



# Portland Housing Bureau

Mayor Ted Wheeler • Director Shannon Callahan

## Instructions for Access to “Hitachi Content Platform (HCP) Anywhere” City File Share Platform

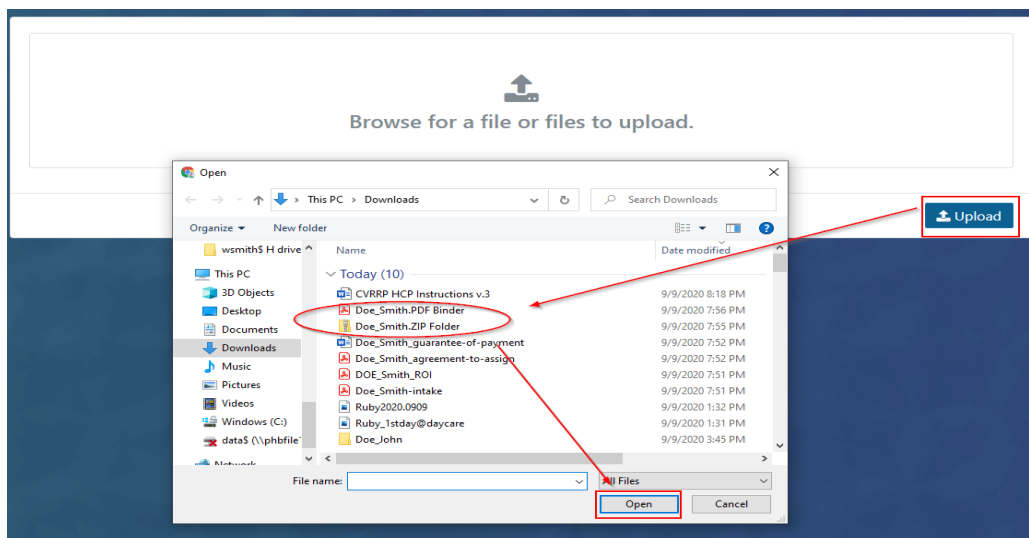
The City will use a file sharing platform called the **Hitachi Content Platform (HCP) Anywhere**, “**HCP Anywhere**” to provide secure data access for organizations participating in the COVID-19 Rent Relief Program Expanded Partners. HCP Anywhere supports file syncing, file sharing and data protection.

Follow the below steps:

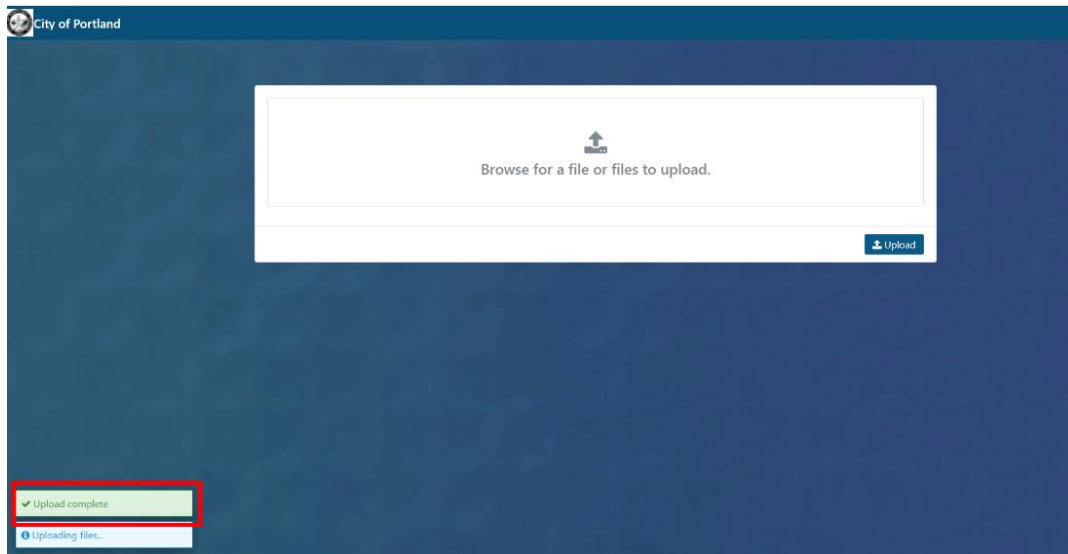
1. Staff members complete the CVRRP Application Packet.
2. Before submitting the application, ensure consistent naming of all files associated with each application. **Name and number the files using “Number\_Last Name\_ First Name\_Document Type”.**

*Example: “1\_Doe\_John\_Full Application”*

3. To submit the application, all files of the application should be combined into a single folder by creating a ZIP (.zip) folder or the “Combine Files” function in Acrobat.
4. Upload the application folder(s) in your Organization’s Sub-Folder. **PHB will provide each Organization with their own folder link and access code.** ALL applications should be uploaded. DO NOT Email to Home Forward.
  - a. Click on the Upload Link for your Organization
  - b. When the pop-up opens, click on the Upload button and select your Zip folder or the Combined PDF File, then Click on Open.

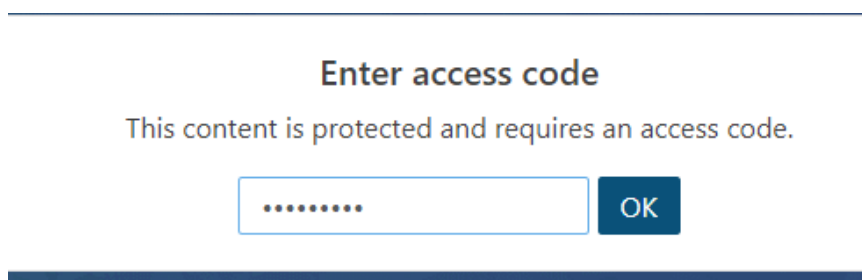


- c. Your Files will now upload. You should receive a Confirmation that looks something like the below image:



- 5. Each Organization may access the folder to confirm upload. Once the processing has begun files will be moved from the Applications folder and are no longer available. Please do not resubmit.

- o Click on the Read Link, enter the 8-character Access Code, and Click on OK.



- o Your uploaded files will appear (only until processing has begun)

