# MINNESOTA HOUSING

All documentation containing confidential and private data must be sent to Minnesota Housing using the Secure Upload Tool. The Secure Upload Tool allows you to:

- I. <u>Submit documents to Minnesota Housing</u>
- II. Receive documents from Minnesota Housing by authenticating with your email
- III. Send to the correct Multifamily team contacts

## I. Submit Documents to Minnesota Housing

## Step 1:

Go to <u>https://mnhousing.gov/</u>. Click **Partner Login** on the top of the page.



## Step 2:

Scroll down to Secure Upload Tool on the Partner Login webpage and click **Secure Upload Teams and Purpose** to expand the Secure Upload functionality.

Home/Partner Login



Minnesota Housing offers tools for partners to complete their work and tasks securely.

## **Lender and Partner Tools**

Approved lenders and partners can:

- Access program guides, procedural manuals, interest rates and more through our Partner Portal
- Lock in loans with us through our <u>Loan Commitment System</u>

  For questions or to become an approved partner, contact
- Christina Akinola (homeownership)
- <u>Kirsten Partenheimer</u> (home improvement)
- rlp.elp@state.mn.us (Rehabilitation Loan Program and Emergency and Accessibility Loan Program)

## **Rental Housing Information**

Property Online Reporting To	ool (PORT)	
Bonds		
Secure Upload To	ol	

Step 3:

Click **Secure** Upload.

## Secure File Exchange

Welcome to the Minnesota Housing Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.

<u>Secure Upload</u> Send files to Minnesota Housing.

#### Secure Download

Download files sent to you by Minnesota Housing. Please have your download tracking code ready.

### Step 4:

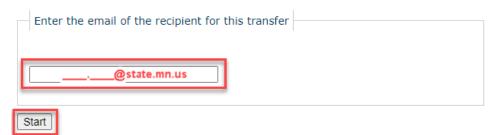
Enter the appropriate recipient email address.

Capacity Building Program: communitydevelopment.mhfa@state.mn.us

- Compliance Team (Multifamily): <u>mhfa.compliance@state.mn.us</u>
- Compliance Team (Single Family): <u>mnhousing.sfcompliance@state.mn.us</u>
- Financials Qualification Forms: mhfa.app@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL Team: <u>mhfa.RRDL@state.mn.us</u>
- TRACS Team: <u>mhfa.TRACS@state.mn.us</u>

## Secure Upload

#### Click Start.



## Step 5:

## Enter your name and email address

Enter a subject line. For example:

- D#, Property Name, Compliance Officer Name
- Administrator Name November
- Project Name-RFP Application
- January \_ Property Name/Service Provider Name
- Housing Management Officer Name, Property Name
- Management Company Name/Tenant Concern
- Vouchers-March
- Capacity Building Application ProgramName/Financials

Enter any **message/description/Instructions** about the file(s) you're submitting.

## Secure Upload

Please enter your contact	information
* Please note: All fields are	required!
*Your Name	
*Your Email Address	
*Confirm Your Email Add	iress
Please create a message f	or the recipient
It's a good idea to describe contact info.	exactly what you are sending and include any additional
*Subject	
*Message/Description/1	instructions
	/

## A. Send documents by selecting one file at a time

## Step 6:

Check the **Notify me when files have been downloaded** box (Optional). When the optional box is checked, you will get an email notification when Minnesota Housing staff downloads your files successfully.

Click Select files to send (Regular Upload).	Select delivery options
	Notify me when the files have been downloaded     Optional
	Select files to send (Regular Upload) +Select a single file at a time, 2GB max size limit
	Select files and folders to send (Enhanced upload - HTML5)

+Select multiple files at once or Drag & Drop, 4GB max size limit

## Step7:

HOUSING

Click **Browse.** Select the file (repeat if needed up to 10 times).

## Click Upload & Send.

## Secure Upload

Select files	to upload	
File #1	Choose File No file chosen	
File #2	Choose File No file chosen	
File #3	Choose File No file chosen	
File #4	Choose File No file chosen	
File #5	Choose File No file chosen	
File #6	Choose File No file chosen	
File #7	Choose File No file chosen	
File #8	Choose File No file chosen	
File #9	Choose File No file chosen	
File #10	Choose File No file chosen	
	** More files selectors will automatically appear if you run out **	
Upload & Send		

## Employee Login - Privacy Policy - Security Statement - Copyright ©2023 LeapFILE. All rights reserved.

## Step 8:

#### Success! Your file(s) have been received!

If you selected the 'Notify me when the files have been downloaded' option, you will receive a confirmation email that your files were uploaded successfully. \* Be sure to check your junk mail.

#### MINNESOTA HOUSING

## Secure Upload

Success! Your file(s) have been received! Thank you.

If complete please close the browser window, or click below for more options:

Send more files

Return to Portal

## B. Send documents by selecting a folder containing multiple files

## Step 9:

files successfully.

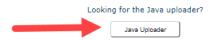
Check the **Notify me when files have been downloaded** box (Optional). When the optional box is checked, you will get an email notification when Minnesota Housing staff downloads your

Click one of two options shown to **Select files** and folders to send (Enhanced Upload HTML5... or...Java). Note: The Enhanced uploads may require additional install software for browser to perform properly.

