de pérdidas & ganancias Unemployment Income / Prueba de ingresos de desempleo	Training Center Contact Us My Profile Sign Out English 🗸
Retirement or Pension Income / Documentación de pensión por jubilación Social Security Award Letter / Carta de aprobación de Seguro Social Tax Returns-Personal / Declaraciones de impuestos W2 ID or Driver's License	
Alimony Income - Divorce Decree Rent or Lease Agreements – Signed and dated Tax Returns-Business/ Declaraciones de impuestos Other / Otro Consent to Receive Documents Electronically Mortgage Pre-Approval / Pre-Aprobación para un Préstamo Hipotecario Purchase and Sales Agreement / Contrato de Compraventa Ejecutado	st re-uploads of any documents that are unclear.
Select a Document Type / Seleccione un tipo de documento	v
Upload Buying a home requires a lot of paperwork. Thankfully you can easily ar Chicago Homeownership Advisor, as well as see what documents they'n home purchase transaction includes income statements, bank statement	nd securely share documents with your Neighborhood Housing Services of ve shared with you, with the click of a button! Typical documentation needed for a ts, W-2s, etc. You will receive prompts on your <u>Dashboard</u> when documentation is
needed, as well as emails from your Homeownership Advisor with addit	ional information regarding required documentation as necessary.

#### STEP 4

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