

Uploading the Rent-Restricted Income and Expense Reporting Form (IERF) to ShareFile



<https://revenue.nebraska.gov/PAD/rent-restricted-housing>

05/31/2023

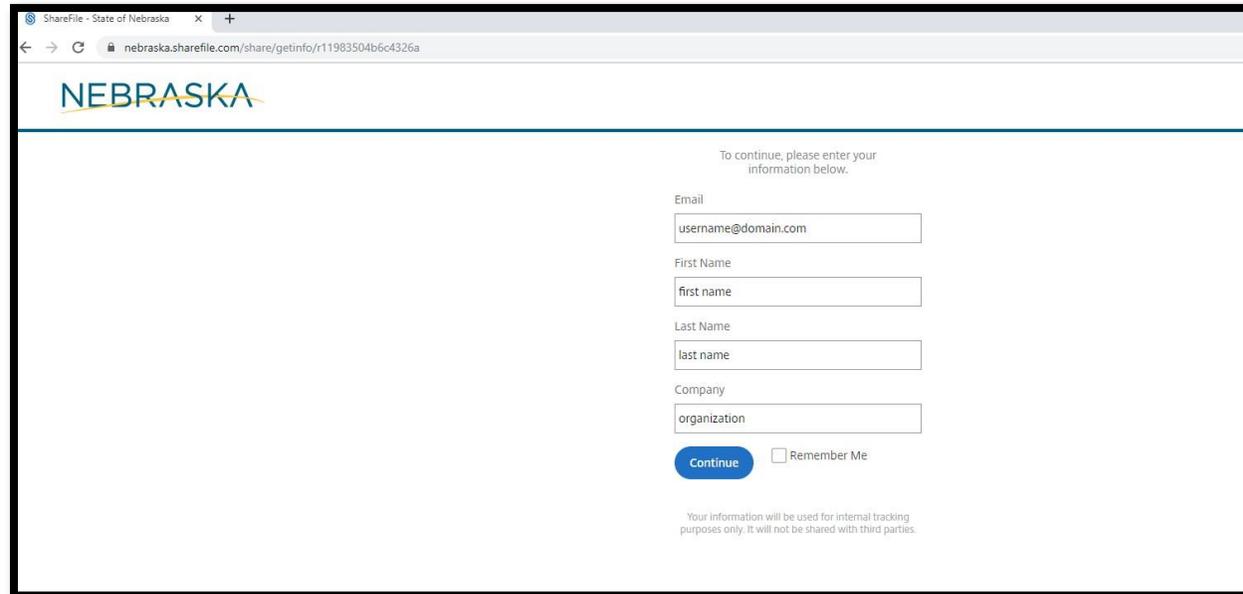
INTRODUCTION

- The Nebraska Department of Revenue (Department) is using the State File Sharing system (ShareFile) to receive income and expense reporting forms from rent-restricted projects (projects).
 - The following instructions are for rent-restricted projects or their designated representatives to upload their reporting forms to the Department.

The Link

- A link has been created for use by rent-restricted projects and is available [here](https://nebraska.sharefile.com/r-rd32b6269f44c4127a8b2aa60067e197b). (<https://nebraska.sharefile.com/r-rd32b6269f44c4127a8b2aa60067e197b>)
- The individual uploading the reporting form is required to input their:
 - Email address
 - First name
 - Last name
- Company Name is an **OPTIONAL** field – However:
 - Projects or their designated representatives can use the name of the project when uploading a reporting form or if uploading multiple reporting forms at once, please leave this field blank.

