



Secure File Transfer Instructions

March 2015

All documentation containing confidential and private data, must be sent to Minnesota Housing using the Secure File Exchange tool.

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SECTION I: SEND DOCUMENTS TO MINNESOTA HOUSING

A. One document at a time:

Step 1:

Go to www.mnhousing.gov

Click on **Partner Login** on the top of the page



Step 2:

Click on **Multifamily Secure Upload Tool Portal**.

Note: You must have the email address for your submittal type available. Copy the email address for the corresponding team if necessary. *Use caution to submit to the correct team.*

Multifamily Secure Upload Portal

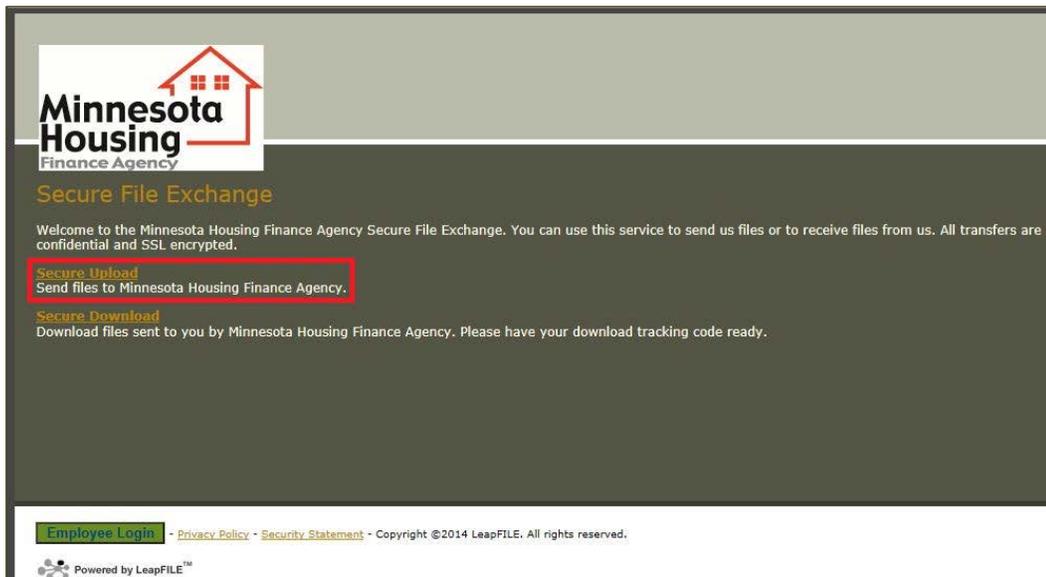
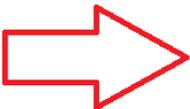
[Multifamily Secure Upload Tool Portal](#)

[Upload Tool Instructions](#)

- arch.mhfa@state.mn.us - Architects Team: For contractors and developers to securely submit large sized construction documents to the Minnesota Housing staff architects.
- mhfa.am@state.mn.us - Asset Management Team: For management companies and owners to submit the monthly financial operating reports.
- mhfa.app@state.mn.us - Request For Proposal (RF) Team. Submit RFP and Pipeline Application materials. Qualification Forms and all supporting qualification form due diligence.
- mhfa.rental-assistance@state.mn.us - Rental Assistance Team: For rental assistance grant administrators to submit a draw request form for reimbursement for the HTF, HTF-ELHIF, Bridges, Bridges-ELHIF and Bridges RTC Programs.
- mhfa.RRDLE@state.mn.us - Rental Rehabilitation Deferred Loan Team: For owners to submit applications for RRDLE Specific Project RFP Applications (when funds are available) and administrators to upload borrower RRDLE Program Application Packages, loan closing submissions and final close out documents.
- mhfa.TRACS@state.mn.us - TRACS team: For Management Companies and owners to submit Special Claims and Voucher detail.

Step 3:

Click **Secure Upload**



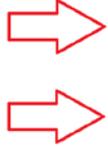
Step 4:

Enter your email address.

Click the **Start** button

Multifamily Team Options:

- Architect Team:
arch.mhfa@state.mn.us
- Asset Management Team:
mhfa.AM@state.mn.us
- Multifamily RFP Application Team:
mhfa.app@state.mn.us
- Rental Assistance Team:
mhfa.rental-assistance@state.mn.us
- TRACS Team
mhfa.TRACS@state.mn.us
- RRDL Team:
mhfa.RRDL@state.mn.us



Step 5:

Enter Information

Subject

Examples:

- [Administrator Name – November]*
- [Project Name-RFP Application]*
- [RRDL Application]*
- [ABC Property Construction Specs]*
- [January _ Property Name]*
- [ABC Management Company-Tenant Concern]*
- [Vouchers-March]*

Message/description/Instructions file

Include any instructions regarding your documentation to be submitted.

