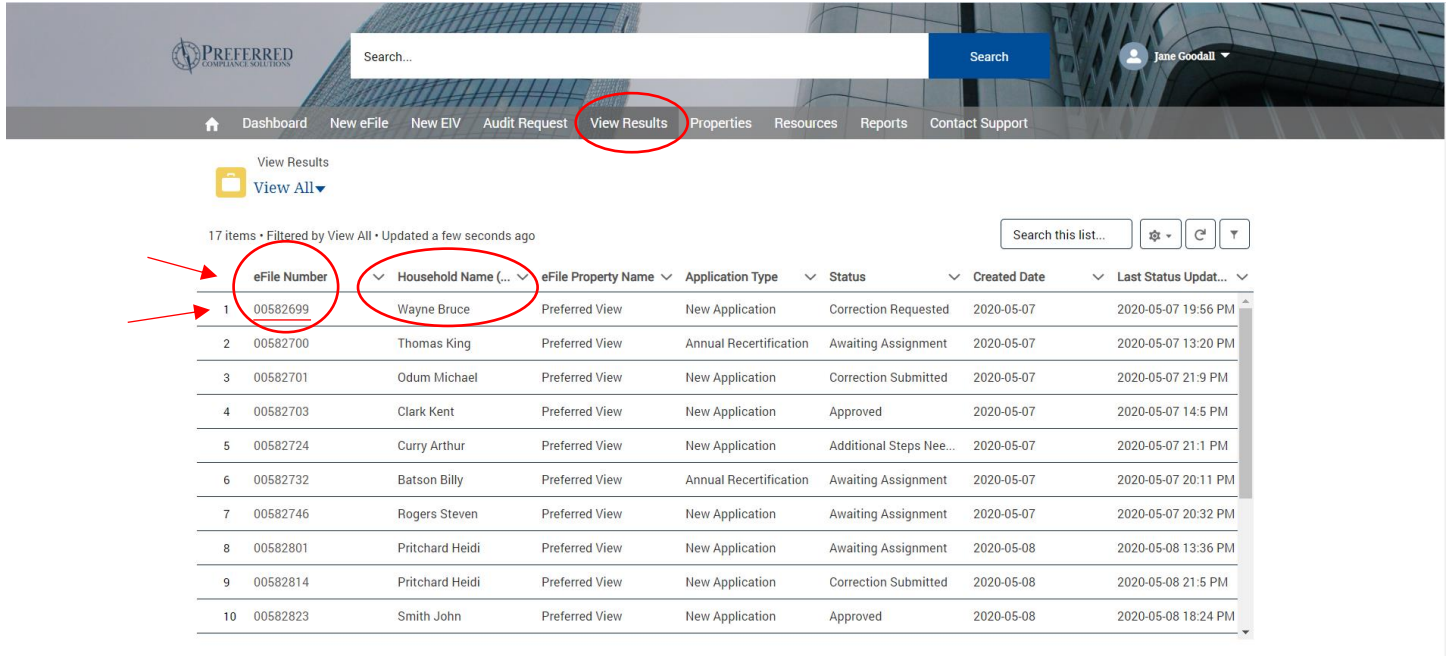


## NextGen efile Access – How To Upload a Correction Request

STEP 1: Start on the "View Results" tab of the website. Locate the desired file by efile Number or Household Name. Click the "eFile Number" to open the file details.

