WASHINGTON STATE
HOUSING FINANCE
COMMISSION

Opening doors to a better life

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Overview

The Multifamily Developer Portal facilitates the application process for developers seeking funding from the Washington State Housing Finance Commission for affordable rental housing. To log in to the Portal you must have a user account.

Not sure if you need a Portal account? View the "When do I use the Portal?" section on our [Multifamily Developer Portal Resources page](#).

Upload and Submit Application Files in the Application Checklist

If you do not already have a Portal account, you must register for one. View this guide on [Setting Up User Accounts](#) on our Multifamily Developer Portal Resources page.

In the Application Checklist, you will find checklist items that fall under the category of "Supporting Documents". These checklist items provide the ability to upload, submit, review, and delete your application documents. Not sure what the Application Checklist is? View the "How to Apply For Funding" user guide on our Multifamily Developer Portal Resources page.

Drag and Drop Files

Upload files easily by selecting and dragging your file(s) over to the "Upload" button in a "Supporting Document" checklist item. "Drop" your file(s) when the text on the form changes to "Drop files here."

Upload Multiple Documents

You may click any "Upload" button as many times as you'd like to upload multiple files for that specific checklist item. Alternatively, select multiple files by using the CTRL key; click on the first file you'd like to select, and then press and hold the Ctrl key. Now click on different files you would like to select one by one. Once you've selected your files, use the "drag and drop" feature to upload several files at once. Don't forget to hit "Submit" to avoid losing your work!

Viewing Uploaded Documents

You will be able you will be able to view documents once uploaded in the embedded file viewer within each checklist item - just click the refresh icon once your form is submitted. The total number of successful file attachments for that checklist item will also be displayed in the "Attachments" column next

to the checklist item's status. You will also be able to review all application file uploads in the file viewer below the application checklist.

Delete Uploaded Documents

Delete any application documents previously uploaded by clicking the "Delete" button, located just to the left of a file in the file attachments list.

Questions

For system questions, contact mhcfportal@wshfc.org