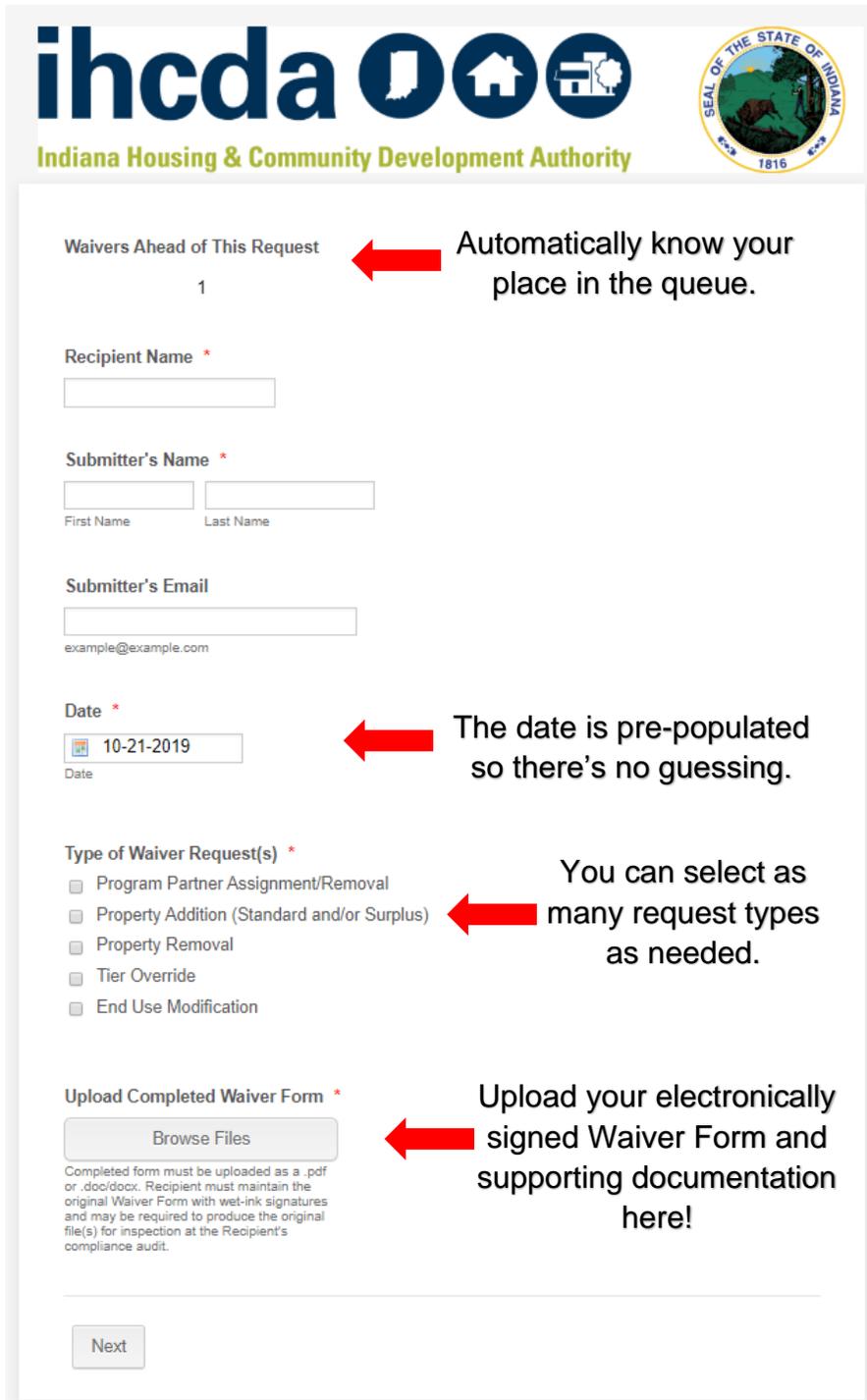**Blight Elimination Program**
JotForm Submission Portal Manual

Where to Submit My Waiver Requests

Recipients who wish to submit a Waiver Requests can do so by visiting the IHCDA-JotForm Waiver Submission Portal here ➔ https://www.jotform.com/IHCDA/bepwaiversubmit. Recipients do not need to set up an account or provide login information to access the Waiver Submission Portal.

Waivers Ahead of This Request

1

← Automatically know your place in the queue.

Recipient Name *

Submitter's Name *

First Name | Last Name

Submitter's Email

example@example.com

Date *

10-21-2019

Date

← The date is pre-populated so there's no guessing.

Type of Waiver Request(s) *

☐ Program Partner Assignment/Removal
☐ Property Addition (Standard and/or Surplus)
☐ Property Removal
☐ Tier Override
☐ End Use Modification

← You can select as many request types as needed.

Upload Completed Waiver Form *

Browse Files

Completed form must be uploaded as a .pdf or .doc/docx. Recipient must maintain the original Waiver Form with wet-ink signatures and may be required to produce the original file(s) for inspection at the Recipient's compliance audit.

