

DTR Document Upload Portal User Guide

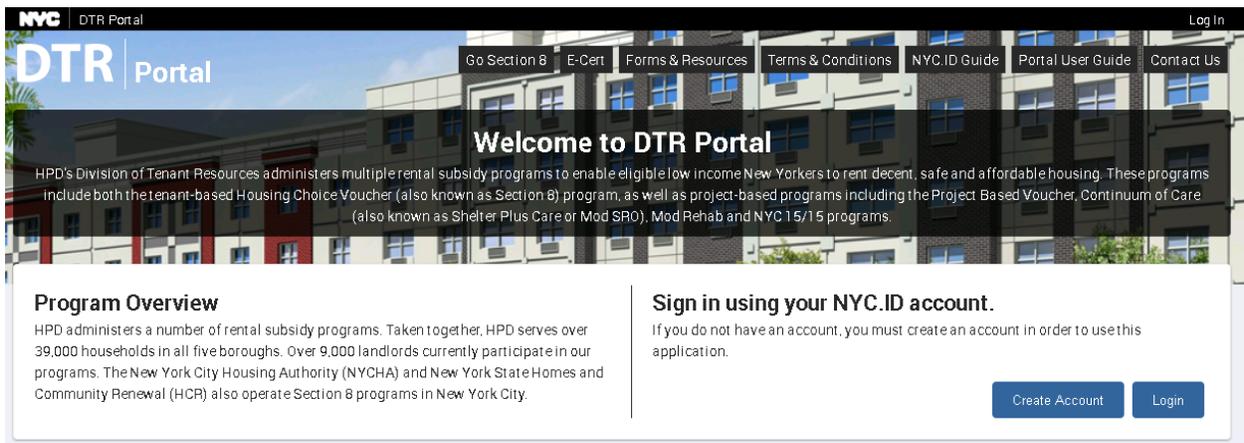
The DTR Document Upload Portal is a tool for owners, applicants, tenants, PHAs and their representatives to securely transmit documents to appropriate DTR business units.

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.

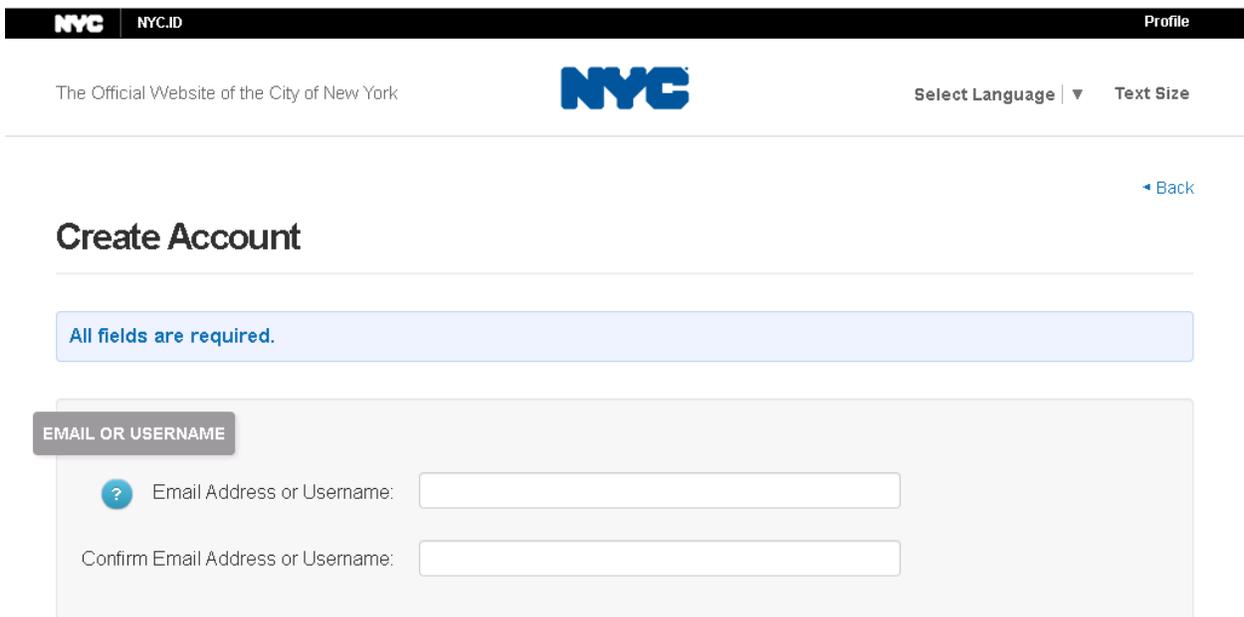
Clients who have an existing NYC.ID can skip to **Step 4**

1. Click **Create Account**



The screenshot shows the DTR Portal homepage. At the top, there is a navigation bar with links: Go Section 8, E-Cert, Forms & Resources, Terms & Conditions, NYC.ID Guide, Portal User Guide, and Contact Us. The main heading is "Welcome to DTR Portal". Below this, a paragraph describes the portal's purpose: "HPD's Division of Tenant Resources administers multiple rental subsidy programs to enable eligible low income New Yorkers to rent decent, safe and affordable housing. These programs include both the tenant-based Housing Choice Voucher (also known as Section 8) program, as well as project-based programs including the Project Based Voucher, Continuum of Care (also known as Shelter Plus Care or Mod SRO), Mod Rehab and NYC 15/15 programs." There are two columns of text. The left column is titled "Program Overview" and describes the programs. The right column is titled "Sign in using your NYC.ID account." and includes a "Create Account" button and a "Login" button.

