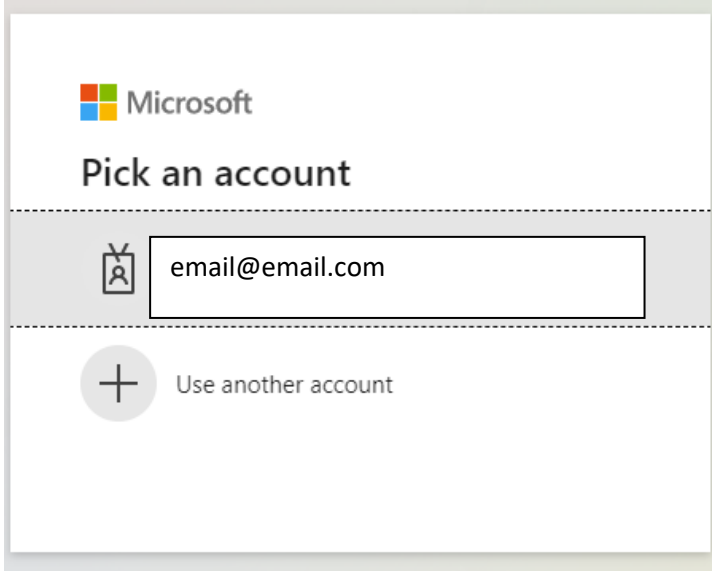# Electronic Application Submission Instructions

MHT will use Microsoft Teams channels to receive application materials and transmit application approvals. External users will not need a Microsoft account to access Teams, though a valid email account is required. The steps below provide information on accessing Teams and uploading files for MHT review. All application forms are available on MHT's tax credit website for each specific tax credit program. The forms are fillable PDFs which can be downloaded and saved to a local drive. The application forms must be downloaded, filled out completely, signed, and saved and named according to MHT's Naming Conventions.
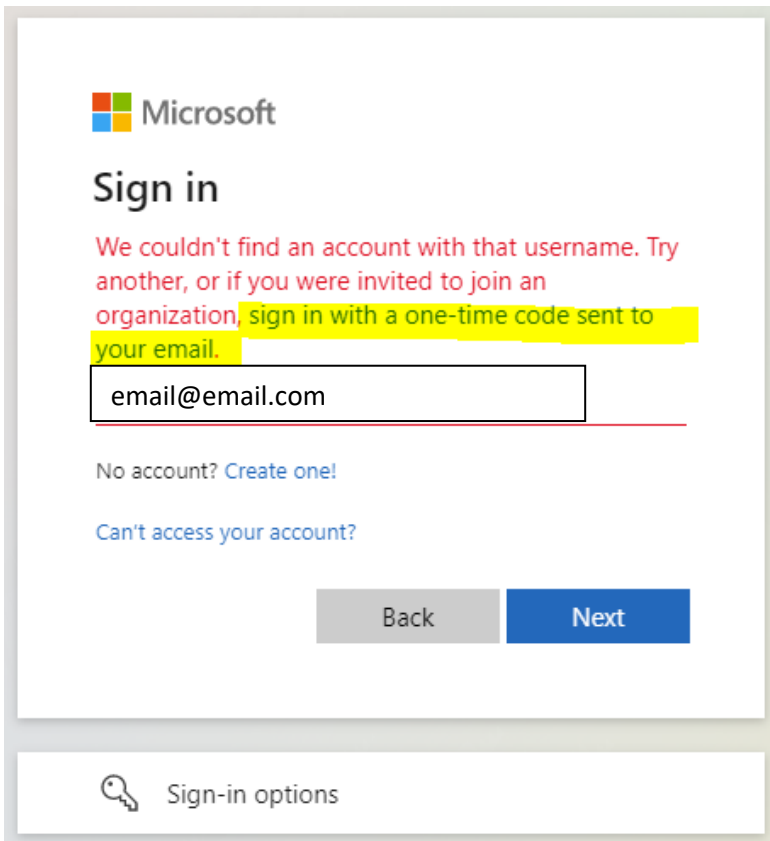
1) In order to request a channel and submit the application materials, complete this form: Request Channel Form. Once this form is submitted, MHT staff will review the request. If MHT staff have questions about the channel request, they will contact the applicant by email. If the request is approved, MHT staff will create a private Teams channel. The applicant will receive an automatic confirmation email from Teams once it is created (applicants should be sure to check their SPAM folder).