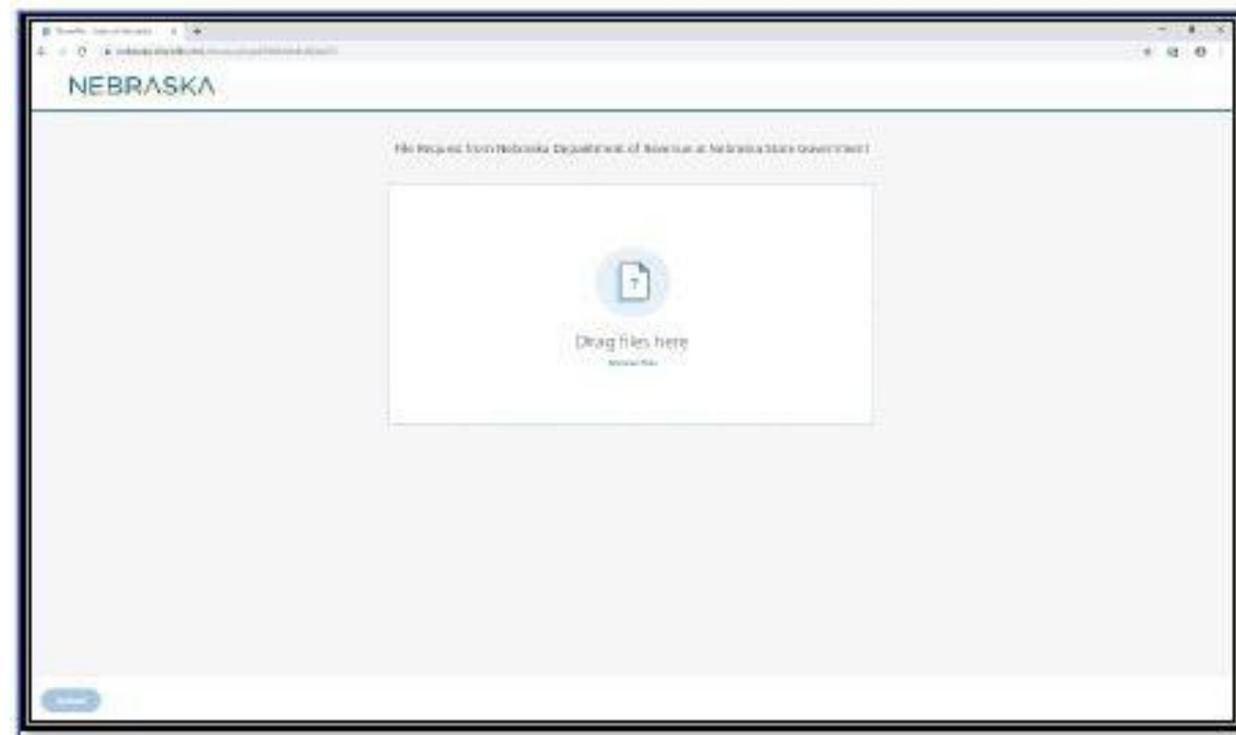
Contact Information Page



The screenshot shows a web browser window with the URL `nebraska.sharefile.com/share/getinfo/r11983504b6c4326a`. The page features the NEBRASKA logo at the top. Below the logo, a message reads: "To continue, please enter your information below." The form contains the following fields: "Email" (with placeholder text "username@domain.com"), "First Name" (with placeholder text "first name"), "Last Name" (with placeholder text "last name"), and "Company" (with placeholder text "organization"). At the bottom of the form is a blue "Continue" button and a "Remember Me" checkbox. A small disclaimer at the bottom states: "Your information will be used for internal tracking purposes only. It will not be shared with third parties."