← Upload your electronically signed Waiver Form and supporting documentation here!

Next

Immediately upon accessing the site, Recipients will be shown this screen to the left. On this page, Recipients will provide basic submission information such as Recipient Name, Submitter Name and Contact Info, Type of Request(s) being submitted, and where you will upload your completed and electronically signed BEP Waiver Form.

The queue placement and date of submission are pre-populated fields and cannot be edited. Recipients have the ability to select multiple request types.

Recipients will upload their completed Waiver Form and supporting documentation here, with the exclusion of your Site Evaluation Matrix (SEM) Packets. If you select "Property Addition (Standard and/or Surplus)" as a request type, you will be directed to the SEM Packet upload page.

Recipients are encouraged to complete and electronically sign the BEP Waiver Form using Adobe Reader/Adobe Acrobat Pro. If you do not have either of these programs, you can download Adobe Reader for free here ➔ https://get.adobe.com/reader/.

If electronic signing still is not an option, Recipients may print the form, complete and sign by hand, scan as a .pdf or similar file, and upload to the same box in the JotForm Submission Portal.

Electronically Signing My Waiver Form/SEM

If you are completing the form electronically, you will be required to set up your digital signature with Adobe DocuSign if one has not already been set up. To set up a new digital signature, follow these instructions below.
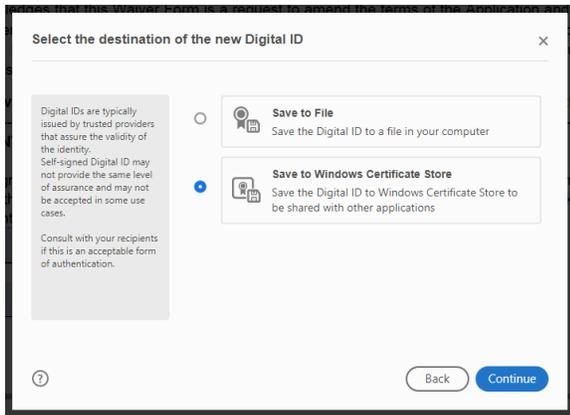
1. Click on the electronic signature box, then select "Configure New Digital ID".
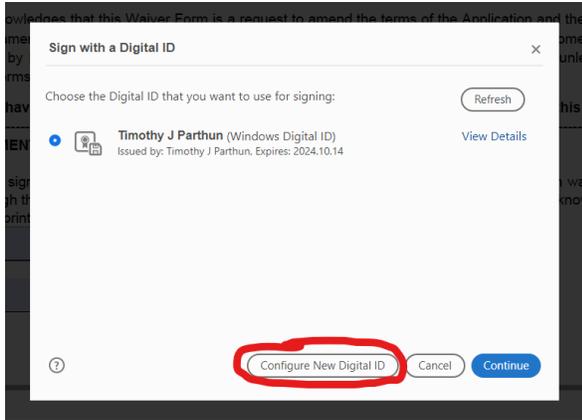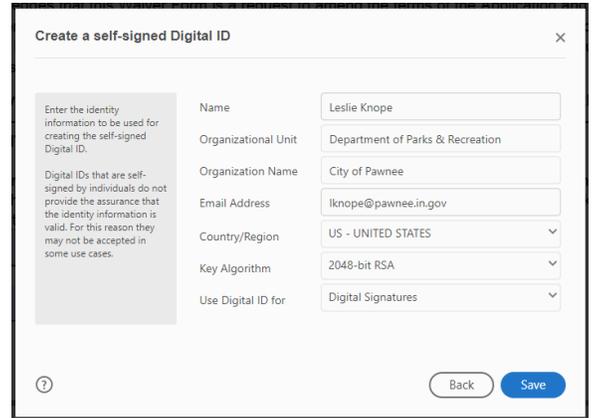
2. Select "Create a new Digital ID" and hit Continue.
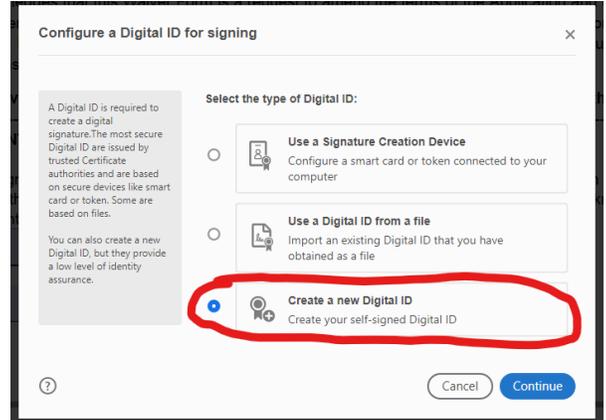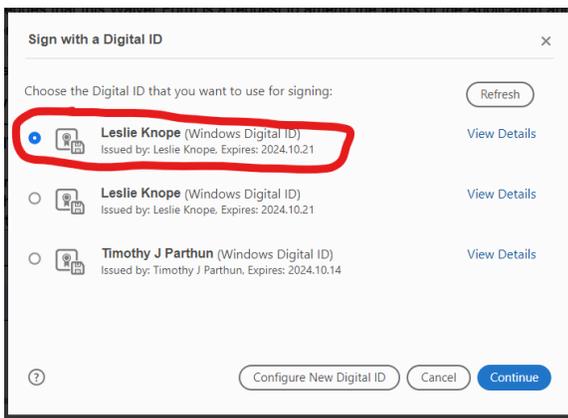
3. Select "Save to File" or "Save to Windows Certificate Store".
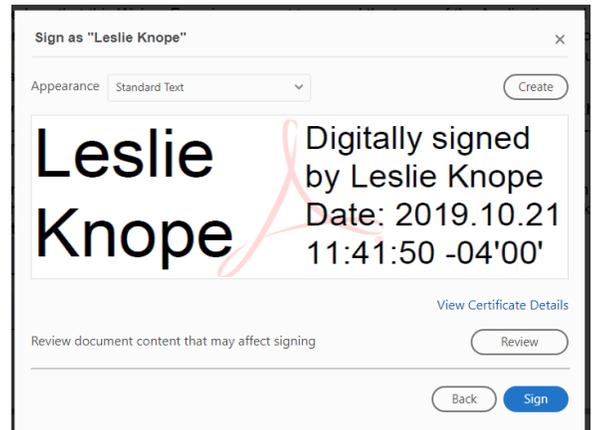
4. Enter your identification information and hit Save.