To send one document at a time, continue to step 6 below (page 4)

To send a folder with many files, go to Step 6 in Section I, B on page 5.

Step 6:

Click **Select files to send (Regular Upload)**

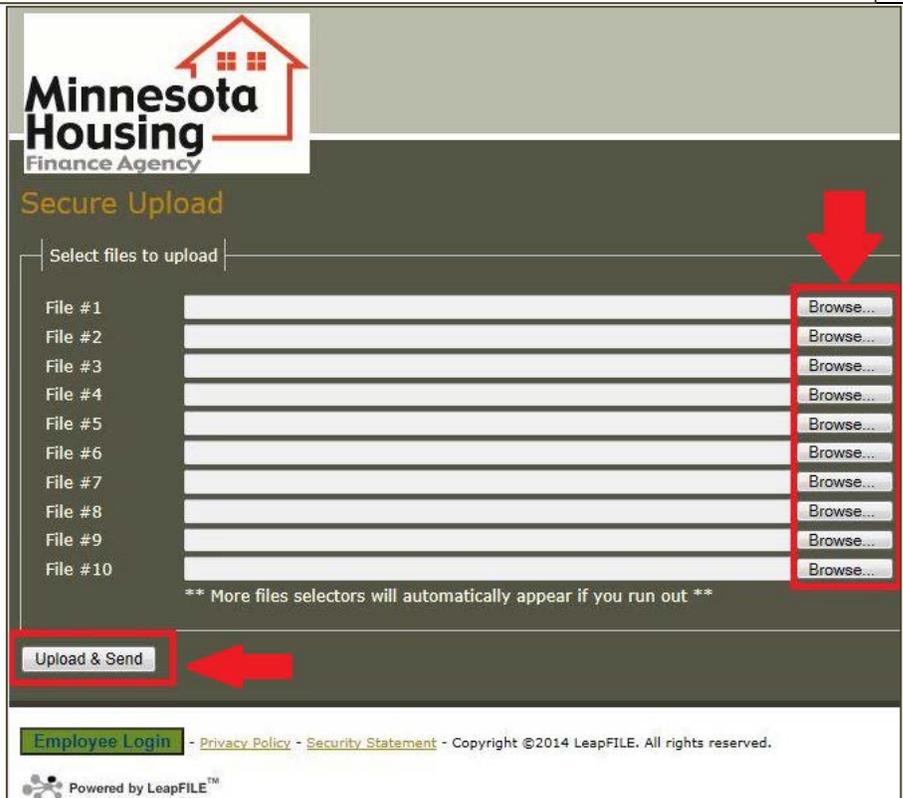
Click **Notify me when files have been downloaded** if you want to receive the notification.



Step 7:

Click **Browse**

Select the file
(Repeat if needed)

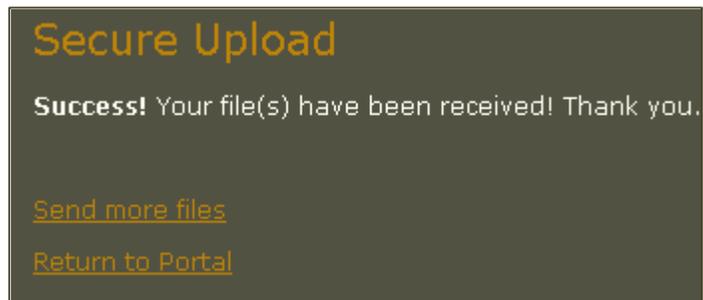


Click the **Upload & Send** button.

Step 8:

Success! Your File(s) have been received!

You will receive a confirmation email. If you haven't received one, check your junk mail.



B. A folder with many documents:

Repeat steps 1 through 5 in Section I, A.

Step 6:

Click **Notify me when files have been downloaded** if you want to receive the notification.

Click **Select files and folders to send (Enhanced Upload)**

Note: The Enhanced upload requires Java support to utilize. Contact your technical team for further assistance

Select delivery options

Notify me when the files have been downloaded. *Optional*

Select files to send (Regular Upload)

Select files and folders to send (Enhanced upload)

Browser Requirement: Enhanced upload requires Java support in the browser. If the enhanced upload page does not load or work, please [download and install](http://www.java.com) Java from www.java.com.