2) If you already use Teams, log into your Teams account to access your channel once MHT creates it.

3) If you have not previously accessed Teams enter the following web address into any browser: https://teams.microsoft.com
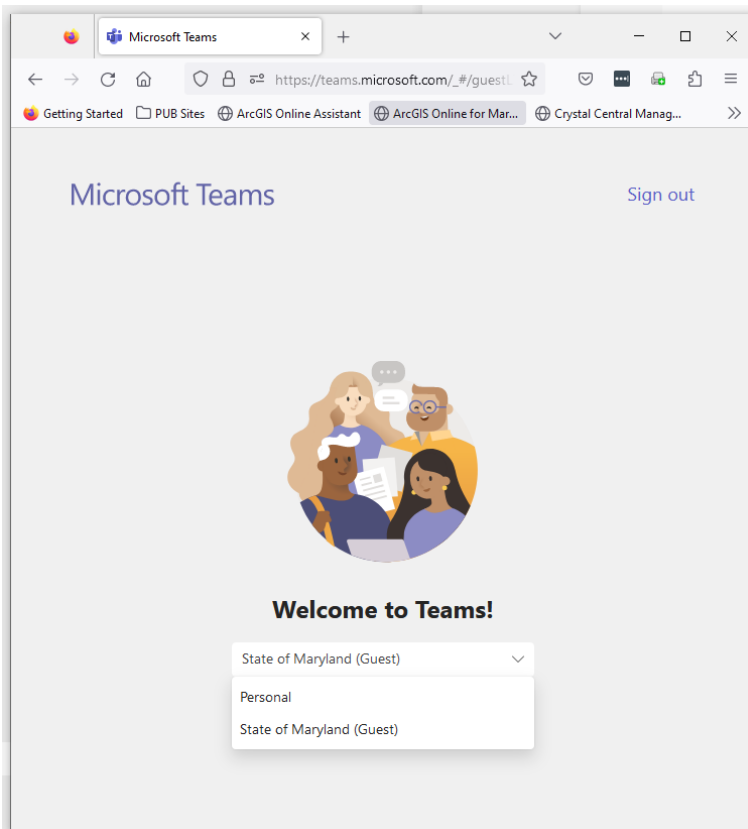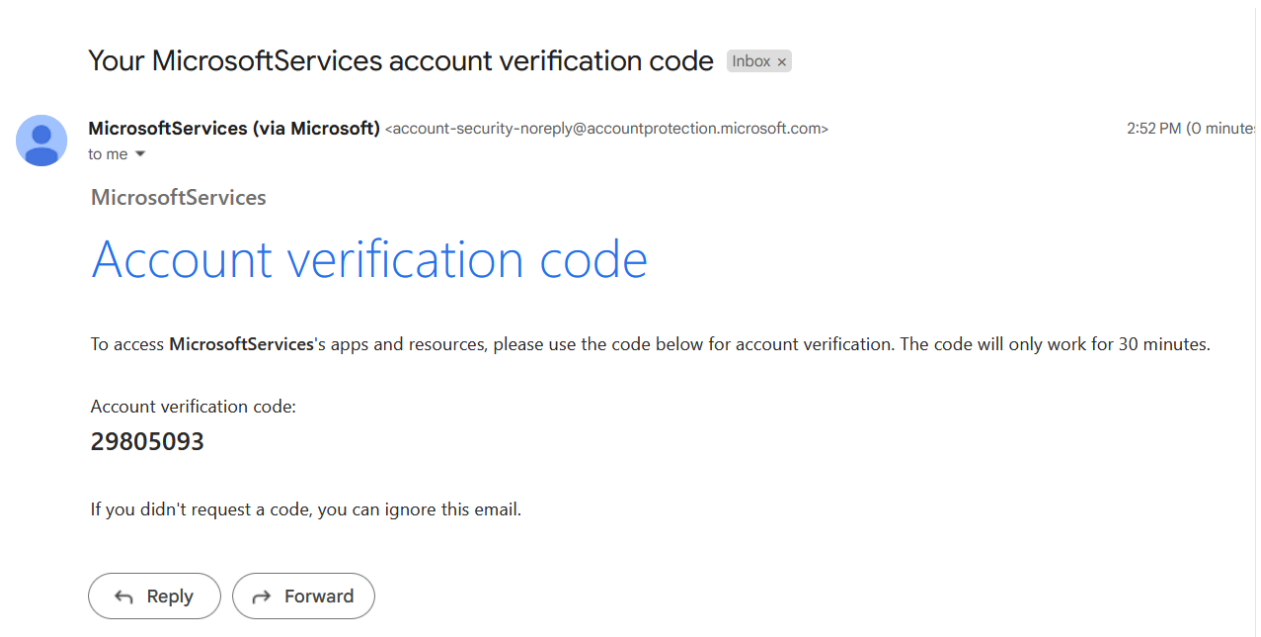
4) In order to log into the Teams site, enter a valid email address. If you have a Microsoft account enter that username and password. If not, choose "use another account."
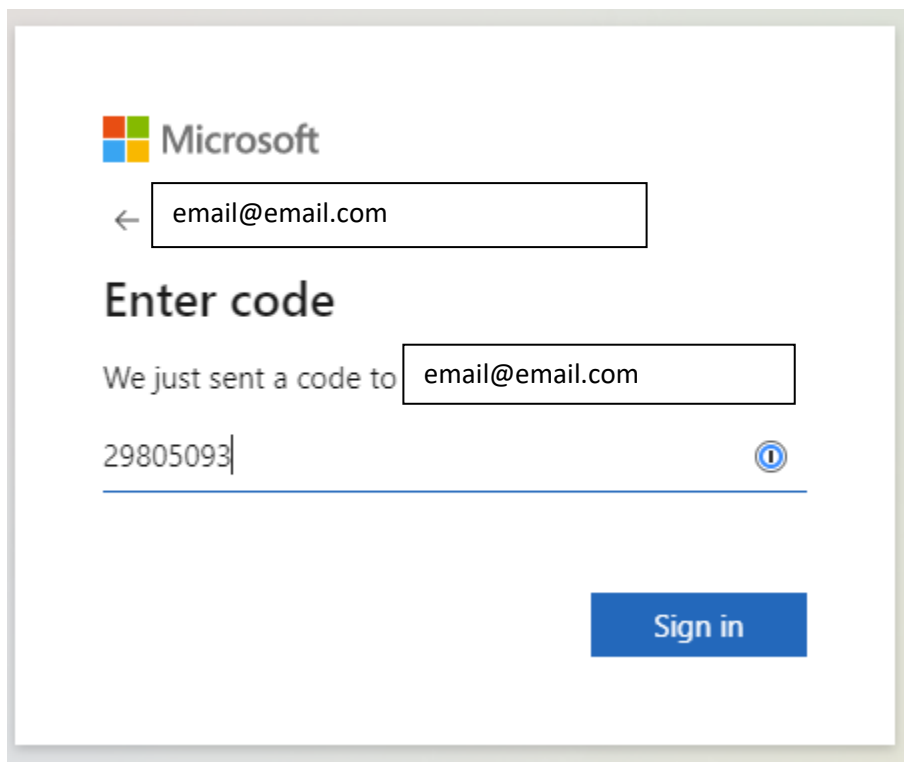

