



# Procorem Training

October 1, 2025

## Background

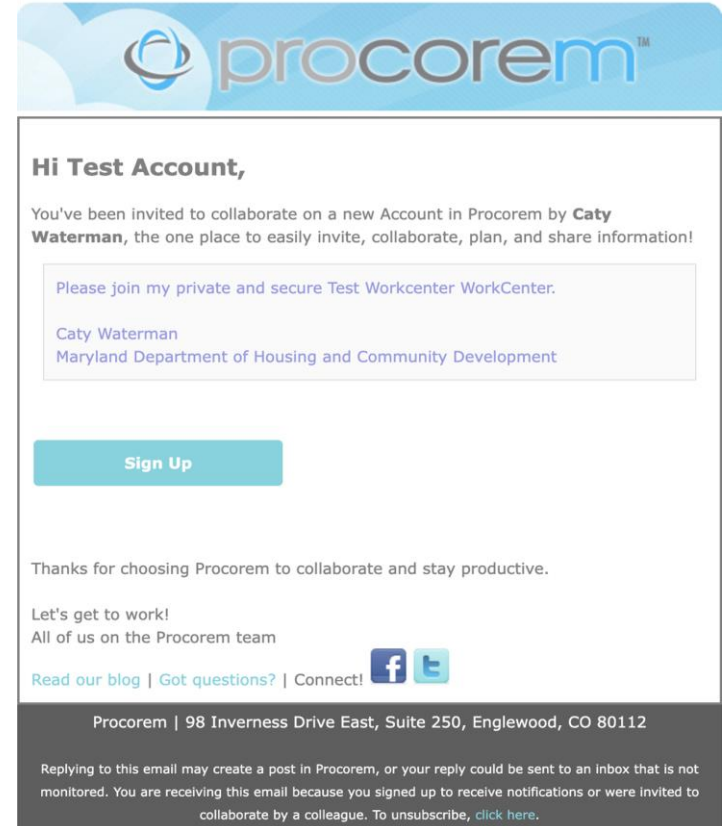
- Procorem is an external file sharing and communication tool
- Users – including project sponsors and developers - can download and upload documents, receive updates, track submissions, and communicate with CDA
- Move to fully electronic applications

## Getting Started with Procorem

1. Request an electronic application folder - electronic submission package request form on website
2. A WorkCenter will be created for your project; you'll be invited to join
  - a. When first invited to join a Procorem WorkCenter, email invitation to create account

## Getting Started with Procorem

- Example of email notification
- Only asked to create account once
- Then, CDA will add you to other project WorkCenters as needed



## Getting Started with Procorem

- Create a password, click that you agree to the terms and conditions, and then click on the orange Sign Up Now button



You've been invited to join Procorem!

Easily collaborate with friends, family, co-workers, and clients

Welcome, Test Account!

Caty Waterman would like you to join their private and secure account, Maryland Department of Housing and Community Development.

As a guest, your access is completely free. Simply fill out the form below to begin working together!

First Name

Test

Last Name

Account

Email

mddhcdtest@gmail.com

Password

Sign Up Now

☐ I agree to the [terms](#) and [conditions](#).

# Logging Into Procorem

- Log in, taken to home screen
- Any WorkCenters that you have been invited to join will be on the left side under Recent

The screenshot displays the Procorem web application interface. The top navigation bar includes the Procorem logo, a search bar, and a user profile icon labeled 'Test'. The left sidebar contains a 'Home' section with links to 'My Activity Feed', 'My Calendar', 'My Tasks' (35 items), 'My Accounts' (1 item), and 'My Favorites' (0 items). Below these is a 'Recent' section listing 'Maryland Department of Housing and Community Development' and 'Test Workcenter'. A 'Go to Account' button is at the bottom of the sidebar. The main content area features a 'My Activity Feed' with a large blue banner for 'THE PROCOREM INSPECT FOR HFAS LAUNCH WEBINAR HAS CONCLUDED!'. Below the banner is a 'VIEW RECORDING' button. The activity feed also shows a list of recent activities, including 'Caty Waterman changed a collaborator role 2 days ago on (Jun 25 2025)' and 'Caty Waterman removed a collaborator 3 days ago on (Jun 24 2025)'. On the right side, there are buttons for 'Create Account' and 'Create WorkCenter', and a 'Training for Owner/Agents' section with links to 'Procorem 101', 'Tenant Portal Basics', 'Training for HFA Staff', 'ProLinkHFA NSPIRE Training', and 'ProLinkHFA AIT Training'.

