Minnesota Housing must receive all operating reports, audits and budget reporting information and documentation in the following format:

- Electronic upload via Box.com.
- Operating Reports and Budget Forms must be submitted in excel format (.xlsm). Audit reports must be converted to adobe.pdf prior to uploading to Box.com.
- Please **do not** submit your uploaded documents as one large, scanned .pdf document, but rather submit each item individually. Operating Reports, Audits, or Budget not submitted in the proper format will not be reviewed and resubmittal will be required.
- All uploaded items should follow the below naming conventions and should be uploaded individually in the appropriate Box.com folder structure as described on page 2. The person submitting the data should follow all file/document naming conventions for each submission.   For example:
  - Monthly Operating Reports = developmentMMYYOP (.xlsm ONLY) *(Note: After Minnesota Housing downloads your Operating Report, they will delete your original submission from Box.com)*
  - Audits = developmentMMDDYYAUD (.pdf)
 - Budgets = developmentYYYYBUD (.xlsm ONLY)

If incorrect naming conventions are used, your submittals may be rejected and resubmittal could be required.

Electronic Upload Instructions

Prior to submitting your Operating Reports, Audits or Budgets, each Property Management Company contact(s) will receive an email allowing them to access files on Box.com.
1. Click on the Accept Invite button.
   a. You will need to register your name and password to open your account.
      OR
   b. If you already have a Box.com account, log into your existing account. Then click Continue.

2. Next, your 'Files and Folders' Box.com page will populate.
   a. Click on the 'MNHousingUploads_...' folder.
   b. You will then be able to upload your documents to share with Minnesota Housing by property name.

Pictured below: Box.com example
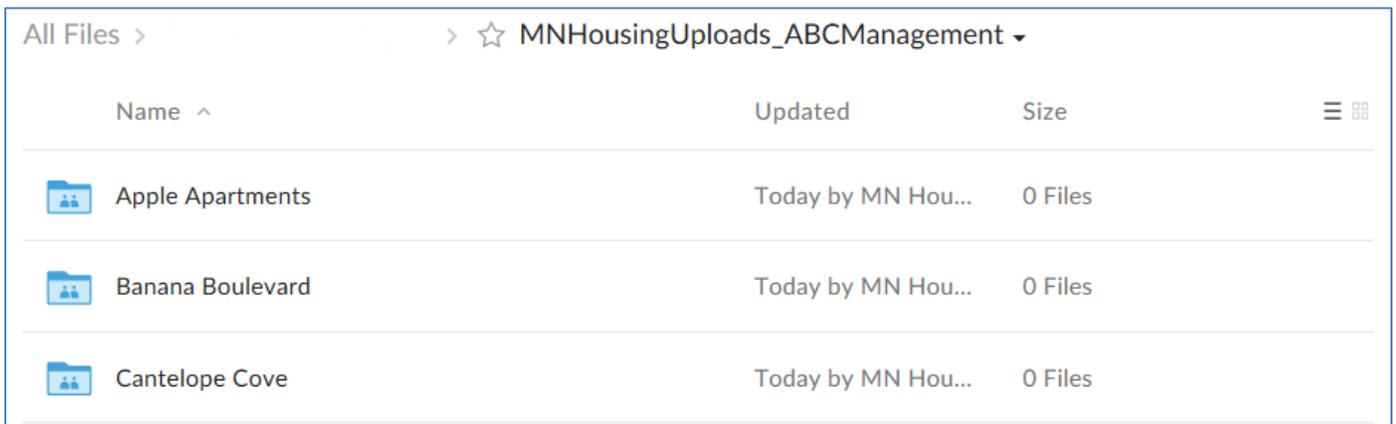
3. To upload individual files, click the Upload button at the top of the page under the search box. **Please note that applications submitted as one large .pdf document will not be reviewed**.

    a. Double click on the folders or files you want to upload.

    b. Contact the Asset Management Team at MHFA.am@state.mn.us if you have questions or difficulty uploading documents.
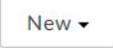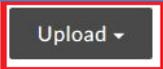
You will have access to upload items into the appropriate folders, and you will be able to view what you have uploaded. If you find an error within the uploaded document(s), you can replace the existing document by uploading a new document. **You must use the exact same document name to overwrite the first document. Also see naming convention requirements above.** *If incorrect naming conventions are used, your submittals may be rejected and resubmittal could be required.*

NOTE: If account access needs to be immediately suspended email mhfa.am@state.mn.us. Type in the subject line "Immediate Box.com Action."

Disclosure: Box.com is an online information exchange tool. If any information is incorrect, missing or incomplete, then it is the Management Company's responsibility to inform Minnesota Housing of the error. The Management Company may designate contacts that have access to Management Company's projects in Box.com. All activity conducted by the Management Company's designated contacts will be deemed by Minnesota Housing to have been submitted by the Management Company. It is the Management Company's responsibility to contact Minnesota Housing to change contact access due to changes in staffing or for other reasons. The Management Company agrees that any change in contact access may take up to two business days after written notice to Minnesota Housing (the "Effective Date") to become effective. The Management Company further agrees that any activity taken by the Management Company or the Management Company's contacts prior to the Effective Date is the responsibility of Management Company's and Minnesota Housing will have no liability for any action taken by the Management Company or the Management Company's contacts during such time.