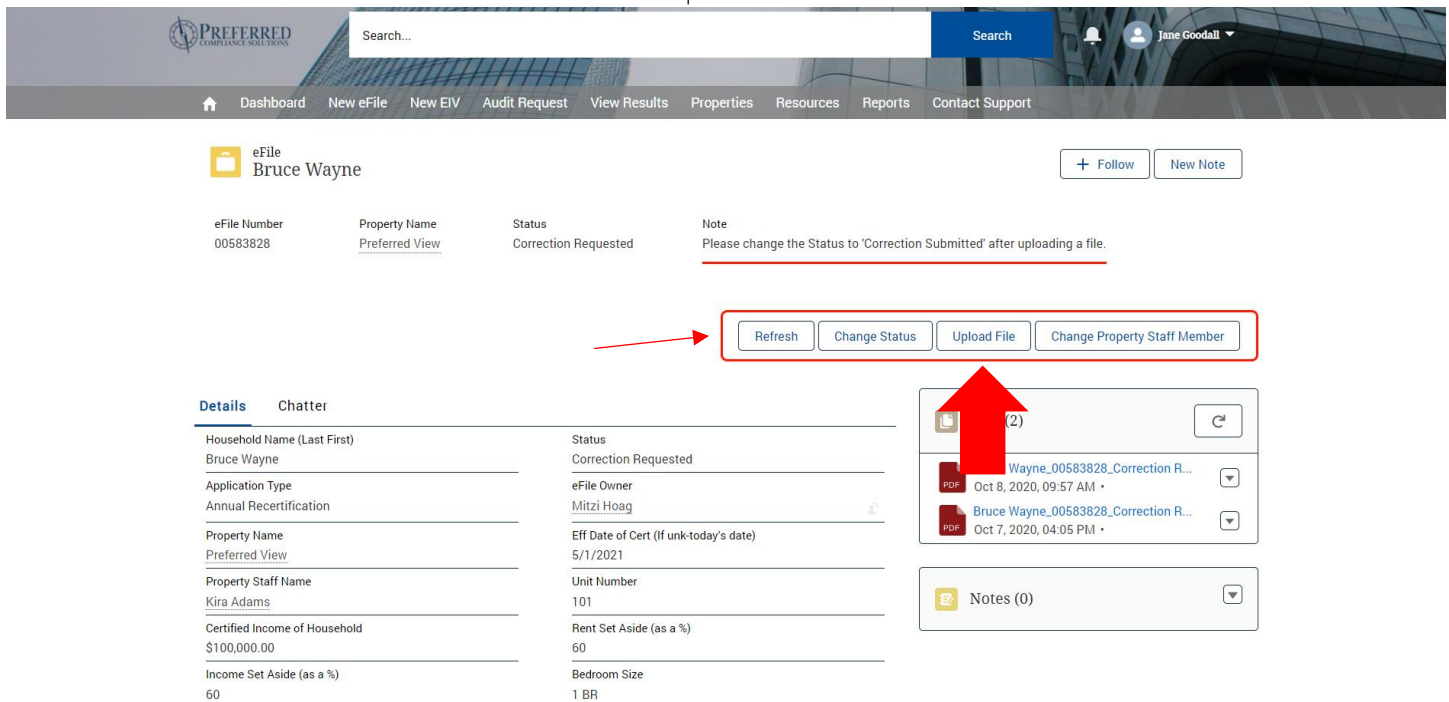


View Results  
View All

17 items • Filtered by View All • Updated a few seconds ago

	eFile Number	Household Name (...)	eFile Property Name	Application Type	Status	Created Date	Last Status Update
1	00582699	Wayne Bruce	Preferred View	New Application	Correction Requested	2020-05-07	2020-05-07 19:56 PM
2	00582700	Thomas King	Preferred View	Annual Recertification	Awaiting Assignment	2020-05-07	2020-05-07 13:20 PM
3	00582701	Odum Michael	Preferred View	New Application	Correction Submitted	2020-05-07	2020-05-07 21:9 PM
4	00582703	Clark Kent	Preferred View	New Application	Approved	2020-05-07	2020-05-07 14:5 PM
5	00582724	Curry Arthur	Preferred View	New Application	Additional Steps Nee...	2020-05-07	2020-05-07 21:1 PM
6	00582732	Batson Billy	Preferred View	Annual Recertification	Awaiting Assignment	2020-05-07	2020-05-07 20:11 PM
7	00582746	Rogers Steven	Preferred View	New Application	Awaiting Assignment	2020-05-07	2020-05-07 20:32 PM
8	00582801	Pritchard Heidi	Preferred View	New Application	Awaiting Assignment	2020-05-08	2020-05-08 13:36 PM
9	00582814	Pritchard Heidi	Preferred View	New Application	Correction Submitted	2020-05-08	2020-05-08 21:5 PM
10	00582823	Smith John	Preferred View	New Application	Approved	2020-05-08	2020-05-08 18:24 PM

STEP 2: A new page will open showing file details. Locate the box highlighted in red on the right-hand side of the screen and click the "Upload File" button.



eFile  
Bruce Wayne

+ Follow   New Note

eFile Number	Property Name	Status	Note
00583828	Preferred View	Correction Requested	Please change the Status to 'Correction Submitted' after uploading a file.