# Updating Profile

procorem

Search all of Procorem

Home / Your Profile

Test Account

Profile Picture Invites Security Preferences Background Processes

First Name  
Test

Last Name  
Account

Email  
mdhdcdtest@gmail.com

Time zone  
(UTC-05:00) Eastern Time (US & Canada)

Address

City, State, Zip

Phone 1

**Profile Screen**

The profile screen gives you the power to control how you provide and receive information. Update key information such as your time zone, upload a profile picture, control email frequency, change your password, and more within the profile screen.

Learn more about your profile by heading over to the [Procorem Help Center](#).

Home / Your Profile

Test Account

Profile Picture Invites Security Preferences Background Processes

Change Picture

# Viewing WorkCenters - Invites Tab on Profile

The screenshot displays the Procorem user interface for a 'Test Account'. The top navigation bar includes the Procorem logo, a search bar, and a user profile icon labeled 'Test'. The left sidebar contains navigation links: Home, My Activity Feed, My Calendar, My Tasks, My Accounts, My Favorites, Recent, Maryland Department of Housing and Community Development, Test Workcenter, and View All 1 WorkCenters. A 'Go to Account' button is at the bottom of the sidebar. The main content area is titled 'Test Account' and features tabs for Profile, Picture, Invites (active), Security, Preferences, and Background Processes. The 'Invites' tab shows three sections: 'Pending Invites' with a 'No Invites Found' message, 'Received Invites' with a recent invite from 'Cathy Waterman' to 'Maryland Department of Housing and Community Development' accepted 29 minutes ago, and 'Sent Invites' with a 'No Invites Found' message. A 'Profile Screen' sidebar on the right provides instructions on how to use the profile screen to control information sharing and update profile details.



# Resetting Password - Security Tab on Profile

☰

procorem

Search all of Procorem

Test

Home

Home / Your Profile

My Activity Feed

My Calendar

My Tasks0

My Accounts1

My Favorites0

Recent

Maryland Department of Housing and Community Development

Test Workcenter

View All 1 WorkCenters

Go to Account

Test Account

ProfilePictureInvitesSecurityPreferencesBackground Processes

Change Password

Current password

New password

Password strength: Too short

Confirm new password

Password strength: Too short

☐ Enter current password.

☐ Current password cannot be the same as the new password.

☐ Please enter a password.

☐ Cannot contain spaces.

☐ Contains at least 1 number.

☐ Contains at least 1 capital letter.

☐ Contains at least 1 lowercase letter.

☐ Must be at least 8 characters long.

Previous passwords cannot be reused.

Profile Screen

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Learn more about your profile by heading over to the [Procorem Help Center](#).

# Email Preferences - Preferences Tab on Profile

The screenshot shows the Procorem user interface. The top navigation bar includes the Procorem logo, a search bar, and a user profile icon labeled 'Test'. The left sidebar contains navigation links: Home, My Activity Feed, My Calendar, My Tasks (0), My Accounts (1), My Favorites (0), Recent (selected), Maryland Department of Housing and Community Development (with a dropdown arrow), Test Workcenter, and View All 1 WorkCenters. A 'Go to Account' button is at the bottom of the sidebar. The main content area is titled 'Test Account' and has tabs for Profile, Picture, Invites, Security, Preferences (active), and Background Processes. Under the 'Preferences' tab, there are sections for 'Email notifications?' with two radio button options (selected: 'Yes, send me email notifications...'), a 'Select how often you'd like to receive a digest email' dropdown set to 'Daily', and a 'Save Changes' button. Below this is a section for 'Configure email preferences for the following account' with a '--Select--' dropdown and a message: 'Select an account to configure your email notification preferences.' A 'Profile Screen' sidebar on the right explains the profile screen's functionality and provides a link to the Procorem Help Center.

procorem

Search all of Procorem

Test

Home / Your Profile

**Test Account**

Profile Picture Invites Security Preferences Background Processes

Email notifications?

