

OHCS Google Drive (Electronic File Audits)

The OHCS Asset Management and Compliance section (AMC) has a Google Account with Partner folders that we share with you. OHCS AMC staff, you & your staff are the only people with access to the OHCS shared folder for your Agency.

Preparing your tenant files for electronic audit:

Scan each tenant file certification, application and lease documents and save in your system. Be sure to label each file with Unit # and the tenant's last name. Please refer to OHCS' "Electronic File Review Procedures" for more details.

Get Started:

Step One: **Set up** a Google Account

Step Two: **Provide** the contact email address for your Google Account to Kimber DeBoie at OHCS.

Step Three: **Share** - OHCS will share our Folder with you.

Step Four: **Access** – you will be able to access the folder that OHCS has shared with you and upload your files.

NOTE: There will be one shared folder for your agency. We can share the folder with multiple staff from your Agency if needed.

Google

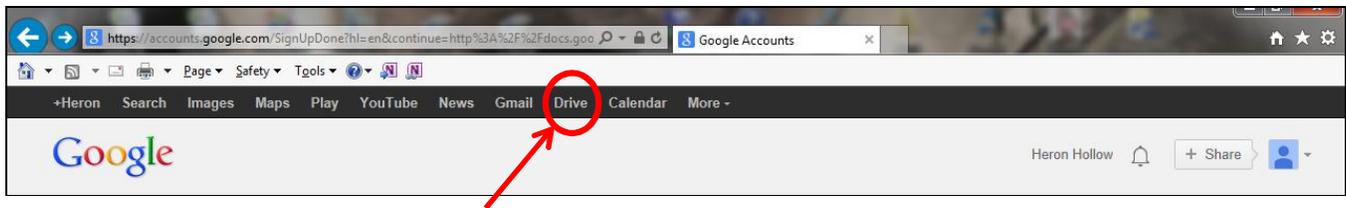
When you link to the Google web site, you are subject to Google's privacy policy. Google's privacy policy can be located by following this link, <http://www.google.com/policies/privacy/>.

Setup

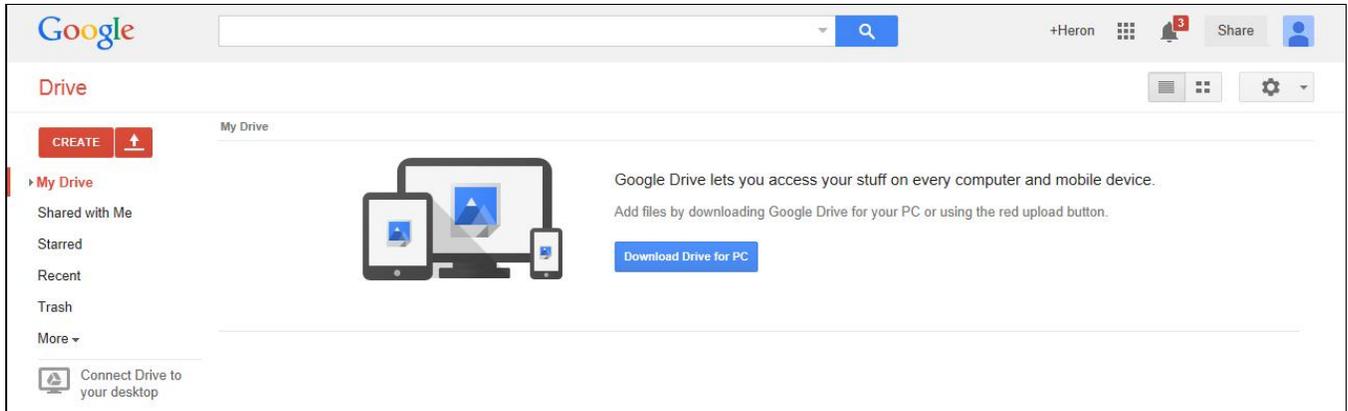
1. Clicking on the link below will bring up the Google accounts registration page.
[Google - Create an Account Page](#). The page will look similar to the example below:

2. Enter the chosen e-mail address; this will be your organizations login for the Google Drive system.
3. Enter your password a minimum of eight characters.
4. Complete the rest of the short form and click on the "Next step" button at the bottom of the page.
5. Next you will be asked "How you'll appear." This step is not necessary for file sharing. You are welcome to skip this step and click "Next step".

6. Next you will be at a welcome screen with your e-mail address. Across the top of the screen is the Google bar that looks like the picture below. Click on Drive



7. You will be transferred to the Google Drive page; this page is where you will see your Drive where the shared folder will be after it has been shared with you. See next steps.



Provide

After successfully registering for a Google account please send an e-mail containing the following information to the File Sharing Administrator, Kimber DeBoie, at Kim.DeBoie@Oregon.gov

1. Organization & property name
2. Google Account email
3. Primary Contact Name
4. Contact Phone Number

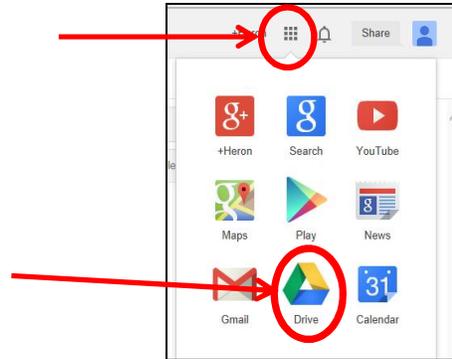
Share

After submitting your information as outlined above, the Administrator will share the folder with you. You will receive an email (at the email address you provided) from "APM OHCS (Google Drive)".

