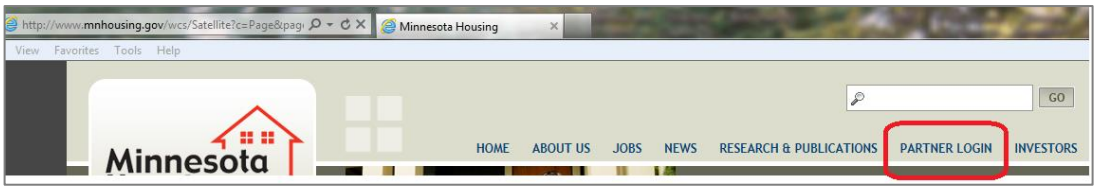
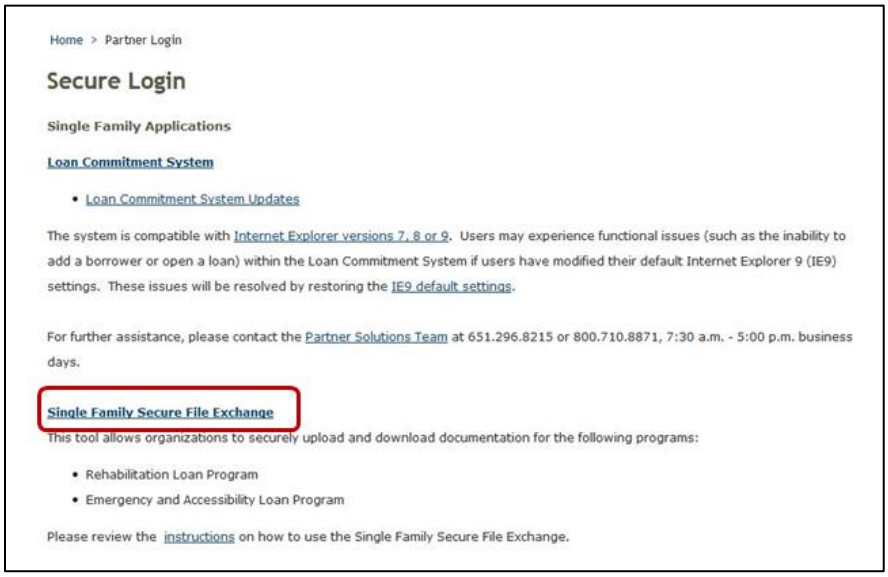
Uploading Files to Minnesota Housing Using Single Family Secure File Exchange

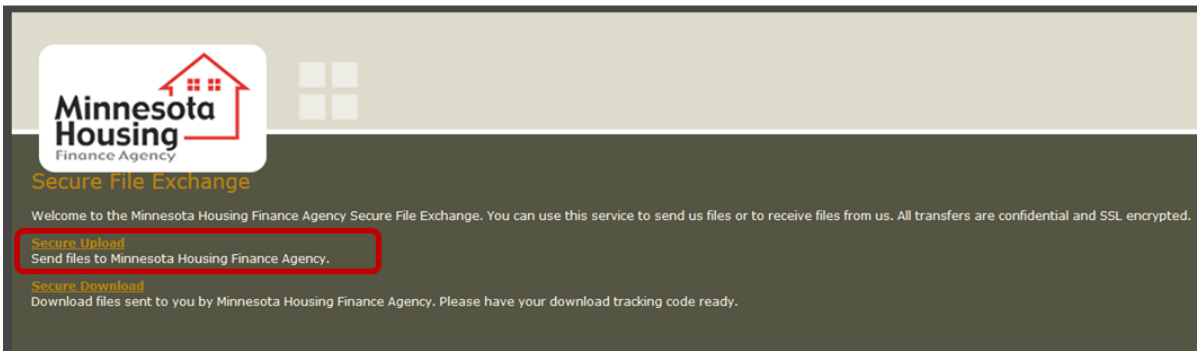
Step 1: Go to www.mnhousing.gov. Click on Partner Login on the top navigation.



Step 2: Under **Secure Login**, click on the **Single Family Secure File Exchange**.



Step 3: The **Secure File Exchange** site will appear. To send files to Minnesota Housing, click on **Secure Upload**.



Step 4: The next screen will request the recipient's email address. In this field, enter the appropriate email address from the options below:

Partner Solutions Team (for Start Up, Step Up and MCC):
mnhousing.solution@state.mn.us

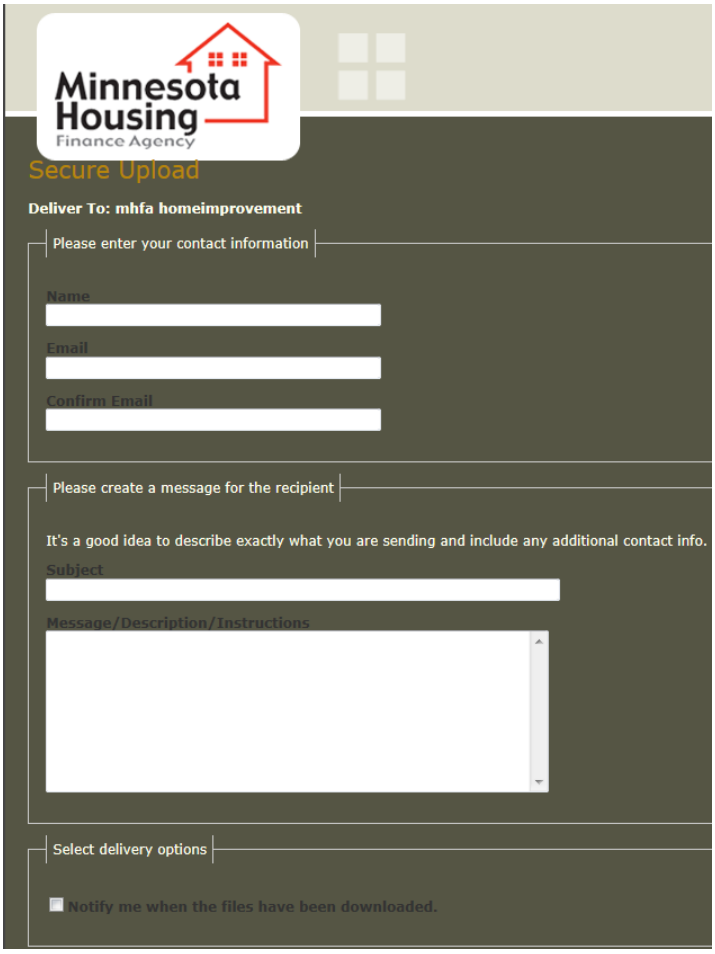
Impact Fund and MURL programs:
impact.fund.mhfa@state.mn.us