Refresh   Change Status   Upload File   Change Property Staff Member

Details   Chatter

Household Name (Last First)	Status
Bruce Wayne	Correction Requested

Application Type	eFile Owner
Annual Recertification	Mitzi Hoag

Property Name	Eff Date of Cert (If unk-today's date)
Preferred View	5/1/2021

Property Staff Name	Unit Number
Kira Adams	101

Certified Income of Household	Rent Set Aside (as a %)
\$100,000.00	60

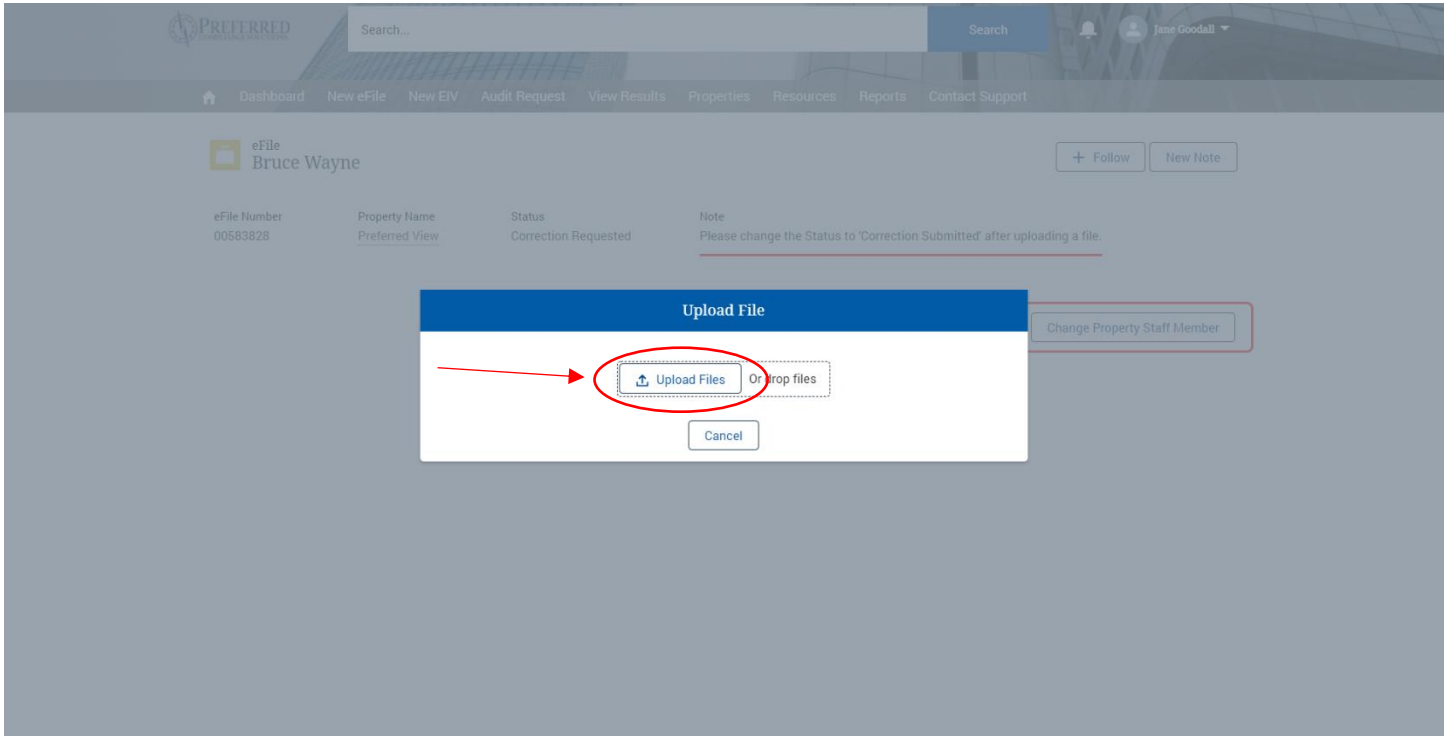
Income Set Aside (as a %)	Bedroom Size
60	1 BR