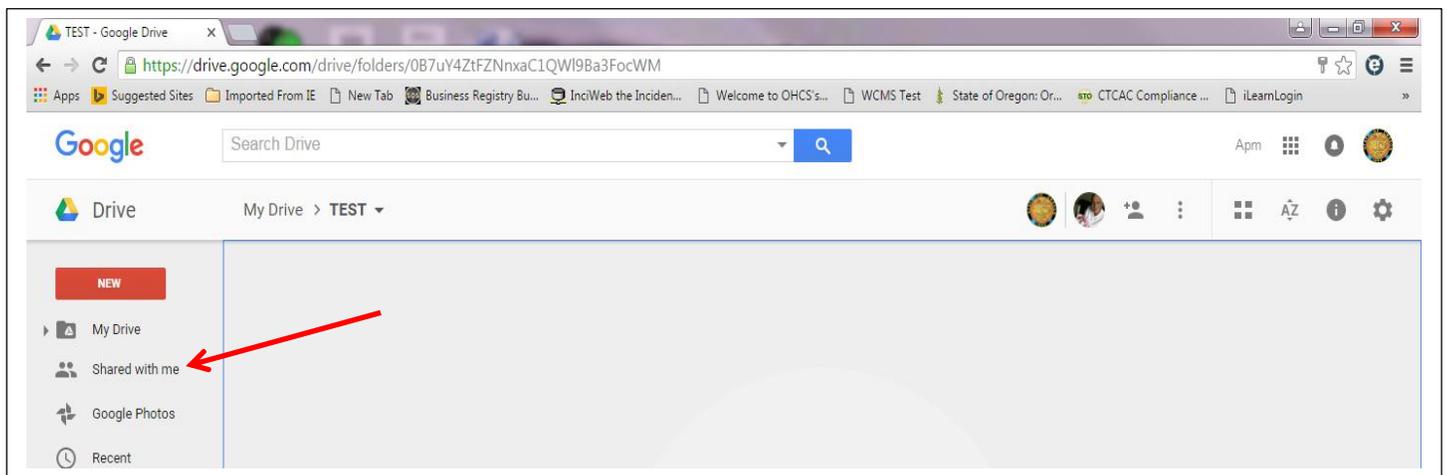


Access

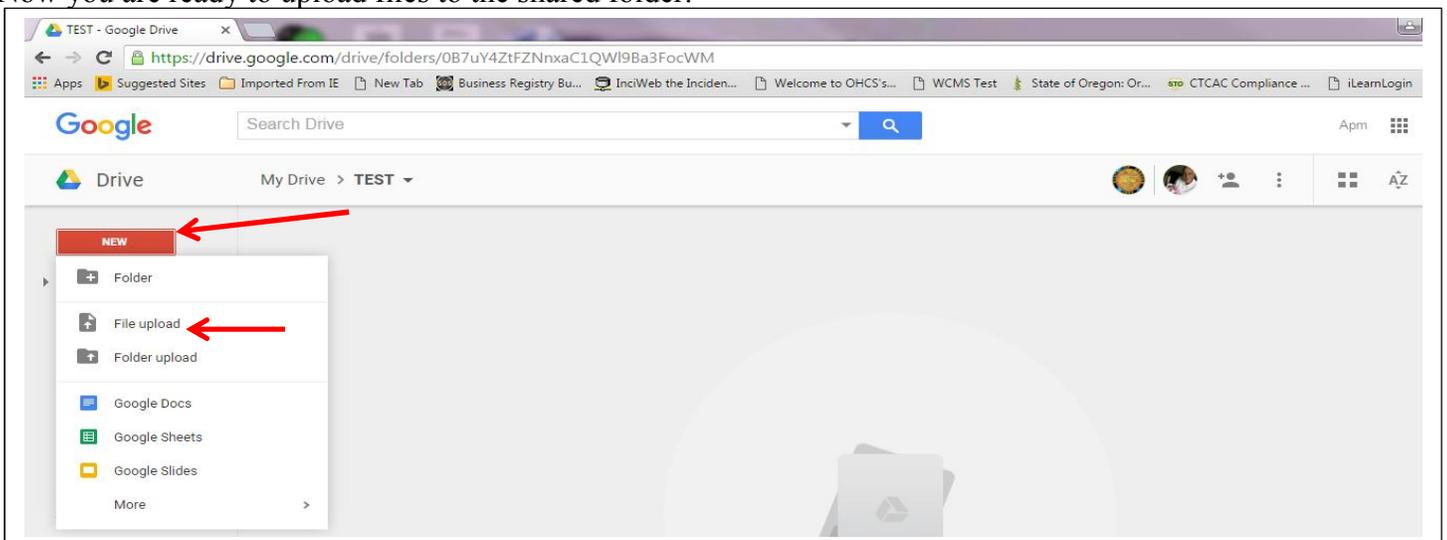
Go to Google Drive (click the grid of boxes and select Drive)



Once you have logged-in, you should see the folder that OHCS has shared with you in “My Drive”. Open the shared folder: (In this example, TEST is the shared folder).



Now you are ready to upload files to the shared folder.



Click on the “New” button to bring up options box seen above. Then click on “File Upload”, choose your file and double-click to insert your file into the shared folder. Or, you can drag and drop files into this folder.

Once you have uploaded all the requested files to the shared folder, email your Compliance Officer to let them know you are done.