Home Improvement programs:
MHFA.Homeimprovement@state.mn.us

Homeownership Capacity:
homeownershipcapacity.mhfa@state.mn.us

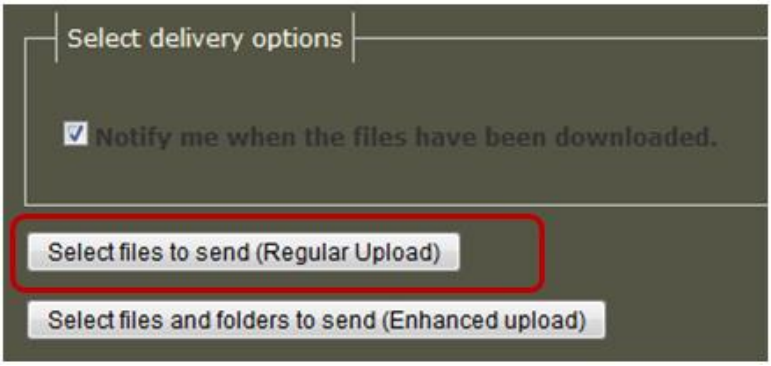
Step 5: Enter the following Information:

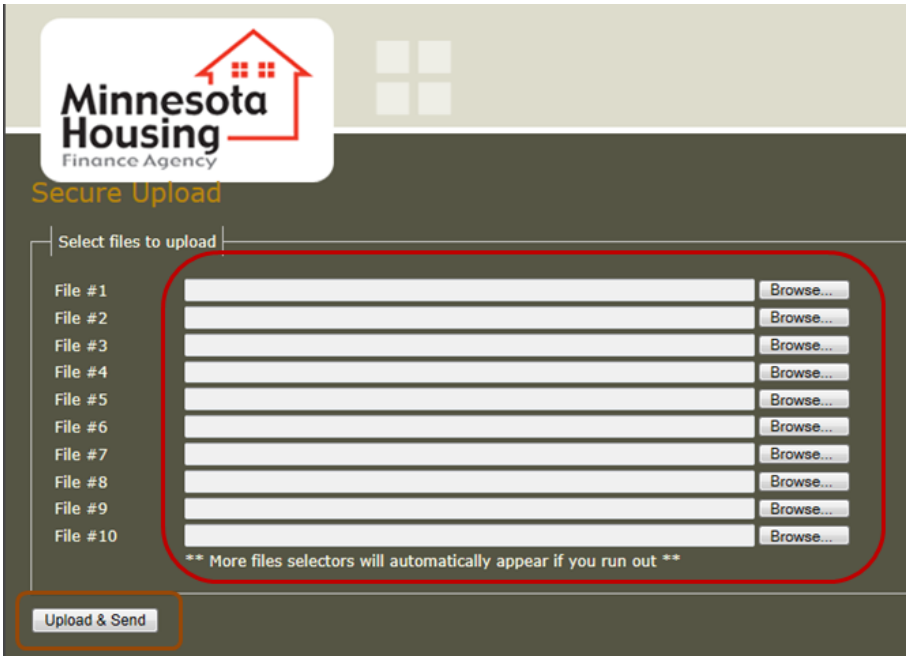
- Name
- Email Address
- Confirm Email Address
- Subject
- Message/Description/Instructions: Include any instructions regarding your documentation to be submitted
- Optional: Notify me when files have been downloaded. [Checkbox]



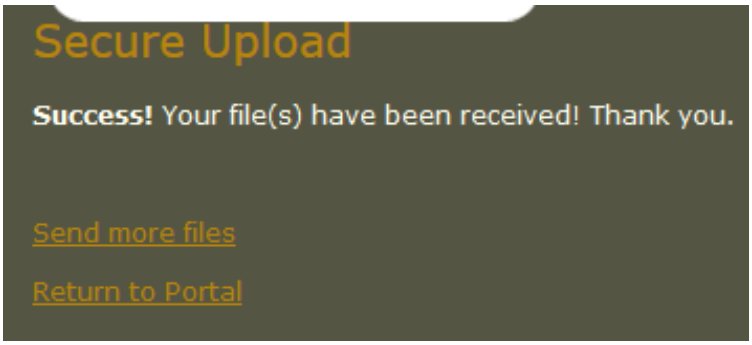
Step 6: After filling in all the pertinent information, click on **Select Files to Send (Regular Upload)**.

You may also choose **Select files and folders to send (Enhanced Upload)**. *Note: The enhanced upload requires Java support to utilize. Contact your technical team for further assistance.*





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.

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