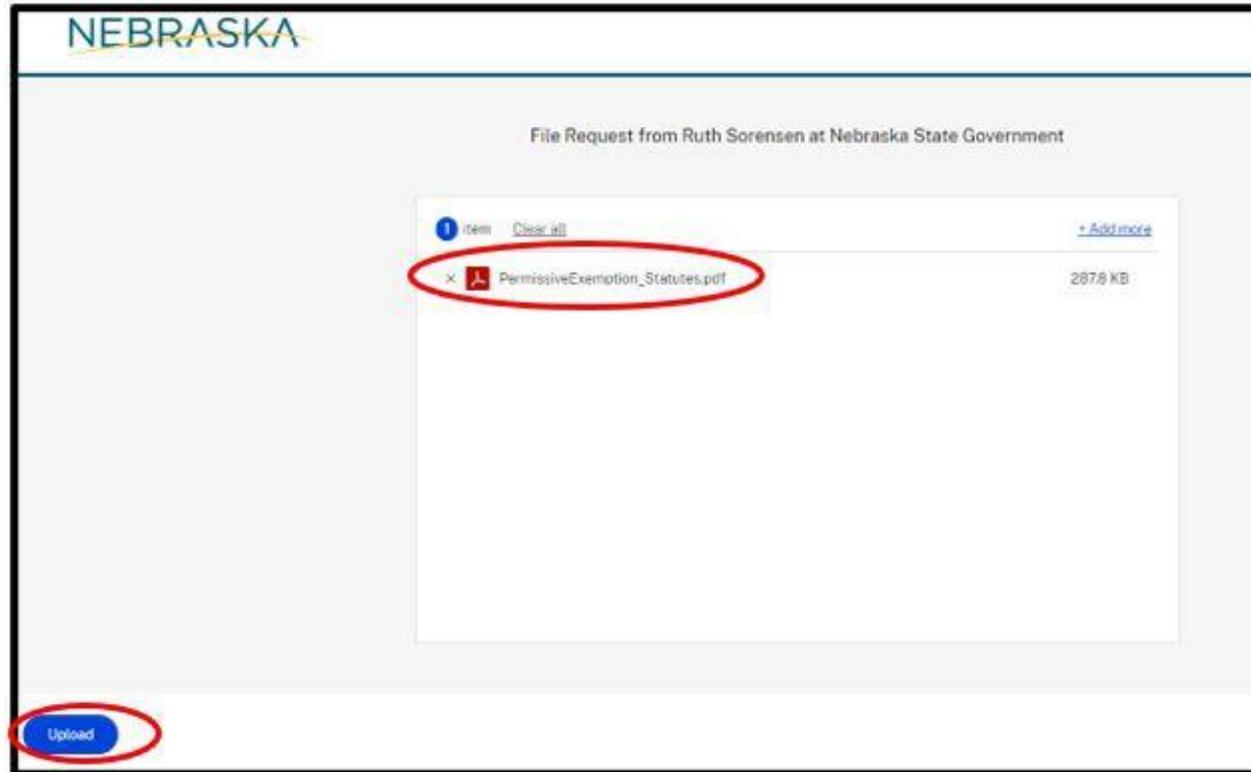
When all information is entered, click the blue “Continue” button to go to the actual upload page

Upload Page



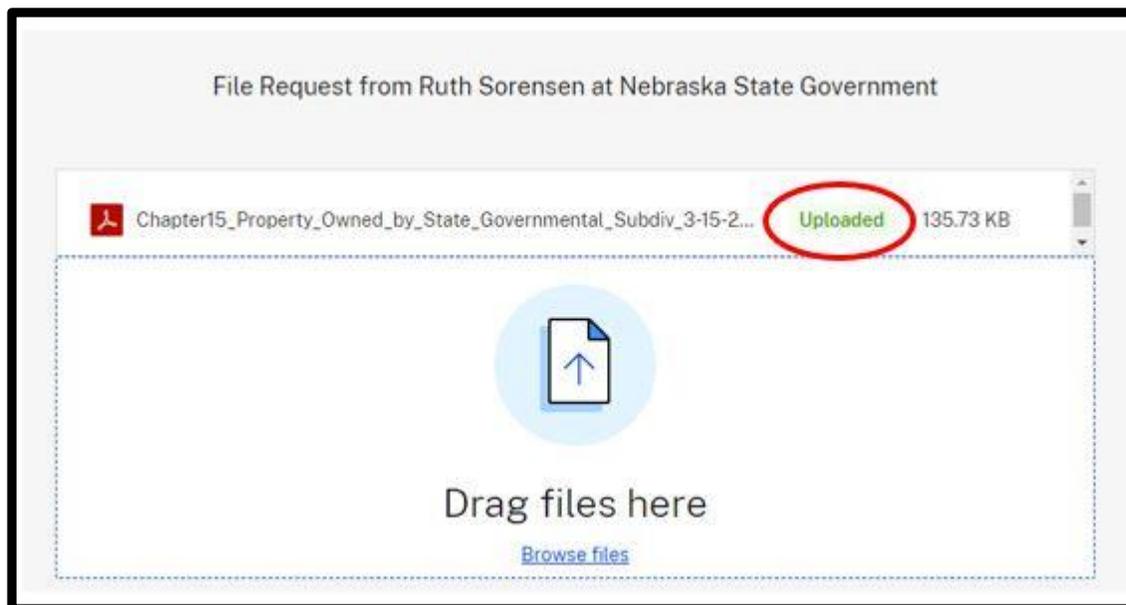
- Either “drag and drop” the reporting form(s) – OR– browse your computer to where the file is located, select the filename and then select enter.
- The file sharing system allows multiple files to be uploaded at the same time
 - **Please include the project name somewhere in the file name to allow the Department to easily identify the rent-restricted project.**

