



MANAGEMENT BULLETIN #597

DATE: 3/17/2025
TO: Owners and Agents of IHDA Assisted and Financed Properties
CC: IHDA Asset Management Staff
FROM: IHDA Asset Management Department
RE: Important Update – ShareFile Implementation Effective March 17, 2025

SUMMARY:

As part of IHDA’s ongoing efforts to enhance secure document transmission, we want to inform you that, effective Monday, March 17, 2025, ShareFile will replace BDS as our confidential document delivery platform.

Compliance Review Document Submission

For development partners currently engaged in compliance reviews, who have received a request for information through BDS, you may continue to submit pending requested documents via BDS. All future document requests must be submitted via ShareFile.

How to Submit Files via ShareFile

- You will receive a secure ShareFile link from your IHDA representative via email. The link will start with: ihda.sharefile.com
- Click or copy and paste the link into your browser to access the upload page.
- Provide your email, name, and company (this is for internal tracking; no account creation is needed).
- Drag files into the browser window or click “Browse Files” to locate your documents.
- Once all files are ready, click “Upload” to complete the submission.
- If additional documents are required later, you can use the same link to upload more files.

If your link expires or does not work, please contact your IHDA representative.

Visual Instructions & Additional Support

For step-by-step visual instructions on using ShareFile, please access this link: [ShareFile Notification to Owners](#). This resource provides detailed guidance to support a smooth transition.

Compliance Connection

The Compliance Connection Webtool has also been updated to reflect this change. The webtool includes detailed instructions on how to submit required forms via ShareFile for each program type. Please visit <https://www.ihda.org/annual-compliance/> to review the updated guidance and ensure compliance with the new submission process.

We appreciate your cooperation and patience during this transition. If you have any questions, please reach out to your compliance team member.





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