



# Homeownership Capacity Secure File Exchange

# Our Mission

Housing is the foundation for success, so we collaborate with individuals, communities and partners to create, preserve and finance affordable housing.

# New Secure File Exchange Tool

- Much easier to use than box.com.
- No password or special log-in required. Just your email address.
- Instructions on the following slides as well as in a document on the Partner Login page.

# Uploading - Step 1

- Go to [www.mnhousing.gov](http://www.mnhousing.gov). Click on Partner Login on the top navigation.



# Uploading - Step 2

Home > Partner Login

## Secure Login

### Single Family Applications

[Loan Commitment System](#) (compatible with Internet Explorer only, not Google Chrome or Firefox, etc.)

For further assistance, please contact the [Partner Solutions Team](#) at 651.296.8215 or 800.710.8871, 7:30 a.m. - 5:00 p.m. business days.

### [Single Family Secure File Exchange](#)

This tool allows organizations to securely upload and download documentation for the following programs:

- Rehabilitation Loan Program
- Emergency and Accessibility Loan Program
- Enhanced Financial Homeownership Capacity Initiative (Homeownership Capacity)

Please review the [instructions](#) on how to use the Single Family Secure File Exchange.

### [Single Family Secure Upload Tool](#)

This tool allows organizations to submit the following:

- Start Up and Step Up documents
- Single Family RFP application materials

Functional issues with the Single Family Secure Upload Tool (such as users not receiving the "Successfully Uploaded" confirmation message after uploading, etc.) may occur if the Upload Tool is not run in [compatibility mode](#) (with Internet Explorer versions 8 and 9).

The Secure Upload Tool currently supports Internet Explorer version 7.

- Under **Secure Login**, click on the **Single Family Secure File Exchange**.

# Uploading - Step 3

- The **Secure File Exchange** site will appear. To send files to Minnesota Housing, click on **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.

### Secure Upload

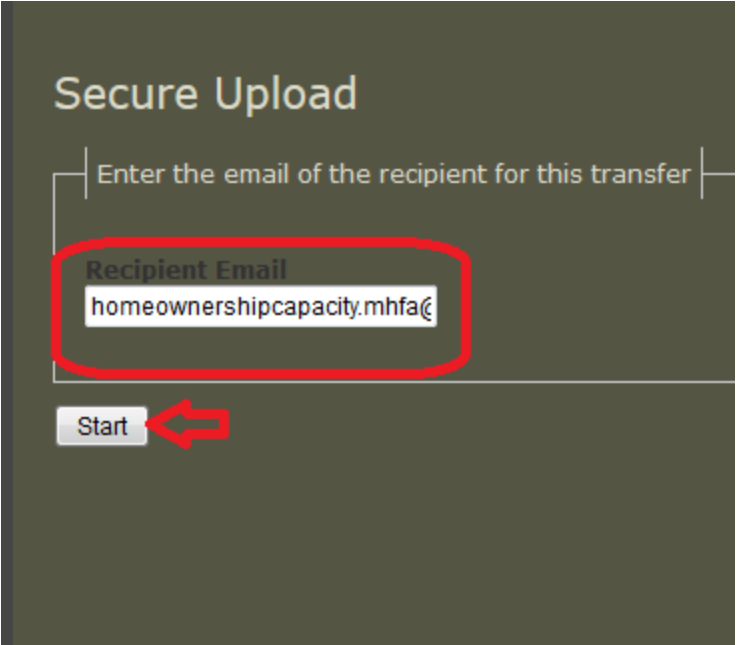
Send files to Minnesota Housing.

### Secure Download

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

# Uploading - Step 4

- The next screen will request the recipient's email address. In this field, enter [HomeownershipCapacity.mhfa@state.mn.us](mailto:HomeownershipCapacity.mhfa@state.mn.us).
- Then click Start.



The screenshot shows a dark grey interface titled "Secure Upload". Below the title is a light grey box containing the text "Enter the email of the recipient for this transfer". Inside this box is a white input field labeled "Recipient Email" which contains the text "homeownershipcapacity.mhfa@". A red rounded rectangle highlights the input field. Below the input field is a white "Start" button with a red arrow pointing to it from the right.