Upload Page (2)



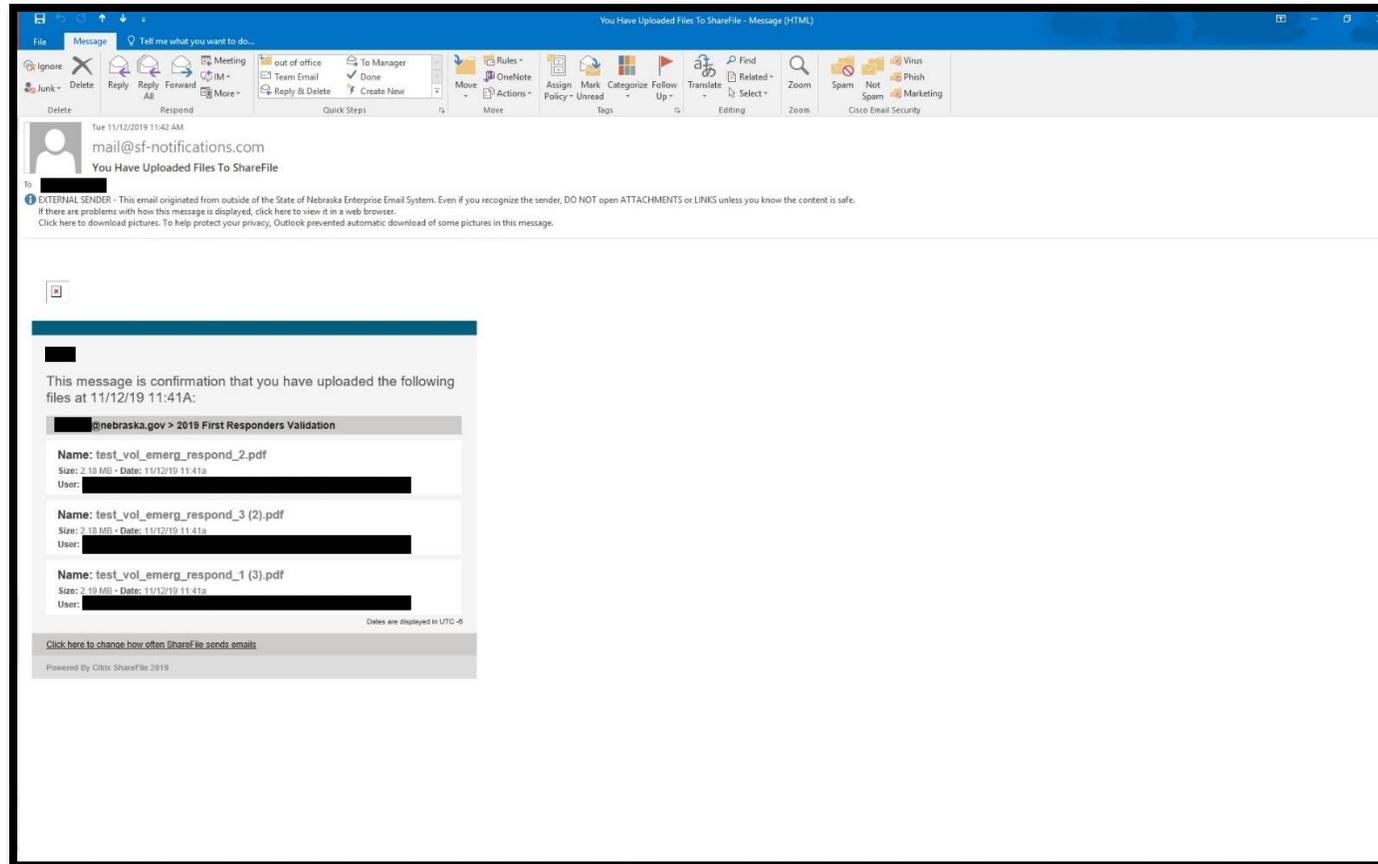
- Once your file is attached and ready to be uploaded, you should see a page similar to the one above that will show the name(s) of the file(s) selected for upload.
- Click the blue **“Upload”** button in the lower left-hand corner to send the documentation.