☒ Yes, send me email notifications (including file upload alerts, assigned tasks, posts, comments, etc)

☐ No, please turn off email notifications (we will still send you task emails if you are an assignee, approver, or follower and system messages - account invites, reset password, etc)

Select how often you'd like to receive a digest email

Daily

Save Changes

Configure email preferences for the following account

--Select--

Select an account to configure your email notification preferences.

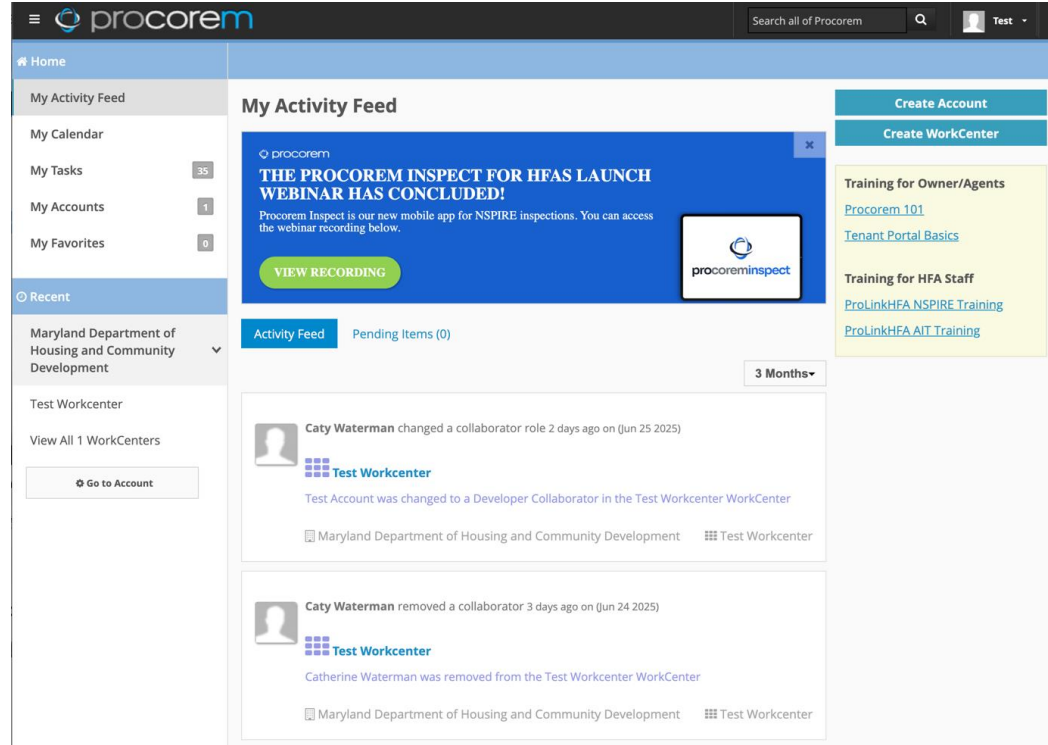
**Profile Screen**

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Learn more about your profile by heading over to the [Procorem Help Center](#).

## Home Screen - Activity Feed

- Shows what has occurred in your WorkCenters, such as files being uploaded or downloaded, when posts have been made, or when tasks have been made or completed



The screenshot displays the Procorem web application interface. At the top, there is a navigation bar with the Procorem logo, a search bar labeled 'Search all of Procorem', and a user profile icon labeled 'Test'. Below the navigation bar, the main content area is divided into a left sidebar and a central feed. The sidebar contains links to 'Home', 'My Activity Feed', 'My Calendar', 'My Tasks' (with a count of 35), 'My Accounts' (with a count of 1), 'My Favorites' (with a count of 0), and a 'Recent' section showing 'Maryland Department of Housing and Community Development'. The central feed is titled 'My Activity Feed' and features a large blue banner for 'THE PROCOREM INSPECT FOR HFAS LAUNCH WEBINAR HAS CONCLUDED!'. Below the banner, there are tabs for 'Activity Feed' and 'Pending Items (0)'. The feed itself shows two activity items: one where 'Cathy Waterman' changed a collaborator role 2 days ago, and another where she removed a collaborator 3 days ago. Both items are associated with the 'Test Workcenter' and the 'Maryland Department of Housing and Community Development'. On the right side of the feed, there are buttons for 'Create Account' and 'Create WorkCenter', and a list of training links including 'Training for Owner/Agents', 'Procorem 101', 'Tenant Portal Basics', 'Training for HFA Staff', 'ProLinkHFA NSPIRE Training', and 'ProLinkHFA AIT Training'.