# Uploading - Step 5

- Enter the following Information:
  - Name
  - Email Address
  - Confirm Email Address
  - Subject
  - Message/Description/Instructions: Include any instructions regarding your documentation to be submitted
  - Optional: Notify me when files have been downloaded. [Checkbox]

Please enter your contact information

Name

Email

Confirm Email

Please create a message for the recipient

It's a good idea to describe exactly what you are sending and include any additional contact info.

Subject

Message/Description/Instructions

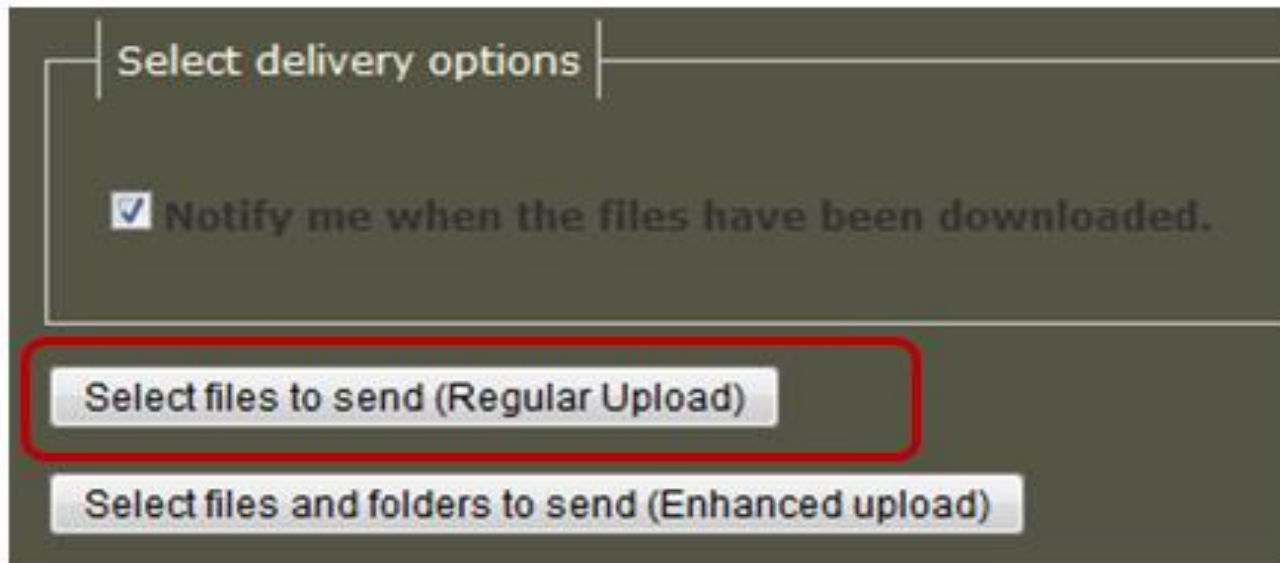
Select delivery options

Notify me when the files have been downloaded.



# Uploading - Step 6

- After filling in all the pertinent information, click on **Select Files to Send (Regular Upload)**.



Select delivery options

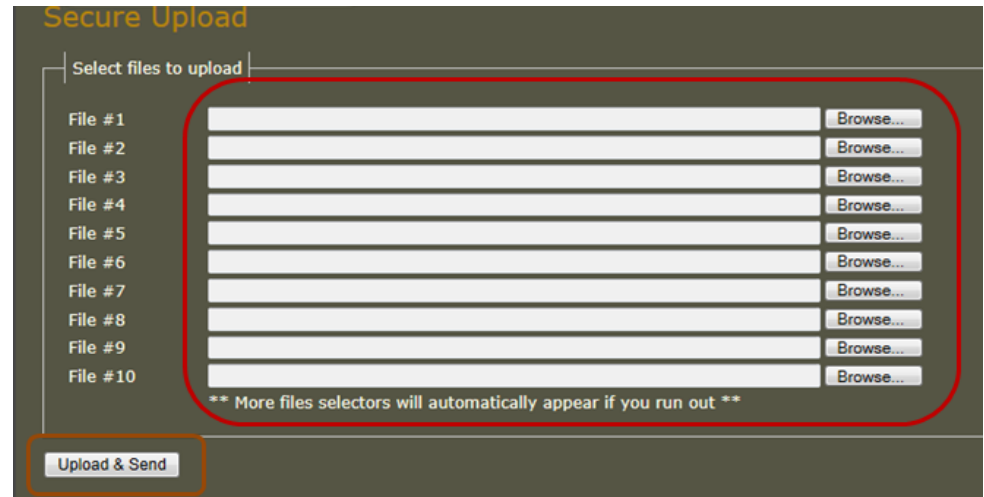
Notify me when the files have been downloaded.

