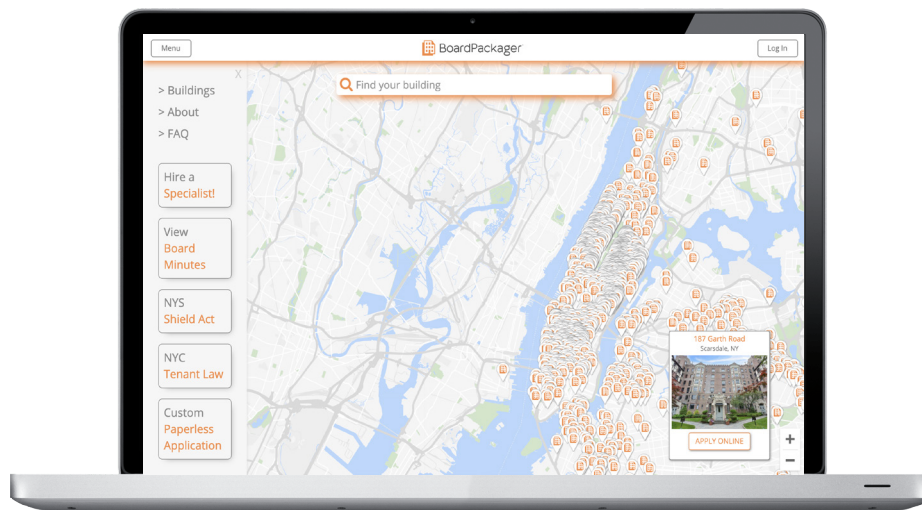


# East River Housing is now accepting applications through BoardPackager



Go to [BoardPackager.com](http://BoardPackager.com) and search for any building to find:

- :: Purchase Applications
- :: Refinance Applications
- :: Sublease Applications
- :: Sublease Renewal Applications

Going forward, all applications and renewals must go through [BoardPackager](http://BoardPackager.com) for processing.

For more information, email [info@boardpackager.com](mailto:info@boardpackager.com)

# Applying to East River Housing through BoardPackager:

Search for any building on [BoardPackager.com](https://boardpackager.com)

Select the type of **Application** to initiate from the Application section of the page. Select the **Address** from list if the property has more than one address.

Fill out **Deal Party** information in the first tab.

Fill out forms, sign documents, and add documents in the **Requirements** tab.

Share package from the **Sharing & Permissions** side bar by selecting the **Add User** [👤+] icon.

**Assign Fees** to the appropriate Deal Parties on **Fees/Submit** tab.

**Submit** package after all Requirements are complete and Fees are authorized.

The screenshot shows the BoardPackager interface. At the top, there's a search bar with "123 Main Street" entered. Below that, the "Applications" section shows "Purchase Application" with "Preview" and "Apply Online" buttons. A progress bar indicates the current step: 1. Deal Parties (selected), 2. Requirements, 3. Fees/Submit, and Status. Below this, the "Requirements" tab is active, showing a list of requirements. A note says "Ensure each Requirement is marked Finished upon completion." The "Fees/Submit" tab is also shown, with a "Submit to Package Processor(s)" button highlighted in green.

## How do I invite others to review, fill out, or sign forms?

On the **Requirements** tab, select the add user icon [👤+] beside a name to share requirement(s).

## How do I assign fees?

On the **Fees/Submit** tab, select the assignee from the dropdown list of Deal Parties. Calculate conditional fees. Assignees will be notified after you select **Notify Assignee(s) to Pay Fees**.

## How do I submit my application?

Once all Requirements are marked finished [Finished ], the package has been generated, & fees have been authorized; click **Submit to Package Processor(s)**.

The screenshot shows the "Sharing & Permissions" sidebar. It has a search icon and a list of users. One user, "Subtenant: jeannie o'toole", is listed with an "Add User" icon [👤+] next to their name. An orange arrow points to this icon.

The screenshot shows the "Fees/Submit" tab. It displays a table with columns for "Out posit fundable", "Subtenant", "Amount", and "Ready to Send to Assignee". The "Subtenant" dropdown is set to "jeannie o'toole". Below the table, there are buttons for "Bulk" and "Notify Assignee(s) to Pay Fees". An orange arrow points to the "Notify Assignee(s) to Pay Fees" button.

The screenshot shows the "Submit to Package Processor(s)" button. Above the button, there are instructions: "B. Submit Package. The Submit button will illuminate when: (i) All requirements have been locked. (ii) The package has been generated. (iii) All fees have been authorized." An orange arrow points to the "Submit to Package Processor(s)" button.

**How do I revoke privileges or remove an invite?** On the Requirements tab, select the Add User icon [👤+] beside a person's name, then select "Remove Share."

**How do I change an email address?** On the Requirements tab, select the icon beside the person's name to then select "Remove Share." Go to the Deal Parties tab to update the person's email. To continue sharing, go back to Requirements and re-share with that person.

The screenshot shows a dropdown menu for a user named "Subtenant: jeannie o'toole". The menu has "Visibility Options" with "Share All Requirements" checked and "Select Requirements to Share" unchecked. There is a "Remove Share" option and "Cancel" and "Save" buttons. An orange arrow points to the "Remove Share" option.

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