5) And then select the option to have a one-time access code sent to that email address. Please check the SPAM folder for the code.

6) The email will have an access code in it.

Your MicrosoftServices account verification code Inbox ×

MicrosoftServices (via Microsoft) <account-security-noreply@accountprotection.microsoft.com>   2:52 PM (0 minute
to me ▾

MicrosoftServices

Account verification code

To access **MicrosoftServices**'s apps and resources, please use the code below for account verification. The code will only work for 30 minutes.

Account verification code:

29805093

If you didn't request a code, you can ignore this email.

↩ Reply   ↪ Forward

7) Enter the code

■■ Microsoft
■■

← | email@email.com

Enter code

We just sent a code to | email@email.com

29805093

Sign in

8) Once the code is entered, this will provide access to the Team. If you have not accessed Teams previously, you may have to click through several welcome screens. When access to Teams is granted, you will see the channel created by MHT staff:
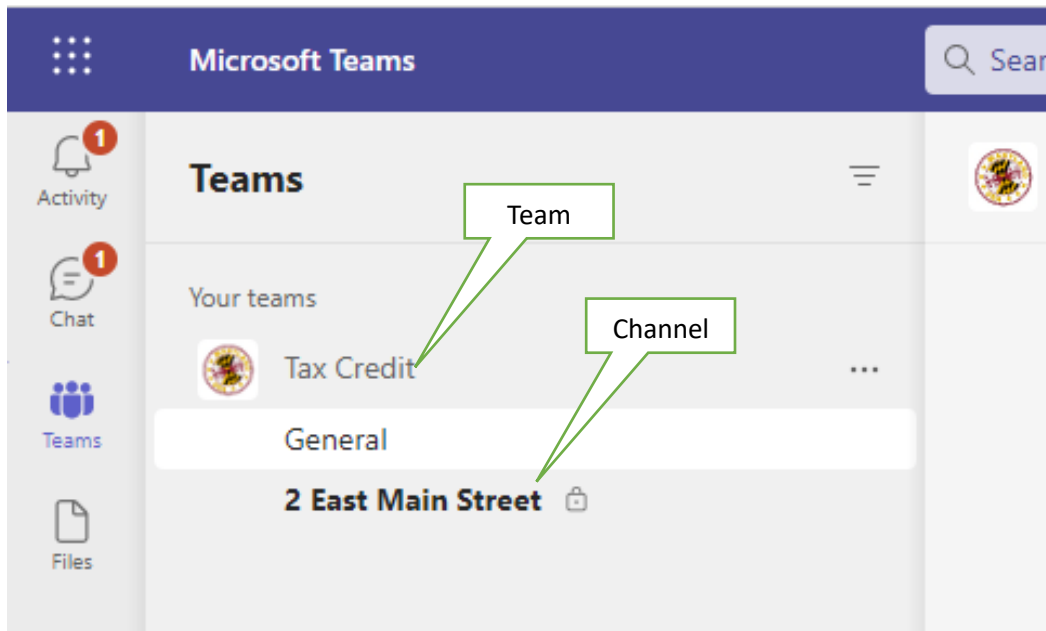
Note: the names of the Team and channel will be different.

9) The General folder contains links to the application forms, application instructions, and naming conventions. Double click on the channel and then the Files tab next to the folder name. If the channel request form indicates the application will contain a state and federal application, MHT will create a separate folder for each application.
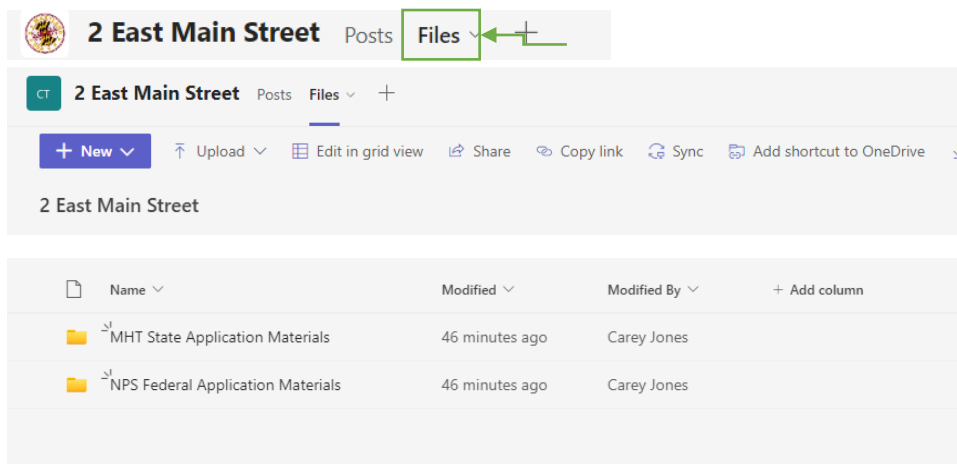
10) In order to add application materials to the individual folders, select the Upload button and then Files. A new box will open, from the box navigate where the files are saved. Click on the folder and then open. This will upload the application materials to the channel folder. All application materials including forms, photographs, etc. should be added to the corresponding folders.

REV. 10/2023

11) Once the complete application forms, photographs and supporting documentation are added to the channel you <u>must</u> email mht.taxcredits@maryland.gov to inform MHT. Once MHT staff confirms receipt of the electronic application materials in the applicant's private Teams channel, MHT staff will send an electronic payment request for the review fee. Payment is due within ten (10) business days, which is required in order for the project to be placed in the review queue.

Once payment is received the project will be placed in the review queue. Any questions should be directed to mht.taxcredits@maryland.gov until a reviewer is assigned.