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Step 7:

Click **Add**

Select the folder

Note: Use the **Remove** or **Remove All** options as necessary.

Click **Upload**

Minnesota Housing Finance Agency

Secure Upload

Add Remove Remove All

Directory	File	Size

Upload

This page requires Java 1.5. If you do not see Java starting, please enable Java in your browser. If encounter any problems using enhanced upload, please [get the latest version of Java from Sun Microsystems at http://www.java.com](http://www.java.com). Java is a standard technology supported by all major companies. It is free, secure, and only takes a few minutes to install.

Tips:

- Click "Add" to select the files you want to transfer or simply drag and drop the files onto the file list.
- Add a folder to send everything inside.

Step 8:

Success! Your File(s) have been received!

You will receive a confirmation email. If you haven't received one, check your junk mail.

Secure Upload

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

[Send more files](#)

[Return to Portal](#)

SECTION II: RECEIVE DOCUMENTS MINNESOTA HOUSING SENT YOU

A. Email received from Minnesota Housing:

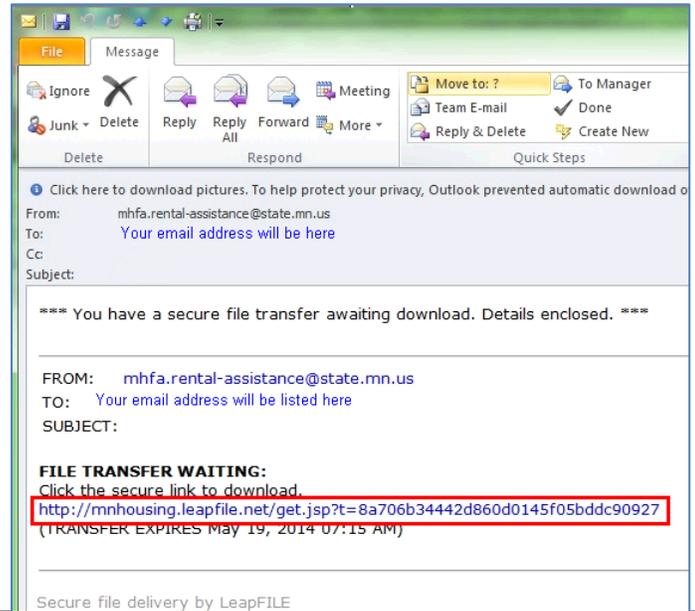
Step 1:

When Minnesota Housing sends you secure documents, you will receive an email from a Minnesota Housing email address, in your inbox.

Open the email.

Click on the link in the email.

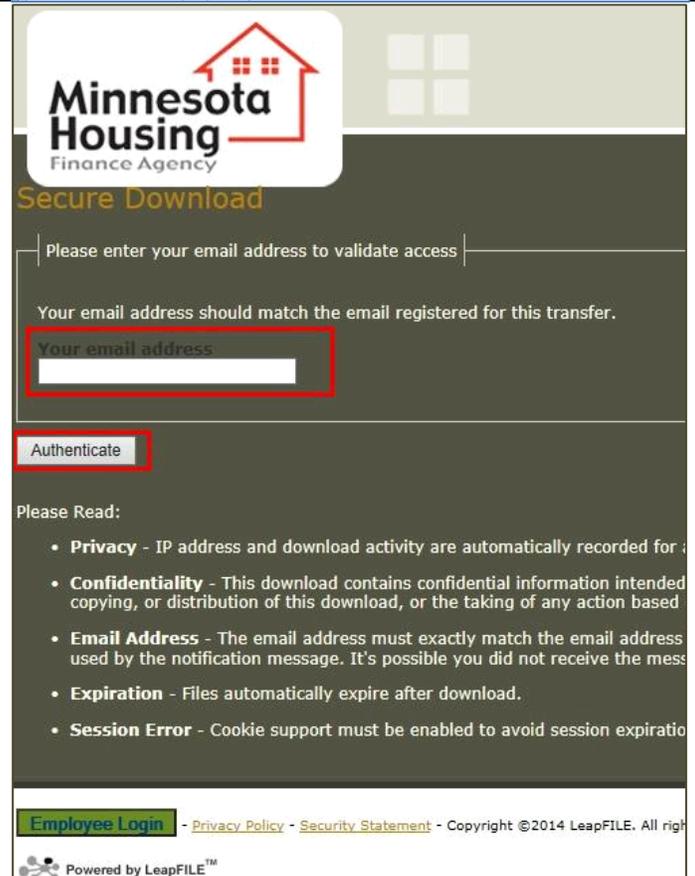
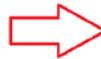
Note: If the link is not active, copy and paste the URL it into a web browser.



