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

NEBRASKA

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DEPARTMENT OF REVENUE

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-rb7848938abb544be95d662a1be3d991e

- 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



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)

File Request from Ruth Sorensen at	File Request from Ruth Sorensen at Nebraska State Government		
O item <u>Clear ell</u>	* Add more		
× PermissiveExemption_Statutes.pdf	287.6 KB		

- 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

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The 11/2/2019 11-82 AM mail@sf-notifications.com You Have Uploaded Files To ShareFile To The EXTERNAL SENDER. This email originated from outside of the Sate of Nebrasks Enterprise Email System. Even if y If there are prohenism with how the message is displayed, click here to viser if in a web browner. Click here to download pictures. To help protect your privacy. Outlook prevented automatic download of some pi	iou recognize the sender, DO NOT open ATTACHMENTS or LINKS unless you know the content is safe. ctures in this message.	~
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Name: test_vol_emerg_respond_1 (3).pdf Sec: 2.19.MB - Date: 1972/19.11.41a User: Detes are displayed in UTC-6		
Click here to change how often ShareFile sends emails		
Powered by Otics ShareFile 2019		

• 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

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noreply@sf-notifications.com		
Has Created New Items in ShareFile		
To To EXTERNAL SENDER - This email originated from outside of the State of Nebraska Enterprise Email System. Even if you	recognize the sender, DO NOT open ATTACHMENTS or LINKS unless you know the content is safe.	
If there are problems with how this message is displayed, click here to view it in a web browser. Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictu	res in this message.	
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uploaded multiple files to a "Request Files" link at 11/12/19 11:41A		
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Size: 2.19 MB • Created: 11/12/19 11.41a Creator:		
Dates are displayed in UTC -8		
Trouble with the above link? You can copy and paste the following URL into your web browser:		
https://nebraska.sharefile.com/d/302a7f4f3e74436 Click here to change how often ShareFile sends emails		
Powered By Clith: ShareFile 2019		

• 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:

Michelle Cruz

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