# Calendar

- See due dates for any assigned tasks

The screenshot shows the Procorem web application interface. The top navigation bar includes the Procorem logo, a search bar, and a user profile icon labeled 'Test'. The left sidebar contains navigation links: Home, My Activity Feed, My Calendar (selected), My Tasks (0), My Accounts (1), My Favorites (0), Recent, Maryland Department of Housing and Community Development (dropdown), Test Workcenter, and View All 1 WorkCenters. A 'Go to Account' button is at the bottom of the sidebar. The main content area displays 'Home / My Calendar' and a calendar for June 2025. The calendar has tabs for month, week, and day views. The calendar grid shows dates from 1 to 30. A task is visible on June 24th. A sidebar on the right titled 'My Calendar' explains that calendar views allow users to access important information on a variety of levels and provides a link to a 'Task & Calendar Introduction' article.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5
6	7	8	9	10	11	12

# Tasks

- More details about any assigned tasks

The screenshot shows the Procorem web application interface. The top navigation bar includes the Procorem logo, a search bar labeled 'Search all of Procorem', and a user profile icon labeled 'Test'. The left sidebar contains a 'Home' section with links to 'My Activity Feed', 'My Calendar', 'My Tasks' (which is selected and shows a count of 0), 'My Accounts' (count 1), and 'My Favorites' (count 0). Below this is a 'Recent' section listing 'Maryland Department of Housing and Community Development' with a dropdown arrow, 'Test Workcenter', and 'View All 1 WorkCenters'. At the bottom of the sidebar is a 'Go to Account' button. The main content area is titled 'My Tasks' and includes tabs for 'My Tasks', 'Completed Tasks', and 'Tasks I'm Following'. Below the tabs is a table with columns: 'Due Date' (with an upward arrow), 'WorkCenter', 'Task Group', 'Task Title', 'My To Do', and 'Status'. The table body contains the message: 'There are no tasks matching the selected criteria.'

# Accounts

- Shows which accounts you are in
- If you work with other states that utilize Procorem, you may have other accounts listed under this section

The screenshot displays the Procorem user interface. At the top, there's a navigation bar with the Procorem logo, a search bar, and a user profile icon labeled 'Test'. Below this, a blue header bar shows the breadcrumb 'Home / My Accounts'. The main content area is titled 'Business Accounts' and features a card for the 'Maryland Department of Housing and Community Development'. This card indicates the account type is 'Enterprise Plus' and the membership is 'Guest', with a 'Leave Account' link. To the right of the card is a placeholder for a logo with the text 'No Logo Uploaded'. On the far right, there's a 'Create Account' button and two informational boxes: 'My Accounts' explaining how to view account details and 'Deactivated Accounts' explaining how to reactivate them. The left sidebar contains a 'Home' link and several menu items: 'My Activity Feed', 'My Calendar', 'My Tasks' (with a count of 0), 'My Accounts' (with a count of 1), and 'My Favorites' (with a count of 0). Below these is a 'Recent' section listing 'Maryland Department of Housing and Community Development' and 'Test Workcenter', with a 'View All 1 WorkCenters' link. At the bottom of the sidebar is a 'Go to Account' button.

# Favorites

- Shows any WorkCenters you have favorited

The screenshot shows the Procorem user interface. The top navigation bar includes the Procorem logo, a search bar, and a user profile dropdown labeled 'Test'. The left sidebar contains a 'Home' section with links to 'My Activity Feed', 'My Calendar', 'My Tasks' (0), 'My Accounts' (1), and 'My Favorites' (0). Below this is a 'Recent' section showing 'Maryland Department of Housing and Community Development' with a dropdown arrow, 'Test Workcenter', and a 'View All 1 WorkCenters' link. A 'Go to Account' button is at the bottom of the sidebar. The main content area is titled 'Favorite WorkCenters' and shows a message: 'No Favorites Found'. A yellow callout box on the right, titled 'My Favorite WorkCenters', explains that this feature allows quick access to selected WorkCenters and provides a link to the Procorem FAQ for more information.