Step 2:

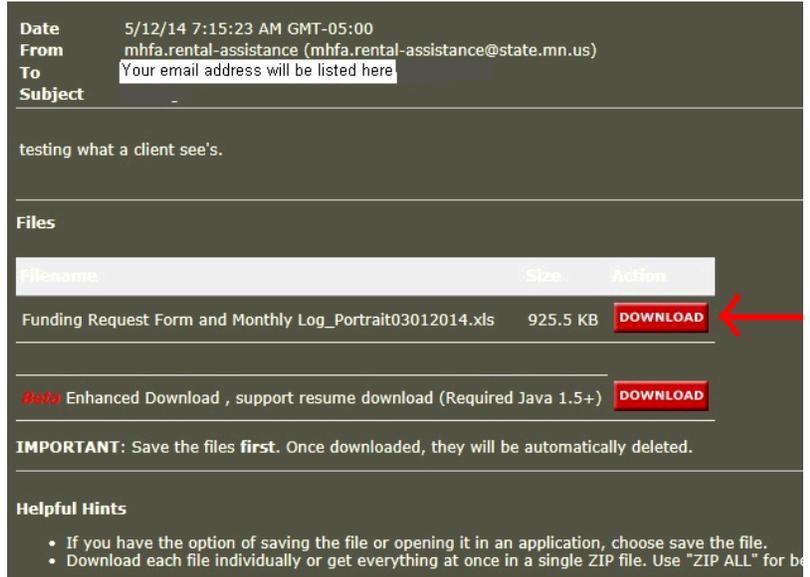
Enter your email address

Click **Authenticate**



Step 3:

Click **DOWNLOAD**



Box may appear at the bottom of your web browser. (depending on your web browser settings)



Click **Save**.

Note: clicking Cancel will NOT download your document.



B. Minnesota Housing's Partner Login Web Page

Step 1: IMPORTANT

You will need a Tracking Code from Minnesota Housing. The tracking code will be supplied by request. Please email the appropriate Multifamily team with your request for a tracking code and your phone number, and a team member will contact you with your tracking code.

- Multifamily RFP Application Team: mhfa.app@state.mn.us
- Architects Team: arch.mhfa@state.mn.us
- Asset Management Team: mhfa.am@state.mn.us
- Rental Assistance Team: mhfa.rental-assistance@state.mn.us
- Rental Rehab Deferred Loan (RRDL) mhfa.RRDL@state.mn.us
- TRACS Team mhfa.TRACS@state.mn.us

Step 2:

Go to www.mnhousing.gov

Click on **Partner Login** on the top of the page



Step 3:

Multifamily Secure Upload Portal

Click on **Multifamily Secure Upload Tool Portal**

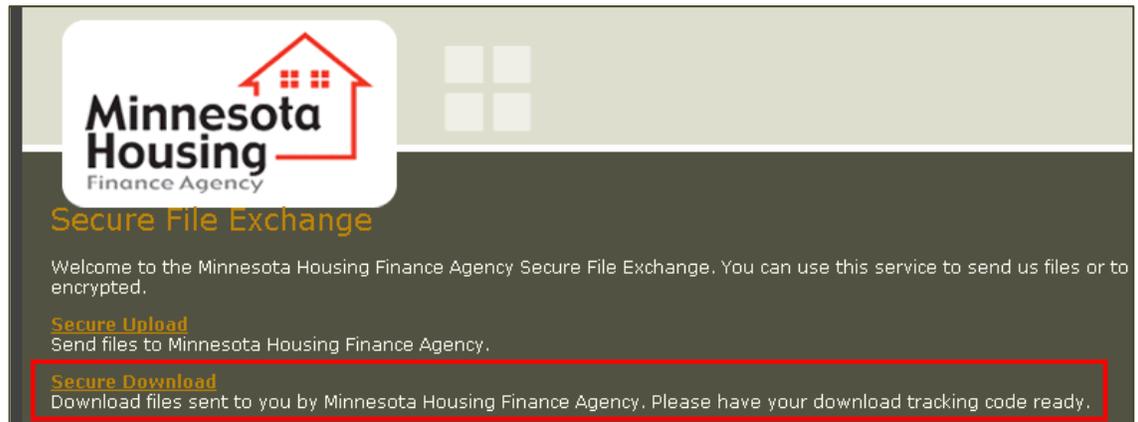
[Multifamily Secure Upload Tool Portal](#)
[Upload Tool Instructions](#)

