**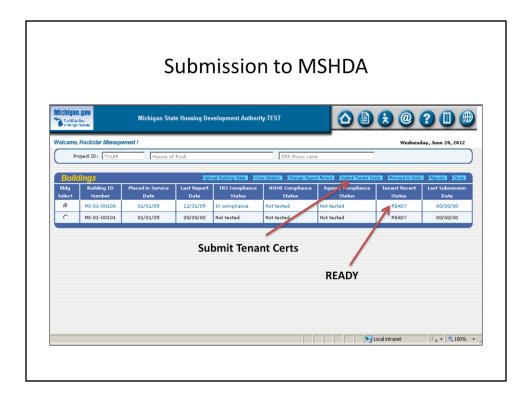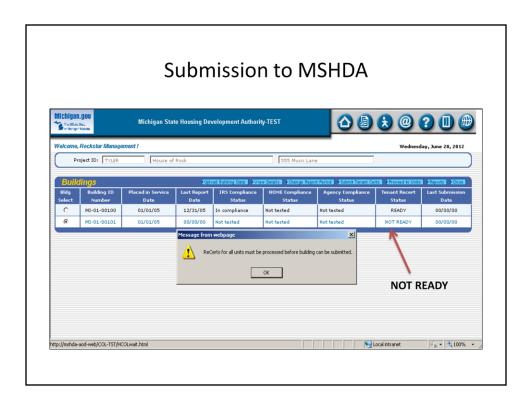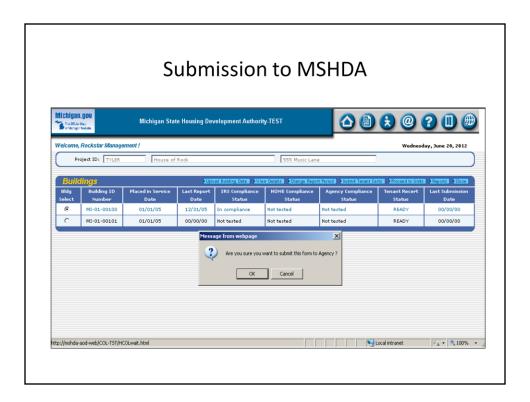Submissions in COL must be completed one building at a time. Upon completion of all data entry, return to the Buildings page.**

Submission to MSHDA
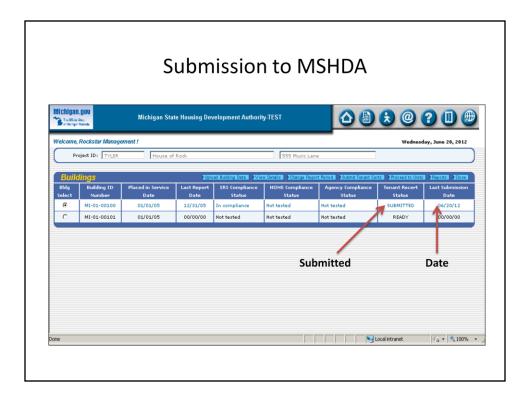
Submit Tenant Certs

READY

**When all units in a building are completed, the Tenant Recert Status box will show "Ready." This building can now be submitted. Note: Buildings will not show as Ready until the Ready All Units button has been clicked or until each individual unit has had the envelope box checked to indicate Ready to Submit.**

**The system will not allow you to submit until all units in the building are ready.**
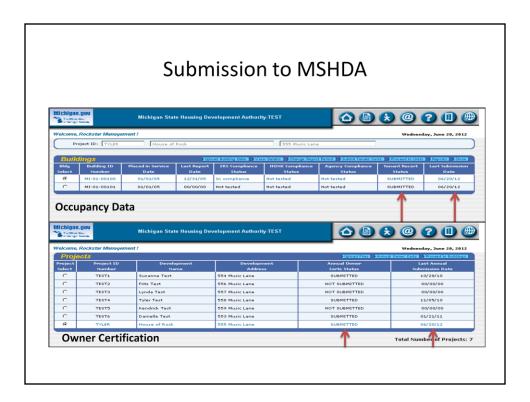
Submission to MSHDA

**Upon completion of all units in a building, click the Submit Tenant Certs button. You will be questioned to make sure.**

Submission to MSHDA

Once the building has been submitted, the system attempts to automatically process your data and push you through to the next reporting period. If no potential items of non-compliance are detected, you will see the Last Report Date change to be the last date for the successfully posted reporting period, and the status will show as "Not Ready" again, this time in reference to the next reporting period due. If potential non-

**compliance is detected, the status changes to "Submitted" and shows the date until MSHDA approves the data or contacts the administrative account holder via email.**

**At year-end, after the submissions of both the Occupancy Data (top screen) and Owner Certification (bottom screen), this concludes the submission process for the entire year.**