## Favoriting a WorkCenter

- Select a WorkCenter and clicking on Favorite this WorkCenter on the lower left side

The screenshot displays the Procorem WorkCenter interface. The top navigation bar includes the Procorem logo, a search bar labeled 'Search this WorkCenter', and a user profile icon labeled 'Test'. Below the navigation bar, the breadcrumb trail reads 'Home / Maryland Department of Housing and Community Development / Test Workcenter'. The left sidebar contains a list of navigation options: 'Files' (selected), 'Posts', 'Tasks', 'Calendar', 'Activity', 'Links', and 'Tenant Events'. At the bottom of the sidebar, there are two buttons: '★ Favorite this WorkCenter' and '✉ Email this WorkCenter'. A red arrow points to the '★ Favorite this WorkCenter' button. The main content area shows a 'Files' section with a 'Sort' and 'Filter' dropdown, an 'Upload Files' button, and a file entry titled 'Application Submission Package' with a folder icon, 1 image, 0 documents, and a timestamp of '3 days ago on (Jun 24 2025) by Caty Waterman'. On the right side of the interface, there is a user list showing 'Caty Waterman' (WorkCenter Owner) and 'Test Account' (Developer), each with a dropdown arrow.



# Viewing WorkCenters

- From home screen, recent WorkCenters under the recent section of the left side
- If you are in multiple WorkCenters, click View All WorkCenters

The screenshot displays the Procorem web application interface. The left sidebar contains a navigation menu with the following items: Home, My Activity Feed, My Calendar, My Tasks (35), My Accounts (1), My Favorites (0), Recent (highlighted with a red arrow), Maryland Department of Housing and Community Development (dropdown), Test Workcenter, View All 1 WorkCenters (highlighted with a red arrow), and Go to Account. The main content area is titled 'My Activity Feed' and features a large blue banner for 'THE PROCOREM INSPECT FOR HFAS LAUNCH WEBINAR HAS CONCLUDED!'. Below the banner, there is a section for 'Activity Feed' with a filter for 'Pending Items (0)' and a '3 Months' time range selector. The activity feed shows two entries: 'Cathy Waterman changed a collaborator role 2 days ago on (Jun 25 2025)' and 'Cathy Waterman removed a collaborator 3 days ago on (Jun 24 2025)'. Both entries are associated with the 'Test Workcenter' and the 'Maryland Department of Housing and Community Development'. On the right side of the interface, there are buttons for 'Create Account' and 'Create WorkCenter', and a section for 'Training for Owner/Agents' with links to 'Procorem 101', 'Tenant Portal Basics', 'Training for HFA Staff', 'ProLinkHFA NSPIRE Training', and 'ProLinkHFA AIT Training'.

# WorkCenters

The screenshot displays the Procore WorkCenters interface. At the top, the Procore logo is on the left, and a search bar labeled "Search this WorkCenter" is on the right, next to a user profile icon labeled "Test". Below the header, a blue navigation bar shows the breadcrumb path: "Home / Maryland Department of Housing and Community Development / Test Workcenter".

On the left side, there is a sidebar menu for the "Maryland Department of Housing and Community Development". The menu items are: Files (selected), Posts, Tasks, Calendar, Activity, Links, and Tenant Events. At the bottom of the sidebar are two buttons: "★ Favorite this WorkCenter" and "✉ Email this WorkCenter".

The main content area is titled "Files". It includes "Sort" and "Filter" buttons, and a green "Upload Files" button. A file entry is shown: "Application Submission Package", which is a folder containing 1 file and 0 subfolders. It was created 3 days ago on (Jun 24 2025) by Caty Waterman.

On the right side, there is a user list with two entries: "Caty Waterman" (WorkCenter Owner) and "Test Account" (Developer), each with a dropdown arrow.

# WorkCenters

- Different folder structures depending on stage of project (Application Submission, Viability Submission, Commitment Submission, Combined Viability/Commitment Submission)
- See all users with access to WorkCenter on right side
  - If you need to add additional team members email [dhcd.rentalhousing@maryland.gov](mailto:dhcd.rentalhousing@maryland.gov)
    - Include the name of the WorkCenter, the first and last names of the individual(s) being added, and their email address
- Folders match submission kits on website
  - Include copies of application materials
  - Must use version of CDA Form 202 in WorkCenter

# WorkCenters

The screenshot displays the Procorem WorkCenter interface. The top navigation bar includes the Procorem logo, a search bar labeled "Search this WorkCenter", and a user profile icon labeled "Test". Below this, a breadcrumb trail shows the path: Home / Maryland Department of Housing and Community Development / Test Workcenter / Application Submission Package.