Wayne\_00583828\_Correction R...  
Oct 8, 2020, 09:57 AM •

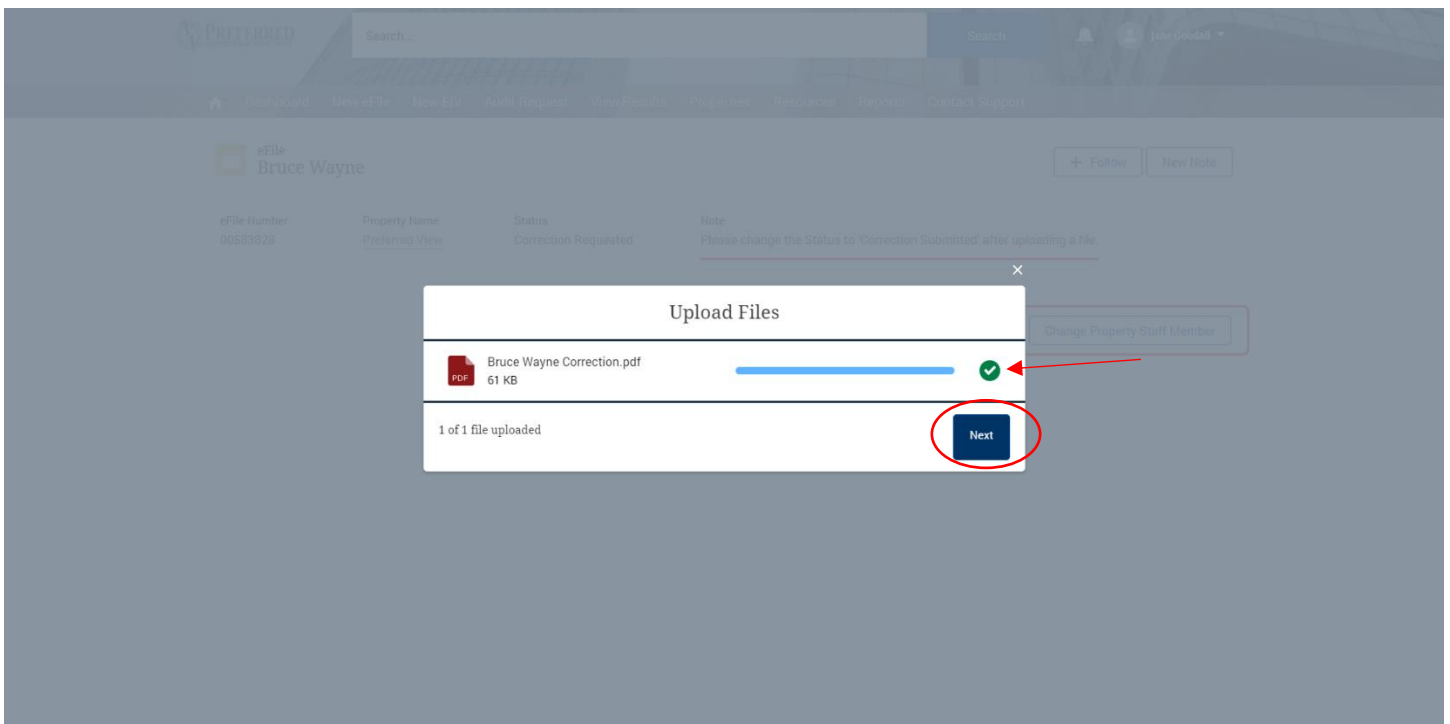
Bruce Wayne\_00583828\_Correction R...  
Oct 7, 2020, 04:05 PM •

Notes (0)

STEP 3: Click the "Upload Files" button to choose a file from your computer to upload to our website.



STEP 4: When the upload is complete, a green check mark will appear. Click the "Next" button to return to efile details.



STEP 5: Do not forget to change the status of the file once the correction is uploaded! Choose the "Change Status" button and use the dropdown menu to change the status to "Correction Submitted." Click the "Save" button to finalize the status change.

Search... Search

Dashboard New eFile New EIV Audit Request View Results Properties Resources Reports Contact Support

eFile Bruce Wayne + Follow New Note

eFile Number	Property Name	Status	Note
00583828	Preferred View	Correction Requested	Please change the Status to 'Correction Submitted' after uploading a file.

Refresh Change Status Upload File Change Property Staff Member

**Details** Chatter

Household Name (Last First)	Status
Bruce Wayne	Correction Requested
Application Type	eFile Owner
Annual Recertification	Mitzi Hoag
Property Name	Eff Date of Cert (If unk-today's date)
Preferred View	5/1/2021
Property Staff Name	Unit Number
Kira Adams	101
Certified Income of Household	Rent Set Aside (as a %)
\$100,000.00	60
Income Set Aside (as a %)	Bedroom Size
60	1 BR
Household Size	Contact Name
1	Jane Goodall

**Files (3)**

- Bruce Wayne Correction Oct 9, 2020, 08:28 AM
- Bruce Wayne\_00583828\_Correction R... Oct 8, 2020, 09:57 AM
- Bruce Wayne\_00583828\_Correction R... Oct 7, 2020, 04:05 PM

**Notes (0)**

Search... Search

Dashboard New eFile New EIV Audit Request View Results Properties Resources Reports Contact Support

eFile Bruce Wayne + Follow New Note

eFile Number	Property Name	Status	Note
00583828	Preferred View	Correction Requested	Please change the Status to 'Correction Submitted' after uploading a file.

**Change Status**

\*Status  
Correction Submitted

Cancel Submit

Change Property Staff Member