5. Select the Digital ID you want to sign with and hit Continue.

6. Verify your digital signature information and hit Sign.

AFTER COMPLETING THESE STEPS TO CREATE YOUR DIGITAL ID AND SIGN, YOU WILL BE PROMOTED TO SAVE THE FILE. PLEASE ENSURE THE FILE NAME ENDS WITH "_SIGNED".

Uploading SEM Packets to Your Waiver Submission

Recipients seeking to add new properties, whether it be Standard, Surplus, or Reinstatement, should select "Property Addition (Standard and/or Surplus). After you make your selection and upload your Waiver Form/Waiver Packet, hit "Next" to move on to the SEM Upload Page. Do NOT upload your completed SEM Packets and supporting documentation to the Waiver Upload Box.

Type of Waiver Request(s) *

☐ Program Partner Assignment/Removal
☐ Property Addition (Standard and/or Surplus)
☐ Property Removal
☐ Tier Override
☐ End Use Modification

Don't forget to select "Property Addition". Otherwise, you won't be able to upload your SEM Packets.

Upload Completed Waiver Form *

Browse Files

Completed form must be uploaded as a .pdf or .doc/docx. Recipient must maintain the original Waiver Form with wet-ink signatures and may be required to produce the original file(s) for inspection at the Recipient's compliance audit.

Next

Property #1 Information & SEM Packet Upload (Click to Open) ▽

Property #1

_____
Street Address

_____
State Parcel ID (ONLY IF NO COMPLETE COMMON ADDRESS IS AVAILABLE)

_____   _____
City/Town   County

_____
Postal / Zip Code

Upload SEM Packet #1

Browse Files

Upload the completed SEM, photos, and supporting documentation as one .pdf file or .doc/docx file. If you must make multiple uploads of photos/documentation, please save photos and additional .pdf files as reduced file sizes.

Pursuant to BEP Notice 16-50, I being the individual named as submitter on Page 1, hereby state that I evaluated the property for the purpose of adding this property to the Recipient's Blight Elimination Program Project. I affirm that at the time of inspection for the BEP, it was determined that the property was not legally occupied. Use your mouse (click and drag) to initial in the box below or use your finger to initial if working on a touch screen device.

```
┌─────────────────┐
│                 │
│                 │
│                 │
│                 │
└─────────────────┘
        Clear
```

1

Property #2 Information & SEM Packet Upload (Click to Open) ◁

Pursuant to BEP Notice 19-116, Recipients are permitted to submit up to five (5) properties in a single waiver submission. Recipients are not able to upload more than five (5) SEM Packets with supporting documentation as the system will not allow you to do so.

Page 2 will show five (5) dropdown bars which you can click to open. Here, you will provide the property address information, upload the completed and electronically signed SEM with supporting documentation, and electronically initial the Notice 16-50 Vacancy Requirement. To initial, click and drag your mouse in the box provided OR use your finger if working on a touch-enabled screen.

Recipients can open as many dropdown bars as needed, with a max upload of five (5) SEM Packets with supporting documentation.

Final Verification & Submission of Your Request

After you have uploaded your Waiver Form and SEM Packet(s), if applicable, and completed all required fields, Recipients will acknowledge they have thoroughly reviewed their submission and agree to the policies and procedures set forth in BEP Notice 19-116. Recipient will check the acknowledgment statement and initial in the box. To initial, click and drag your mouse in the box provided OR use your finger if working on a touch-enabled screen. Then hit Submit!

After you have submitted your request, you will be taken to