The left sidebar contains a list of navigation options: Files (selected), Posts, Tasks, Calendar, Activity, Links, and Tenant Events. At the bottom of the sidebar are two buttons: "Favorite this WorkCenter" and "Email this WorkCenter".

The main content area is titled "Files" and includes "Sort" and "Filter" buttons, along with a green "Upload Files" button. A link "...Up a level ↑" is also present. The file list contains the following items:

- Part 1 - Application and Certifications**: A folder icon, 0 items, 0 subfolders, created 6 minutes ago on (Jun 27 2025) by Caty Waterman.
- Part 2 - Mandatory Exhibits**: A folder icon, 0 items, 6 subfolders, created 4 minutes ago on (Jun 27 2025) by Caty Waterman.
- Part 3 - Optional Scoring Documentation**: A folder icon, 0 items, 0 subfolders, created 5 minutes ago on (Jun 27 2025) by Caty Waterman.
- Form\_202\_Instructions\_2024\_Final 2024.12.19.xlsx**: An Excel file icon, 0 comments, 1 download, 0 views, 5724.03 kb, created 3 days ago on (Jun 24 2025) by Caty Waterman. A "Details" button is available.
- Multifamily\_Application (March 2025).docx**: A Word document icon, 0 comments, 1 download, 0 views, 212.63 kb, created a minute ago on (Jun 27 2025) by Caty Waterman. A "Details" button is available.

On the right side of the interface, there is a user profile section for "Caty Waterman" (WorkCenter Owner) and "Test Account" (Developer), each with a dropdown arrow.

# WorkCenter - Uploading Documents

- Click on folder, select upload Files
  - Drag and drop files or choose file button
- Description in description box
- Can add comments
- Click upload when all information has been added
- Each required document must be named and uploaded individually into the correct folder that corresponds to the submission kit

The screenshot shows the Procore WorkCenter interface. The top navigation bar includes the Procore logo, a search bar, and a 'Test' button. The breadcrumb trail indicates the current location: 'Test Workcenter / ising and Community Development / Test Workcenter / Application Submission Package / Part 1 - Application and Certifications / Upload Files'. The left sidebar lists navigation options: Files, Posts, Tasks, Calendar, Activity, and Links. Below these are buttons for 'Favorite this WorkCenter' and 'Email this WorkCenter'. The main content area is titled 'Select Files' and features a large dashed box with the text 'Drag and drop multiple files' and a 'Choose File' button. Below this, there are dropdown menus for 'Status' and 'Type', both currently set to '--Select--'. There are also text input fields for 'Description' and 'Comment'. The 'Description' field has a placeholder text: 'Include a description for all uploaded file(s)'. The 'Comment' field has a placeholder text: 'Comments will be included in email alerts sent to other collaborators.' At the bottom right, there are 'Cancel' and 'Upload' buttons.

# Completing Tasks

- After files have been uploaded, mark the corresponding task as complete
- Tasks correlate to each subfolder of submission package

The screenshot displays the Procorem Test Workcenter interface. The top navigation bar includes the Procorem logo, a search bar, and a breadcrumb trail: Home / Maryland Department of Housing and Community Development / Test Workcenter. A left sidebar lists navigation options: Files, Posts, Tasks (selected), Calendar, Activity, Links, and Tenant Events. Below the sidebar are buttons for 'Favorite this WorkCenter' and 'Email this WorkCenter'. The main content area is titled 'Tasks' and features a toolbar with 'View: Task Group', 'Show Completed', 'Hide Details', 'Task Overview', and a '+ Create New Task' button. The task list is titled 'Application Submission Package (Detailed)' and contains six items, each with a checkmark icon, a progress indicator (0/1), a title, assignee information, status, and creation details.

