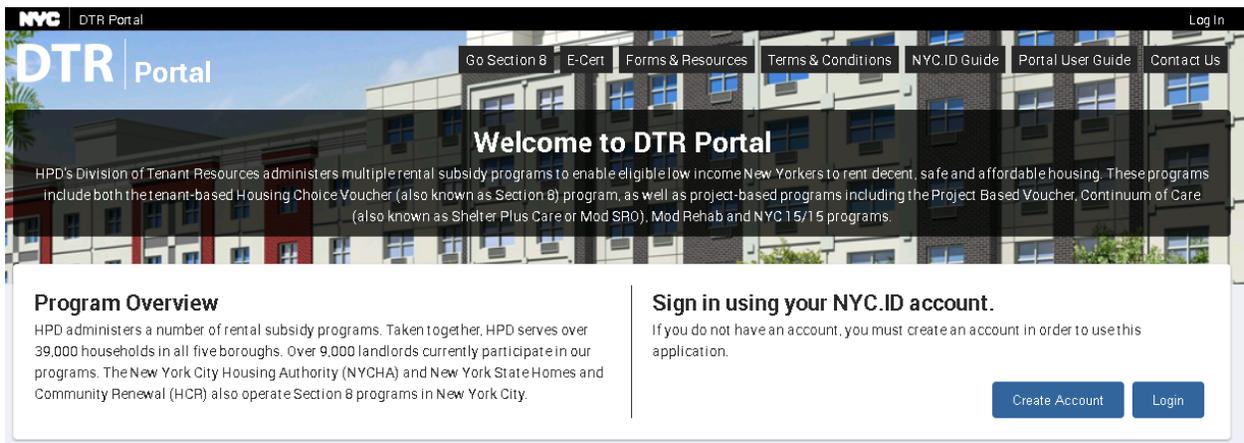# DTR Document Upload Portal User Guide

The DTR Document Upload Portal is a tool for owners, applicants, tenants, PHAs and their representatives to securely transmit documents to appropriate DTR business units.

The portal is accessible here: https://a806-asap.nyc.gov/HPDPortal/#/login

Clients will have to first create a NYC.ID before accessing the DTR Portal. NYC.ID provides a single sign-on management facility for many HPD and New York City applications.
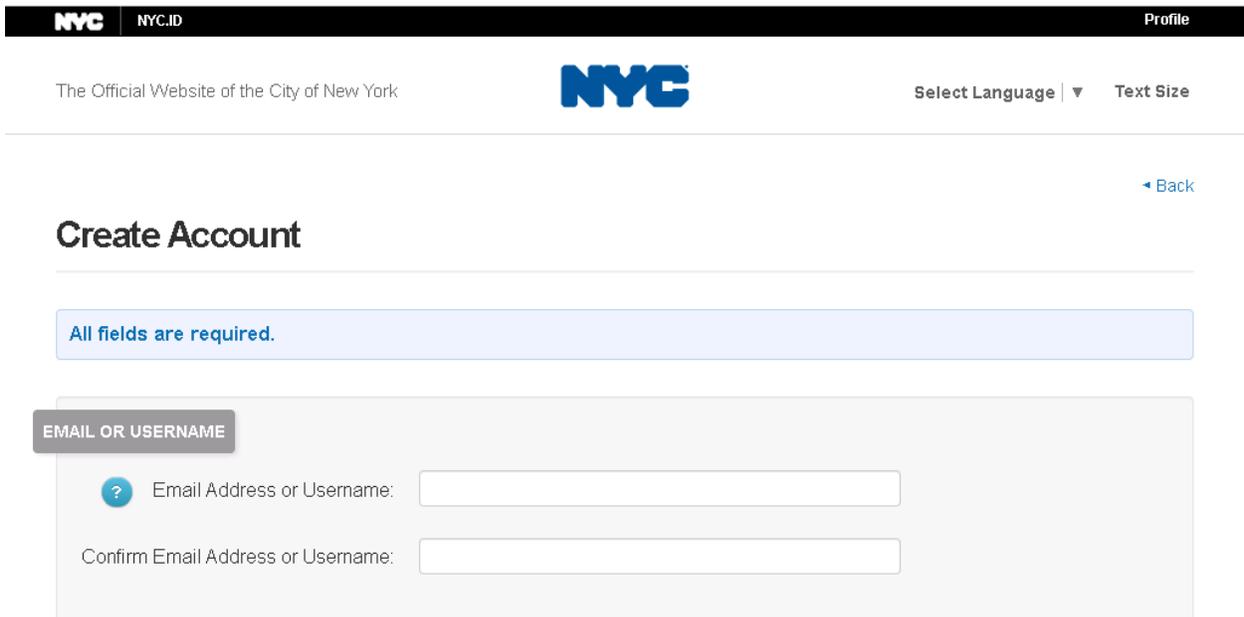
Clients who have an existing NYC.ID can skip to **Step 4**

1. Click **Create Account**

2. Provide an email address, password, name, and security question and answer. Accept the terms and conditions and click **Create Account.**

3. Check your email for a NYC.ID confirmation message. Follow the instructions to Confirm your email address. A web page should open with the message **Email Address Confirmed.** Click **Continue.**

4. Click **Login**

5. Enter your NYC.ID credentials

6. Read and Accept and click on the box acknowledging the Portal Terms and Conditions. Click **Continue**.

7. First time users will need to select their role. Only one role is allowed per email account. Once selected, users cannot change their roles. Click **Next**

8. The user must enter a phone number and name of the head of household and then click **Save.** The user must then select the type of document they wish to upload and browse for the document. They may also direct the document to a specific HPD staff member and add a comment. The user then must click **Upload** to send the document. A history of document sent to DTR is shown at the bottom of the page.

Owners and PHAs will may have multiple options to select from to take advantage of features on the DTR Owner/PHA portal.