

**IHDA Asset Management
ShareFile User Manual – For Owner and Agents
Updated as of March 17, 2025**

*****Effective Friday, March 17, 2025, IHDA’s confidential delivery server, BDS, will no longer be available for new submissions. No new requests will be accepted using BDS. Owners and Agents submitting new Tenant Files and other documents now must use ShareFile, a secure file transfer tool designed for safe transmission of large files. *****

Introduction

ShareFile is IHDA’s new confidential delivery server. IHDA asks Owners and Agents submitting Tenant Files and other documents, as requested, to upload them now through ShareFile to ensure they are transmitted securely.

How to Submit Files

1. You will receive an IHDA ShareFile link from your IHDA representative through an email. The link will start with: ihda.sharefile.com.

Subject: Request For Documents

Please send the requested tenant file information to the link below:

<https://ihda.sharefile.com/r-r482c9d2f1ec742bb871e792ffc98bc77>

You may need to copy and paste the link in to your browser

2. Click on the link or copy and paste the link to your browser and press enter, to take you to ShareFile, where you can upload your documents.
3. Provide your email, Name, and Company (note: this will only be used for internal tracking purposes, you do not need to create a ShareFile account).

 ShareFile

To continue, please enter your information below.

Email

First Name

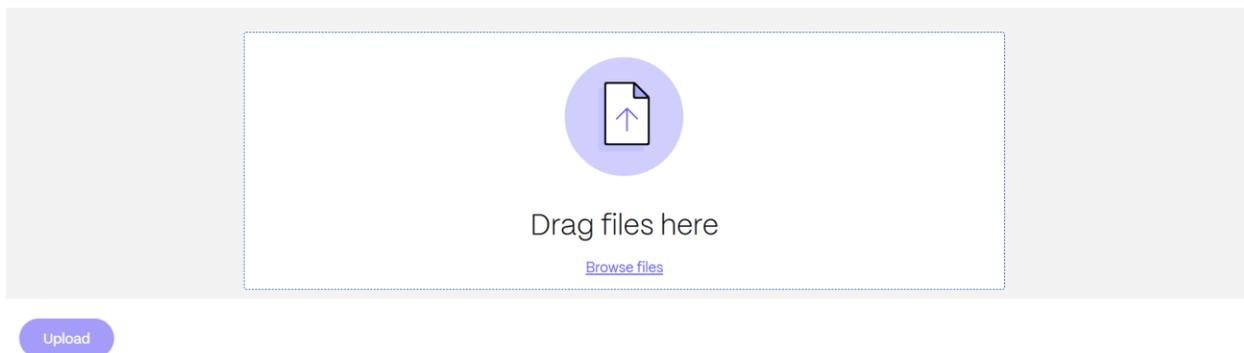
Last Name

Company

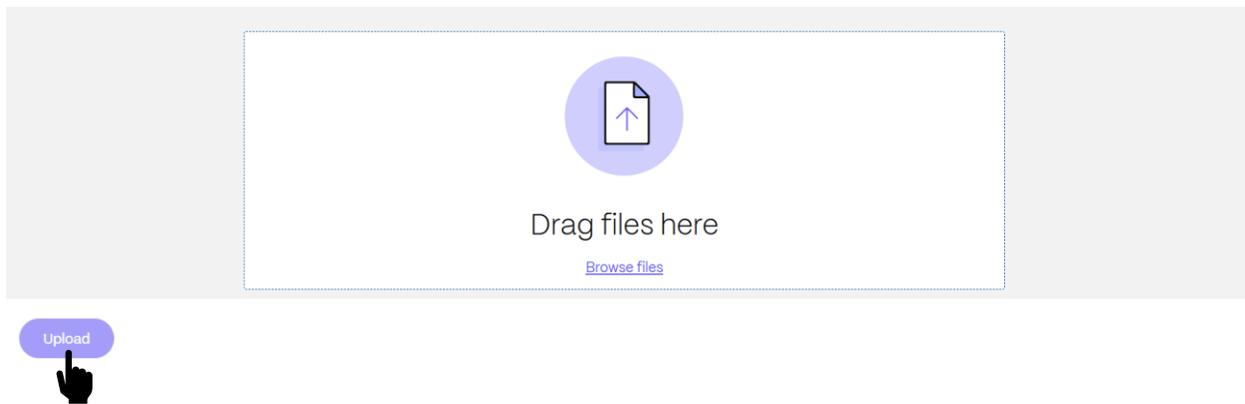
Remember Me

Your information will be used for internal tracking purposes only. It will not be shared with third parties.

4. Drag files into the browser window or click “Browse Files” to locate the files you have for upload.



5. Once you have all your files added and are ready to submit, click the “Upload” button in the bottom left corner.



6. If you forgot files, you will be able to click on the link again to upload more following the same steps above.
7. **If your link is expired or not working, contact your IHDA representative to have a new link provided.**