Upload Page (3)



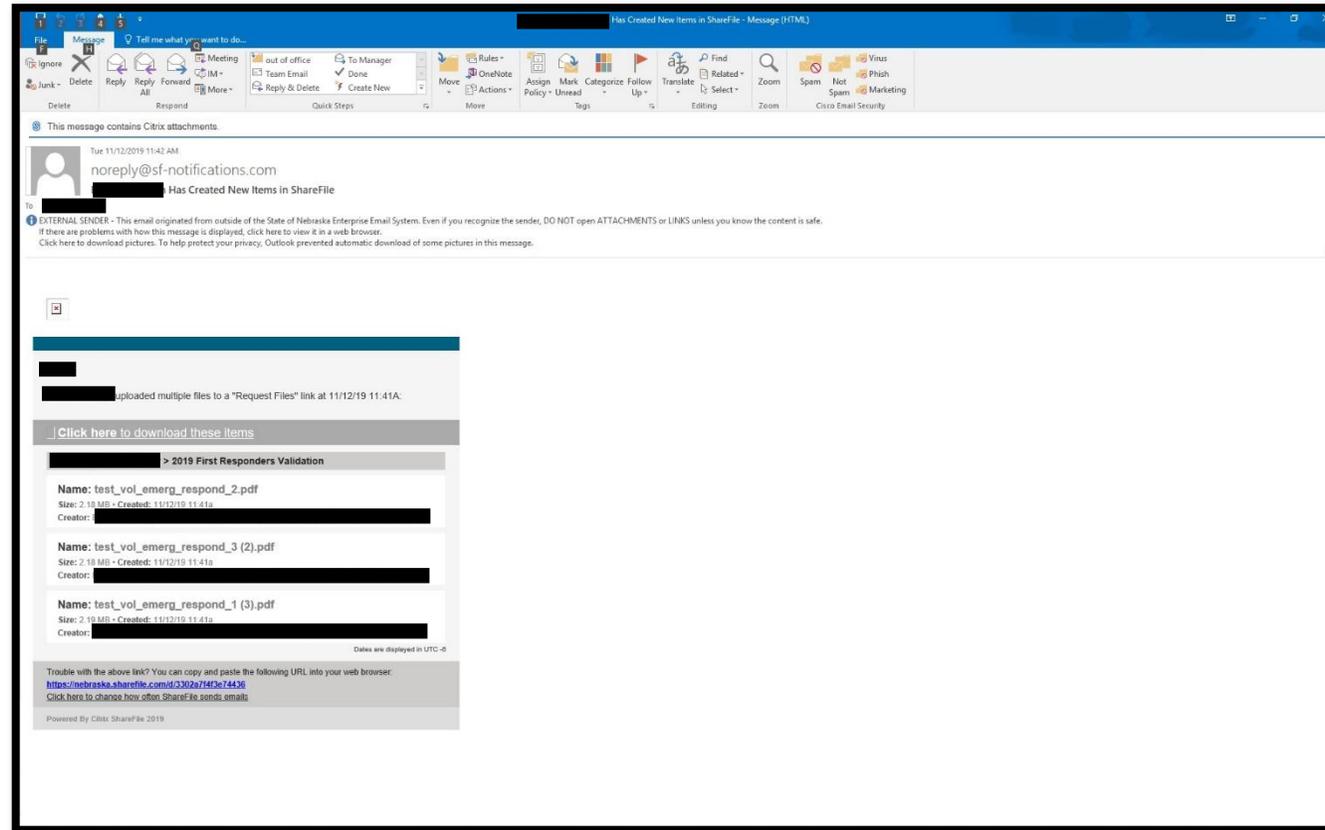
- When the upload is complete, the top right corner will say “uploaded.”
- The selected file has been uploaded, and you may close your browser.

Email verification for Projects



- You will receive an e-mail at the address entered to provide validation that the upload was successful.
 - You will not be able to see what others have uploaded.
- The Department will also receive email notification that file(s) were uploaded.

Email notification for Department



- The Department will receive an email that looks like this showing that the Project or designated representative has uploaded a file.

Questions

- If you have any questions or issues, please contact:

Jessie Case

Tax Specialist Senior Assessment Division
Nebraska Department of Revenue

Phone: 402-471-5865

jessie.case@nebraska.gov