- **arch.mhfa@state.mn.us** - Architects Team: For contractors and developers to securely submit large sized construction documents to the Minnesota Housing staff architects.
- **mhfa.am@state.mn.us** - Asset Management Team: For management companies and owners to submit the monthly financial operating reports.
- **mhfa.app@state.mn.us** - Request For Proposal (RF) Team. Submit RFP and Pipeline Application materials. Qualification Forms and all supporting qualification form due diligence.
- **mhfa.rental-assistance@state.mn.us** - Rental Assistance Team: For rental assistance grant administrators to submit a draw request form for reimbursement for the HTF, HTF-ELHIF, Bridges, Bridges-ELHIF and Bridges RTC Programs.
- **mhfa.RRD@state.mn.us** - Rental Rehabilitation Deferred Loan Team: For owners to submit applications for RRD Specific Project RFP Applications (when funds are available) and administrators to upload borrower RRD Program Application Packages, loan closing submissions and final close out documents.
- **mhfa.TRACS@state.mn.us** - TRACS team: For Management Companies and owners to submit Special Claims and Voucher detail.

Step 4

Note: Have your tracking code accessible.

Click **Secure Download**

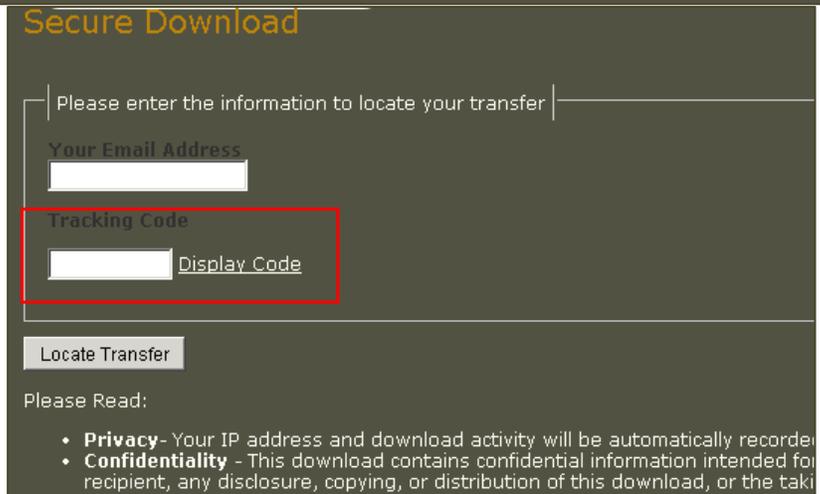


Step 5:

Enter your **Email Address**

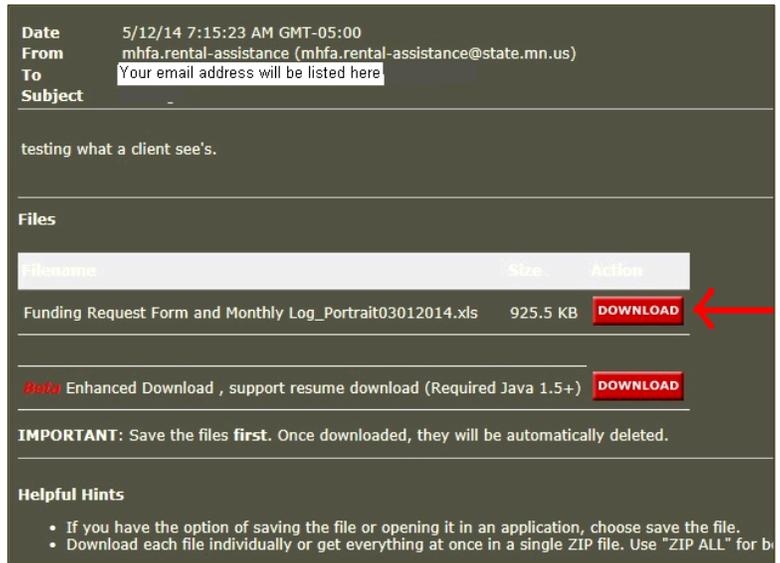
Enter **Tracking Code**

Click **Locate Transfer**



Step 6:

Click **DOWNLOAD**



Box may appear at the bottom of your web browser. (depending on your web browser settings)



Click **Save**.

Note: Clicking Cancel will NOT download your document.

MULTIFAMILY TEAM CONTACTS

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

- Multifamily RFP Application Team: mhfa.app@state.mn.us
- Rental Assistance Team: mhfa.rental-assistance@state.mn.us
- Architects Team: arch.mhfa@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us
- Asset Management Team: mhfa.am@state.mn.us