WSHFC Annual Bond Compliance Reports
Preparation and Submission Instructions
REPORTS DUE 01/7/2023

PREPARE YOUR MATERIALS FOR SUBMISSION

- **Utilize the *Certificate of Continuing Project Compliance* (CCPC - Part A) emailed with the annual report request letter.**

  Prepare your resident certifications:
- Format each resident certification as a black and white PDF file.
- Each file should only contain the certification for one household. Do not combine multiple households into a single PDF file.
- Name each certification file with the unit number and the resident's last name. Examples: A105 Smith, 10 Jones, HB-4567 Green.

- **Additional reporting forms are located at** http://www.wshfc.org/managers/forms-bond.htm

If you have questions, please contact the Portfolio Analyst assigned to your property.

Thank you for your cooperation!
Asset Management & Compliance Division
Washington State Housing Finance Commission
December 2022

SUBMISSION INSTRUCTIONS ON THE FOLLOWING PAGE

SUBMIT YOUR ANNUAL REPORT MATERIALS

Submit materials electronically using our online portal:
https://portal.wshfc.org/Forms/AMC-BondReport

General Information:

- Have all your report forms and resident certifications ready to go. Do not start filling in the submission form until you have everything you need. If you start the form and leave it inactive for too long, it will time out and you will have to start your submission all over again.

- All field names followed by a red asterisk are required. You won't be able to successfully submit your form if you skip any required fields.

- Note that every Upload section will display what file types are acceptable to attach. If you try attaching a file type that is not listed in the form, your report submission will fail.

- Re-click the portal link to fill in a fresh form for every property you are submitting. If you are using Google Chrome, you can just click the Refresh icon to the left of the URL to open a new, blank form.

- Once you've submitted a form, you can't redo the submission. Contact your Portfolio Analyst for guidance if you submitted any information by mistake or forgot any required forms.

Step-by-step Instructions:
Click on the **AMC-BondReport** link above; the submission form will open in your browser (it may take a moment to generate, we recommend using Google Chrome or Microsoft Edge as your internet browser):

Type in your information in the first four fields. All information is required:

Click in the fifth field to open a drop-down list of all WSHFC Bond properties. The property list is in alphabetical order. Find your property name and click on it:

When you've chosen your property, the form will pause for a few seconds and then auto-populate the next two fields to display the property's unique ID and the monitoring Portfolio Analyst:

In the next field, 2022 will be listed as the reporting year. If you need to submit materials for a different reporting year, please contact your property's Portfolio Analyst for more guidance.

In each section below, click the **Upload** button to upload the required documents. Note that each section lists the file types that are acceptable to attach. If you try attaching a file type that is not listed in the form, the upload will not be successful.

Per the instructions, do not consolidate your files using Adobe Acrobat's "PDF Portfolio" feature, since each document imported has to be its own individual file.

To upload multiple files in any section, re-click the Upload button to attach each subsequent file.

Once you have attached all your compliance documents, you can sign and submit the form to the Commission:

Click the "Sign" button (see "Signature" field above) and type your name in the "Type your name here" field:

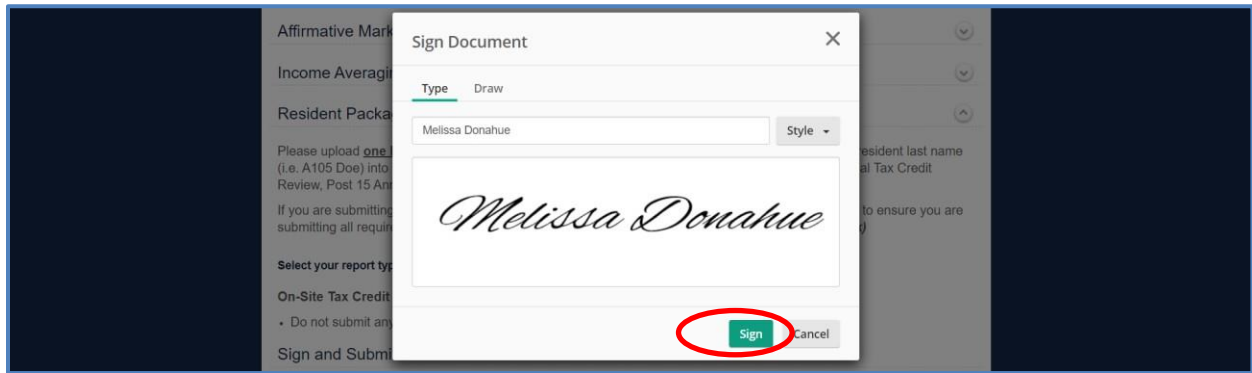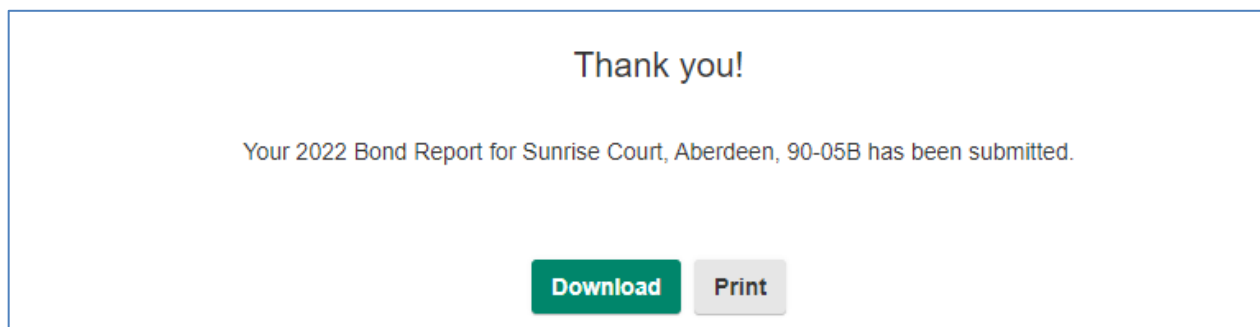Your name will appear in the large text box. Then click the green "Sign" button:

Your signature will appear in the "Signature" field on screen. Once that happens, you can click the blue "Submit" button:

When you click "Submit" – if you do not have any errors preventing the submission – you will see a "Thank You" screen:

This is your confirmation that your materials have been successfully submitted to the Commission. You can Download or Print this message if you want. You do not need to do anything else. Commission staff will review your submission and follow up with you if they need corrections or additional documentation.