# Select delivery options Notify me when the files have been downloaded. Select files to send (Regular Upload) +Select a single file at a time, 2GB max size limit Select files and folders to send (Enhanced upload - HTML5) +Select multiple files at once or Drag & Drop, 4GB max size limit

Download and install Java using the link provided or contact your technical team for further assistance.

## MINNESOTA HOUSING Step 10: Click Choose Files Secure Upload Or, use the \*Drag and Drop feature to add 12 \_\_\_\_\_ files. l Choose files Select the folder or items to send. Click Send. Send \*Drag files from your desktop on to the drop zone and hit send to upload. \*Note: Drag and drop Not supported in all browsers, use "Choose Files" to select and add manually



## Success! Your file(s) have been received!

If you selected the 'Notify me when the files have been downloaded' option, you will receive a confirmation email that your files were uploaded successfully. \* Be sure to check your junk mail.

#### MINNESOTA HOUSING

# Secure Upload

Success! Your file(s) have been received! Thank you.

If complete please close the browser window, or click below for more options:

Send more files

Return to Portal

## II. Receive Documents Sent by Minnesota Housing via Email

## Step 1:

When Minnesota Housing sends you secure documents, you will receive an email from a Minnesota Housing email address. Open the email.

Click the **link in the email** or copy and paste the URL it into a web browser.

Document from Minnesota Housing				
LeapFILE Secure File Transfer Service <no reply@leapfile.com=""></no>		← Reply	Reply All	→ Forward
				Tue 4/4/2023 9:5
	7/3/202			
<ol> <li>Click here to download pictures. To help protect your privacy, Outlook prevented automatic download</li> </ol>	ad of som	e pictures in this n	nessage.	
This message may be from an external email source. Do not select links or open attachments unless verified. Report all suspicious emails to Minnesol	a IT Servic	es Security Opera	ations Center.	
*** You have a secure file transfer awaiting download. Details enclosed.	***			
FROM: @state.mn.us				
TO:				•
SUBJECT: Document from Minnesota Housing				
FILE TRANSFER WAITING:				
Click the secure link to download https://mnhousing.leapfile.net/get.jsp?t=ff808081874936e901874cc2b0	4460e3			
(ווסטוסו בול באר אבט אורי בגי בעבי איין איין)				
Here is the document you need to review. Thanks.				
If you are experiencing difficulties accessing the download please see the https://leapfile.uservoice.com/knowledgebase/articles/1977981	e FAQ h	ere:		
Secure file delivery by LeapFILE				

Step 2:

Enter your email address.

Secure Downloa	ad
Please enter your email	address to validate access
Your email address shoul Your email address Authenticate	d match the email registered for this transfer.
lease Read:	
• Privacy - IP address	and download activity are automatically recorded for audit purposes.
	is download contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended ure, copying, or distribution of this download, or the taking of any action based on it, is strictly prohibited.
	e email address must exactly match the email address that received the download notification. If you have problems getting through, please double- ass used by the notification message. It's possible you did not receive the message from your default email account.
check the email addr	

Step 3:

## Click DOWNLOAD.

## Secure Download

Date From To Subject	4/4/23 9:54:00 AM GMT-05:00 Document from Minnesota Housing			
Here is th	e document you need to review. Thanks.			
		$\triangleright$		
Files				
Filename		Size	Action	
Multifami	ly Secure Upload Instructions_1014611.docx	653.215 KB	DOWNLOAD	
IMPORTA	NT: Save all files to your computer <b>first</b> , do not open! Files may be automatically	deleted after accessing this tran	isfer.	
Helpful H	ints			
• Dow	u have the option of saving the file or opening it in an application, choose save th nload each file individually or get everything at once in a single ZIP file. Use "ZIP []] (Mac).		't open the ZIP files, insta	ll <u>WinZip</u> (Windows) or

A box may appear at the bottom of your web browser prompting you to open or save (depending on your web browser settings). Click **Save.** If you click Cancel, your document will not download.

7	Do you want to open or save Funding Request Form and Monthly Log_Portrait03012014.xls (925 KB) from mnhousing.leapfile.net?						
	Open Save <b>v</b> Cancel						

### **III. Multifamily Team Contacts**

Submit all questions, comments or concerns to the appropriate Minnesota Housing team:

- Capacity Building Program: communitydevelopment.mhfa@state.mn.us
- Compliance Team (Multifamily): mhfa.compliance@state.mn.us
- Compliance Team (Single Family): <u>mnhousing.sfcompliance@state.mn.us</u>
- Financials Qualification Forms: mhfa.app@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- PBCA MOR team: <a href="mailto:pbca-mor.mhfa@state.mn.us">pbca-mor.mhfa@state.mn.us</a>
- Rental Assistance team: <u>mhfa.rental-assistance@state.mn.us</u>
- RRDL Team: <u>mhfa.RRDL@state.mn.us</u>
- TRACS Team: <u>mhfa.TRACS@state.mn.us</u>