Login to Procorem

Sign up to join Procorem using email invitation sent for a Portfolio Property Workcenter.

1. Check email Inbox or Junk box for invitation
2. Request Asset Manager Resend invitation(as needed)

You've been invited to join Procorem!
Easily collaborate with friends, family, co-workers, and clients

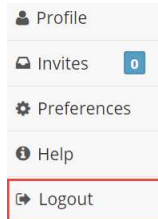Log-in with email and password created.

PROCOREM LOGIN

Email Address

Password

Sign in

Join Procorem or Forgot Password

Log-off of Procorem

1. Select your name in far-right upper-corner.
2. Click drown menu
3. Select logout

- Profile
- Invites   0
- Preferences
- Help
- Logout

PROCOREM

Procorem
Tenant Event
Submission
Guide

Project BAM | NEW YORK STATE OF OPPORTUNITY. | Homes and Community Renewal

NYSHCR Compliance Period

NYSHCR requirement for tenant events.
- Monthly submission is due 20th of each
- Annual submission for prior year starts January thru March.
- Check Procorem Work center for details.

Compliance Periods

📢 The Tenant Event submission deadline is March 1st. If you have any questions please contact your WorkCenter Owner or New York State Homes and Community Renewal directly.

Recording of session

Recording of tutorial is accessed with the following link:

https://youtu.be/_2f3uBCd39Y

Tenant Events – File Import

Navigation:

1. Select Tenant Events
2. 2020-Tenant Events: Click View Events
3. Click Import Tenant Events
4. Upload NAHMA or XML File format
5. Review Procorem Tenant Event Results
6. Resolve errors –**fix file** and **reupload Tenant Events**. **Option:** Manually fix errors on Tenant Event Portal.
7. Tenant Event Submission Complete – no errors with tenant event
8. Import Status- **completed**
9. Select Tenant Event Validation

    Result: Passed 👍
10. Submit Tenant Events

Tenant Events File Types ✔

- Tenant portal accepts theses file types **NAHMA or XML file** types to record tenant events.

- NYSHCR **prefer an NAHMA or XML file** submission.

- Please notify Asset Manager of manual Tenant Event Submission.

Tenant Event- Manual

Navigation:

1. Select Tenant Events
2. 2020-Tenant Events: Click View Event
3. Select a building with unit to enter a tenant event
4. Select unit to **recertify**

    or
5. Click **add** tenant events
6. Click **save** button at top 💾 Save
7. Select Tenant Event Validation

    Result: Passed 👍

8. Submit Tenant Events

Procorem General Information website

https://compliancehelp.procorem.com/en/import-tenant-events.html

🔍 Background on tenant events submission, file formats accepted and tips.

Project BAM | NEW YORK STATE OF OPPORTUNITY. Homes and Community Renewal