

Project Concept Change (PCC) Submission Instructions on Emphasys

❑ Developers requesting a Project Concept Change (PCC) must submit the required documentation through the **Emphasys Developer Portal**.

❑ Link: <https://ghfadp.emphasys-hft.com/Account/Login>

- ❑ Log in to the Emphasys **Developer Portal** using the same login credentials as the Emphasys Funding App Collector's portal. If you are locked out of the account, please get in touch with DCA.

The screenshot shows the 'Developer Portal' sign-in interface. At the top right is the 'emphasys SOFTWARE' logo. Below the header is a 'Sign In' section with the instruction 'Enter your username and password to sign in.' There are two input fields: 'User name' and 'Password'. The 'Password' field has a red border and a red error message below it: 'The Password field is required.' Below the password field is a checkbox labeled 'Remember me?'. At the bottom of the form is a blue 'Log in' button.

1. After logging in, go to the “*Change Requests*” tab from the top ribbon.
2. Click on the “+” sign.
3. Select the application that is applying for PCC from the “*Project*” drop-down.
4. Choose the correct PCC from the “*Request Type*” drop-down.
5. Enter comment (if any) in the “*Information*” box.
6. Click “*Save*”.

Developer Portal



Hello SZahin [Change Password](#) [Log off](#)

Application Files Funding App Disbursements Section 3 HUD 2516 Self Scoring Forms Inspection Requests **Change Requests**

Add Project Change Request

3 Project 2023-1966-510



4 Request Type GHFA Affordable Housing Stabilizatic

5 Information

Cancel **6** Save

- ❑ Upon clicking “Save”, the option to upload documents will be available.
- ❑ Click on the “+” sign to attach documents.

Documents

	<input type="checkbox"/>	File Name
No data available in table		

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Cancel Save Submit Project Change Request

- ❑ Enter the document title in the “*Title*” box.
- ❑ Click on the “*Select File*” button to attach documents. (*Note: Compressed zip files are not supported file format*)
- ❑ Click “*Save*”.
- ❑ Repeat the same process to upload multiple documents.

Developer Portal

Application Files Funding App Disbursements Section 3 HUD 2516 Self Sco

Add Project Change Request File

Title

File Name



Select file





Cancel

Save

- ❑ Documents can be edited or deleted after uploading by clicking on the *Pencil/Delete icons* located on the left side of the specific File Name. Click “Save” after making the change.
- ❑ When all the document uploads are complete, click on the “**Submit Project Change Request**” to submit the PCC request.

Documents

<input type="checkbox"/>	File Name
 	<input type="checkbox"/> Project Narrative
 	<input type="checkbox"/> 2022-xxx NOFA workbook

10 records per page Showing 1 to 2 of 2 entries

Previous **1** Next

Cancel Save **Submit Project Change Request**

- ❑ After the project change request has been submitted, the status of the request will be shown as “Submitted.”
- ❑ The PCCR process is complete.

Project Change Request Detail





Project 2023-1966-5105 [REDACTED]

Request Type GHFA Affordable Housing Stabilization Loan NOFA

Status Submitted

Information

Documents

	<input type="checkbox"/>	File Name
 	<input type="checkbox"/>	Project Narrative
 	<input type="checkbox"/>	2022-xxx NOFA workbook

10 records per page Showing 1 to 2 of 2 entries

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Questions?

- If you have questions or issues, please contact:
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