Progress	Task Title	Assignees	Status	Created By
0/1	PART I: CDA Form 202 Multifamily Rental Financing Application	Test Account - Developer	No Approvers - Processor	Caty Waterman
0/1	PART I: Certifications	Test Account - Developer	No Approvers - Processor	Caty Waterman
0/1	PART I: Threshold Checklist	Test Account - Developer	No Approvers - Processor	Caty Waterman
0/1	PART I: Applicant Self-Scoring	Test Account - Developer	No Approvers - Processor	Caty Waterman
0/1	PART I: Organizational Charts - Current, if applicable, and Proposed	Test Account - Developer	No Approvers - Processor	Caty Waterman
0/1	PART II: Exhibit A: Project Information	Test Account - Developer	No Approvers - Processor	Caty Waterman

# Completing Tasks

- To mark complete, select the task
- Under Assigned To, click on the Mark Finished checkbox. You will get a pop-up message confirming that you are sure you want to finish the task. Select OK.

The screenshot shows the Procorem 'Edit Task' interface. The left sidebar contains navigation links: Files, Posts, Tasks (selected), Calendar, Activity, Links, and Tenant Events. Below these are buttons for 'Favorite this WorkCenter' and 'Email this WorkCenter'. The main content area is titled 'Edit Task' and includes tabs for Main, Comments (0), Reminders (1), Files (0), and Activities. The task details are as follows:

- Task Title:** PART I: Threshold Checklist
- Status:** Pending Assignees (0/1 assignees have finished this task)
- Task Group:** Application Submission Package (Detailed)
- Description:** (Empty text area)
- Location:** (Empty text field)
- Start Date:** (Calendar icon and dropdown)
- Due Date:** (Calendar icon and dropdown)
- Assigned To:** Developer (selected), with a red arrow pointing to the 'Mark Finished' checkbox. Other options are 'Test Account', 'Any assignee can mark task as finished' (selected), and 'All assignees must mark task as finished'.
- Approvals:** Processor (selected), with a 'No Approvals Required' button. Other options are 'Any approver can mark task as approved' and 'All approvers must mark task as approved'.

On the right, the 'Task Options' section includes a 'Return to List' button and a 'Task Details' box with explanatory text and a link to the Procorem Help Center.

# Completing Tasks

- Mark Finished box will change to Finished
- Green banner at top of screen confirming that the task finished successfully
- Do not mark a task as completed until all of the required documents have been submitted
- All tasks must be completed in order to complete your application

Task finished successfully!

Test Workcenter

Maryland Department of Housing and Community Development

Files

Posts

Tasks

Calendar

Activity

Links

Tenant Events

Favorite this WorkCenter

Email this WorkCenter

Edit Task

Main (0) Comments (1) Reminders (0) Files Activities

Task Title PART I: Applicant Self-Scoring

Status Pending Approval

1/1 assignees have finished this task

Task Group Application Submission Package (Detailed)

Description

Location

Start Date

Due Date

Using (UTC-05:00) Eastern Time (US & Canada). Click [here](#) to change your time zone.

Assigned To

Developer

Finished Test Account

Any assignee can mark task as finished

All assignees must mark task as finished

Task Options

Return to List

Task Details

Tasks provide you with complete project management capabilities in the same application you manage your documents and project communications.

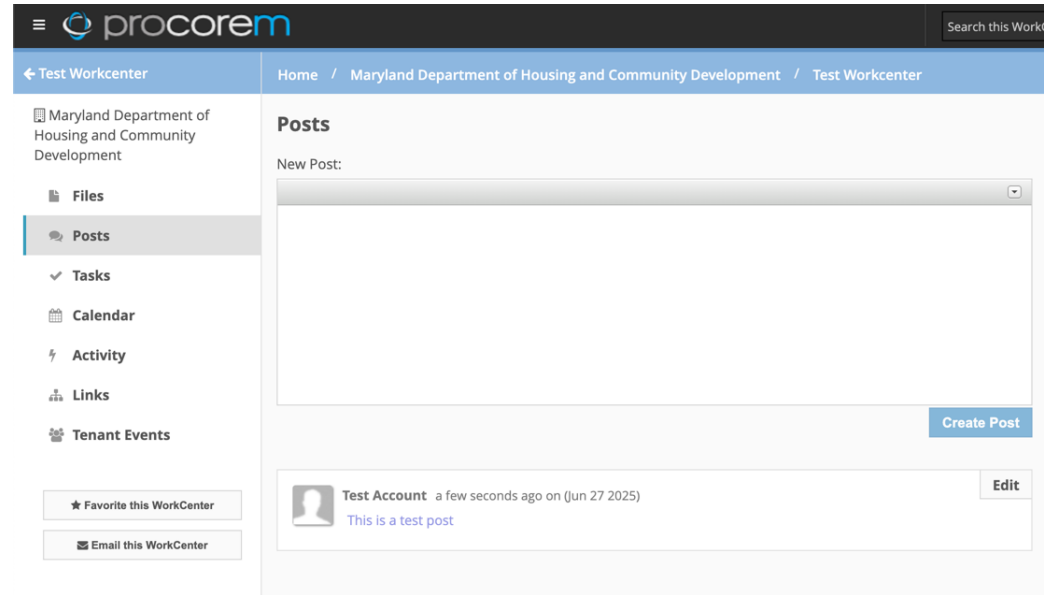
Quickly build task flows and dependencies, assign task groups to mirror your internal business processes, set order based approval processes, and set up email notifications to keep your team in the loop as a task progresses.

