



NEW for 2013

HECAT Electronic Upload Instructions

The completed HECAT RFP, all applicable information, documentation and Workbook must be RECEIVED at Minnesota Housing's office in both of the following formats:

Mail or hand delivered; AND one Electronic upload (See electronic instructions below) on or before **Monday, June 10, 2013 – 3:00 p.m.** Late or incomplete applications will not be accepted.

Electronic Upload Instructions:

PRIOR to submitting a HECAT RFP, each applicant must send an email (see required contents below) to Minnesota Housing requesting that staff set up a Box.com HECAT Upload Account file in your name, which will allow you to submit (electronically upload) the RFP.

To set up an account, send an email to both maggie.hoeg@state.mn.us and nancy.slattsveen@state.mn.us with the following information:

- Organization's Name
- Contact's Name(s)/Email address(s) and phone number(s).

Note: If there are multiple people that will need access to the Box.com HECAT Upload Account, list all names and email addresses.

Please send the email request by **May 24, 2013**, as it may take several business days in order for a HECAT Upload Account file to be set up by Minnesota Housing. Once an online Upload Account file has been set up for you, Minnesota Housing will notify each email address listed, via email, that this file has been created. You will then be able to upload your RFP, Workbook and all supporting attachments/documents to the HECAT Upload Account file at: www.BOX.com.

In order to access the Upload Account, you will be emailed to accept an invite to share files on Box.com:

You will not be able to view what you have uploaded, but will be able to see the name of the uploaded document.

- 1) Click on the accept Invite button.
- 2) You will need to register your name and password to open a free box account. If you already have a Box.com account, log into your existing account. Then click Continue.
- 3) Next, you will be brought to the All Files and Folders page. Click on your organization's 2013 HECAT RFP Upload Folder.
- 4) To upload a folder or individual files, click the Upload button at the top of the page under the search box.
- 5) Double Click on the folders of files you want to upload.
- 6) Contact Maggie at 651-297-3118 or Nancy at 651-296-7994 or via email (noted above) if you are having problems uploading documents.

If you find an error within the uploaded document(s), you can replace the existing document by uploading a new document. You must use the exact same document name to overwrite the first document. You will not be able to replace any documents after 3:00 p.m. on June, 10, 2013.