

ShareFile Upload Instructions

1. You click on the ShareFile secure link at <http://sfmohcd.org/apply-for-dalp>.
2. You enter **your name** and **email address** (you do not need to enter your company name).

Citrix ShareFile

To continue, please enter your information below.

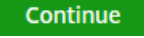
Email*

First Name*

Last Name*

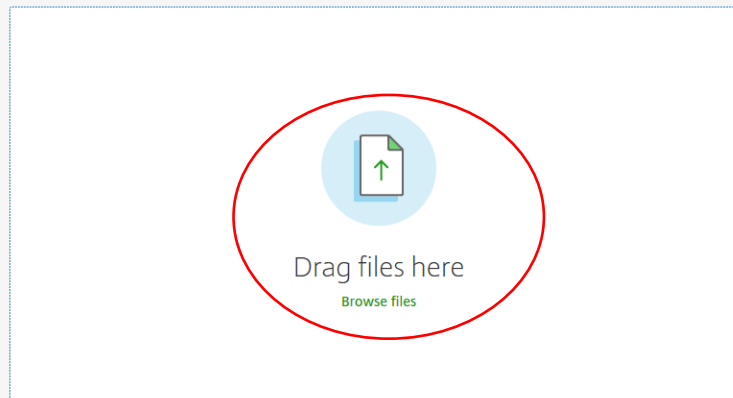
Company

Remember Me

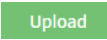

3. You click the green button **Continue**  to be directed to the upload page.
4. You can either drag the file over or you can select browse files.

Citrix ShareFile

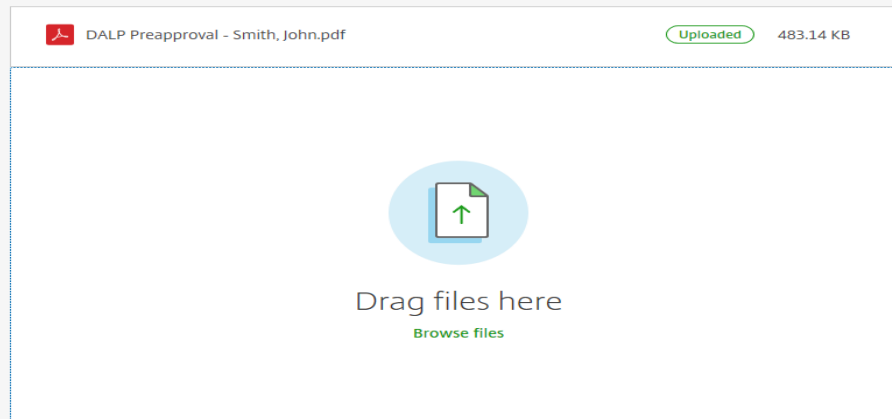
File Request from Mayor's Office of Housing and Community Development City and County of San Francisco at San Francisco Admin Services



Upload

5. You compile the application form and all required document into **one** PDF file, and name the PDF file as “**DALP Preapproval – Last Name, First Name**” (Example: DALP Preapproval – Smith, John).
6. Once the file has been selected, you can click the green button **Upload**  at the bottom left corner of the screen, or you can drag the file over.
7. When the file is done uploading, it will give the status **Uploaded** .

File Request from Mayor's Office of Housing and Community Development City and County of San Francisco at San Francisco Admin Services



DALP Preapproval - Smith, John.pdf Uploaded 483.14 KB

Drag files here
[Browse files](#)

Upload



 DALP Preapproval - Smith, John.pdf Uploaded 483.14 KB

8. You're done! You may do a screenshot if you like to keep it for your records.

For DALP applicants –

MOHCD will assign a lottery ticket number to a complete Pre-Approval Application packet within five (5) business day of the date the packet is received. If you did not receive your lottery ticket number by the end of the five (5) business days, please contact Sheree Anderson at (415) 701-5572. Incomplete packets will not be assigned with lottery ticket numbers and will not be entered into lottery.