For more information on tasks, check out the [Procorem Help Center](#).



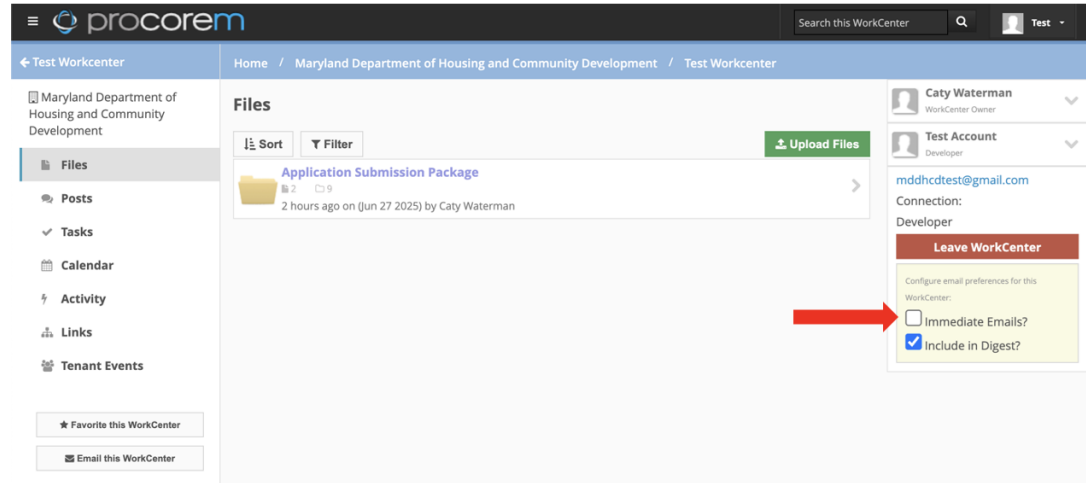
# Posts

- Used for communication between CDA and Project Team
- Posts - send messages to other WorkCenter members
- Type message in text box and click Create post
  - Will appear in Activity Feed and be notified via email
  - Included in history of all previous posts
- Posts are visible to all WorkCenter members



# Notifications

- Procorem will send notifications for all activity in the WorkCenter
- If you would like to receive emails as daily or weekly digests, you will need to do so in each WorkCenter
- Can click on your name in the Contributor list and uncheck Immediate Emails
- Can set the frequency of digest emails in your profile by clicking on down arrow by your name in the top right and choosing preferences



# Notifications

- If you choose to turn off email notifications, you may miss posts or comments from CDA that could result in processing delays.
- Recommendation: Keep immediate emails or receive email notifications in a daily digest email.

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procorem

Search all of Procorem

Test

Home / Your Profile

Test Account

Profile Picture Invites Security Preferences Background Processes

Email notifications?

☒ Yes, send me email notifications (including file upload alerts, assigned tasks, posts, comments, etc)

☐ No, please turn off email notifications (we will still send you task emails if you are a assignee, approver, or follower and system messages - account invites, reset password, etc)

Select how often you'd like to receive a digest email

Daily

Save Changes

Configure email preferences for the following account

--Select--

Select an account to configure your email notification preferences.

**Profile Screen**

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Learn more about your profile by heading over to the [Procorem Help Center](#).

# Questions?

Email [dhcd.rentalhousing@maryland.gov](mailto:dhcd.rentalhousing@maryland.gov) with any issues