



## PROCOREM USER ACCESS FORM

Please complete this form and load it to the Workcenter Resources Folder within Procorem or submit to [TenantPortalAdmin@virginiahousing.com](mailto:TenantPortalAdmin@virginiahousing.com).

**Property Name:** \_\_\_\_\_ **VHDA#** \_\_\_\_\_

**Management Company:** \_\_\_\_\_

Procorem assigns a Workcenter to each Property with the ability to submit files and update the Tenant Portal. The user's email address serves as their account name, and the user has control over their personal profile and password without requiring Virginia Housing intervention.

A user can have access to multiple Workcenters with their login credentials. Please create a list below of approved users who will have access to the work center of the property listed above.

After providing the user's name and email address, select the security role you would like to assign.

- **View Only** - Users with this role can access the property's Tenant Portal, view events, and export annual events and Occupancy reports, but will not have the ability to complete any other functions.
- **External - File Access Only** - Users with this role cannot access the property's Tenant Portal but can upload/ download files from the Files page. This is required for submitting financial reports. We will not provide direct access to your CPA or Accounting firms.
- **Edit Access** - Users with this role can add, edit, or delete a tenant certification for the available compliance years, print TICs/reports and validate events against some basic criteria.
- **Edit/XML Import** - Users with this role can do everything in the Edit Access role as well as upload XML files if the property utilizes that functionality. This role can also upload/download files.
- **Full Access** - Users with this role can do everything in previous roles as well as be responsible for submitting the annual file when indicated by Virginia Housing (which locks any additional changes to the records within a calendar year unless Virginia Housing reopens the records.)

Each user will receive an invitation by email asking them to create a Procorem account. They may also receive invitations to join additional workcenters if invited to more than one or if they have previous access. For more information on the Procorem workcenters, see [Procorem User Guide](#).

(Note - If a single user needs access to multiple workcenters, you can request a multiple properties access form from your compliance and asset management regional team.)

(1) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(2) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(3) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(4) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(5) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(6) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(7) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

(8) User's Name	User's Email
User's Title	Select Assigned Role for Procorem:

Please remove the following users:

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By signing below, the undersigned certifies that the person(s) listed above are authorized to access Procorem on behalf of the owner/agent of the property named above and that all information provided herein is true and correct.

\_\_\_\_\_ Date: \_\_\_\_\_

Authorized Agent Name: \_\_\_\_\_

Authorized Agent Title: \_\_\_\_\_