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload)

# Uploading - Step 7

- The next screen allows you to select the files you wish to upload. Click on the **Browse** button and navigate to your file location. Use another line in the Secure Upload form to browse to another file if desired.
- Scroll down to the bottom of the screen. When ready, click the **Upload and Send** button.



The screenshot displays a web interface titled "Secure Upload". On the left, there is a vertical list of labels from "File #1" to "File #10". To the right of these labels is a large rectangular area containing ten horizontal input fields, each with a "Browse..." button to its right. A red rounded rectangle highlights this entire area. Below the input fields, there is a small text note: "\*\* More files selectors will automatically appear if you run out \*\*". At the bottom left of the interface, there is a button labeled "Upload & Send", which is highlighted with an orange rounded rectangle.

# Uploading - Step 8

- When the files have been successfully uploaded, the following message will be displayed:

## Secure Upload

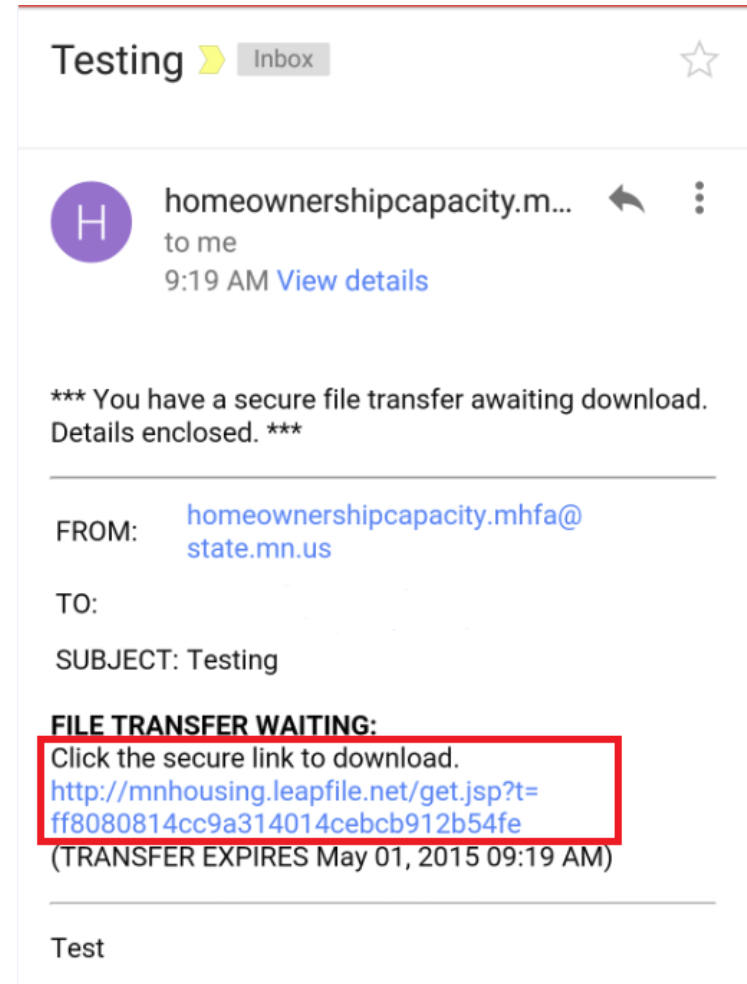
**Success!** Your file(s) have been received! Thank you.