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



The screenshot shows the NYC ID "Create Account" page. At the top, there is a navigation bar with "NYC", "NYC.ID", and "Profile". Below this, there is a header "The Official Website of the City of New York" and the NYC logo. There are links for "Select Language" and "Text Size". A "Back" link is visible in the top right corner. The main heading is "Create Account". Below this, there is a blue box with the text "All fields are required." Below this, there is a form with two input fields: "Email Address or Username:" and "Confirm Email Address or Username:". The form is titled "EMAIL OR USERNAME" in a grey box.

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**

NYC DTR Portal Log In

DTR Portal

Go Section 8 | E-Cert | Forms & Resources | Terms & Conditions | NYC.ID Guide | Portal User Guide | Contact Us

Welcome to DTR Portal

HPD's Division of Tenant Resources administers multiple rental subsidy programs to enable eligible low income New Yorkers to rent decent, safe and affordable housing. These programs include both the tenant-based Housing Choice Voucher (also known as Section 8) program, as well as project-based programs including the Project Based Voucher, Continuum of Care (also known as Shelter Plus Care or Mod SRO), Mod Rehab and NYC 15/15 programs.

Program Overview

HPD administers a number of rental subsidy programs. Taken together, HPD serves over 39,000 households in all five boroughs. Over 9,000 landlords currently participate in our programs. The New York City Housing Authority (NYCHA) and New York State Homes and Community Renewal (HCR) also operate Section 8 programs in New York City.

Sign in using your NYC.ID account.

If you do not have an account, you must create an account in order to use this application.

[Create Account](#) [Login](#)

5. Enter your NYC.ID credentials

NYC NYC.ID

The Official Website of the City of New York **NYC** Select Language |

Login

Log in using your NYC account.

Email Address or Username: *

Password: *

[Log In](#)

[Create Account](#)
[Forgot Password](#)
[Report an Issue](#)

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

The screenshot shows the 'DTR Portal' interface. At the top, there is a navigation bar with 'NYC DTR Portal' on the left and 'Profile Log Out' on the right. Below this is a secondary navigation bar with links: 'Go Section 8', 'E-Cert', 'Forms & Resources', 'Terms & Conditions', 'NYC ID Guide', 'Portal User Guide', and 'Contact Us'. The main content area features a yellow banner with the text: 'Our Terms of Service have changed. Please read and agree to proceed.' Below the banner is the 'Terms and Conditions' section, titled 'DTR PORTAL TERMS OF SERVICE (TOS)'. It includes sections for 'ACCESS AND PERMISSIONS', 'TERMS AND DEFINITIONS', 'AGREEMENT BETWEEN USER AND HPD', and 'MODIFICATION OF THESE TERMS OF USE'. At the bottom of the terms section, there is a checkbox that is checked, with the text: '* I acknowledge that I have read and agree to the Terms of Service.' Below the terms section are three buttons: 'Cancel', 'Print', and '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**

The screenshot shows the 'DTR Portal' interface for role selection. The navigation bar is identical to the previous screenshot. The main content area is titled 'Select Your Role'. It contains a paragraph: 'Selecting the correct role is important. Once selected, your role cannot be modified. The DTR Portal will allow access to different features based on the role you select.' Below this is a 'Role Description' section with a bulleted list of roles: 'Owner', 'Managing Agent', 'Public Housing Authority (PHA)', 'Tenant', 'Applicant', and '3rd Party Contact or Representative'. Below the list is a dropdown menu labeled 'Select Your Role *' with 'TENANT/PARTICIPANT' selected. Below the dropdown are four input fields: 'First Name *' (containing 'Bob'), 'Middle Name/Initial *', 'Last Name *' (containing 'Roberts'), and 'Email *' (containing 'bob@mailinator.com'). Each input field has a small note below it: 'You can change this info in NYC Profile'. At the bottom of the form are two buttons: 'Cancel' and 'Next'.

- 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.

DTR Portal

Document Upload

Contact Information

Required information must be supplied before you can save and upload.

First Name	Middle Name/Initial	Last Name	Phone Number*	Ext.	Email
<input type="text" value="Bob"/>	<input type="text"/>	<input type="text" value="Roberts"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="bob@mailinator.com"/>
<small>You can change this info in NYC Profile</small>	<small>You can change this info in NYC Profile</small>	<small>You can change this info in NYC Profile</small>			<small>You can change this info in NYC Profile</small>

Head of Household name as it appears on Voucher/Application*

Documents

You can upload up to 10 files (up to 20 mb in total) for the selected Document Type. Please note that we currently do not support .txt, .rtf and .csv file formats.

Document Type* <input type="text" value="--"/>	<input type="button" value="Browse"/>	Notes/Comments for this upload <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <div style="text-align: right; font-size: small;">250 characters left</div>
Attention to HPD Staff Member <input type="text"/>		<input type="button" value="Upload"/>

Documents Uploaded

Document Type	HPD Staff Member	Submitted Date	Document Name	Notes
No Records Found				

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