[Send more files](#)

[Return to Portal](#)

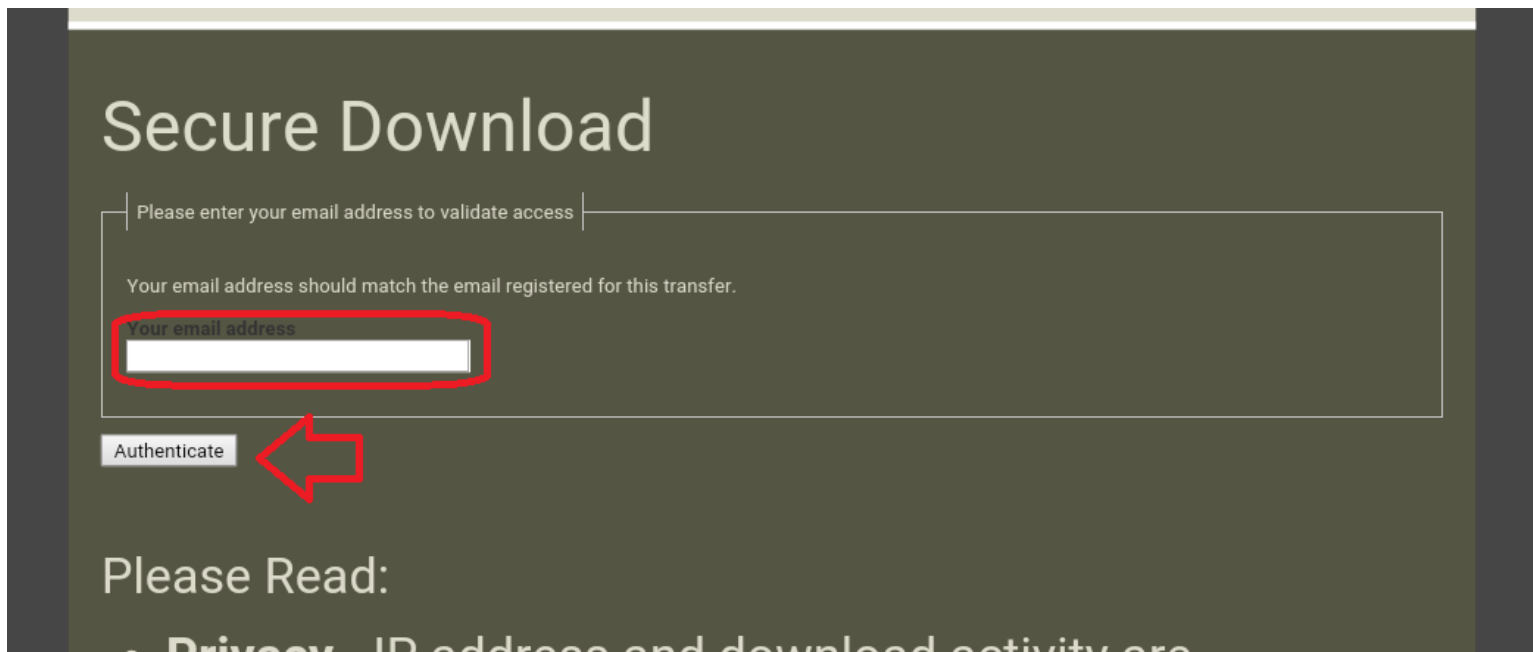
# Downloading – Step 1

- You will receive an email from [homeownershipcapacity.mhfa@state.mn.us](mailto:homeownershipcapacity.mhfa@state.mn.us) with a link to download the file. Click the link.



# Downloading – Step 2

- On the next page, enter your email and click authenticate.



The screenshot shows a dark-themed web page titled "Secure Download". Below the title, there is a text prompt: "Please enter your email address to validate access". Underneath this is a sub-prompt: "Your email address should match the email registered for this transfer." A white text input field with the placeholder text "Your email address" is highlighted with a red rounded rectangle. Below the input field is a white button labeled "Authenticate", which is also highlighted with a red arrow pointing to it from the left. At the bottom of the visible area, the text "Please Read:" is followed by a partially visible line of text: "Privacy, IP address and download activity are".

# Downloading – Step 3

- On the next page, click download.

Secure Download

Date 4/24/15 9:18:48 AM GMT-05:00  
From MHFA HomeownershipCapacity (homeownershipcapacity.mhfa@state.mn.us)  
To  
Subject Testing

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Test

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## Files

Filename	Size	Action
Secure File Exchange Presentation.pptx	950.688 KB	<a href="#">DOWNLOAD</a>

# For More Information

## Contact:

Ruth DuBose

ruth.dubose@state.mn.us

651.297.3128

[www.mnhousing.gov](http://www.mnhousing.gov)