Minnesota Housing

All documentation containing confidential and private data must be sent to Minnesota Housing using the Secure Upload Tool. The Secure Upload Tool allows you to:

I.   [Submit documents to Minnesota Housing](#)

II.   [Receive documents from Minnesota Housing by authenticating with your email](#)

III.   [Send to the correct Multifamily team contacts](#)

I. Submit Documents to Minnesota Housing

Step 1:

Go to https://mnhousing.gov/. Click **Partner Login** on the top of the page.

Step 2:

Scroll down to Secure Upload Tool on the Partner Login webpage and click **Secure Upload Teams and Purpose** to expand the Secure Upload functionality.
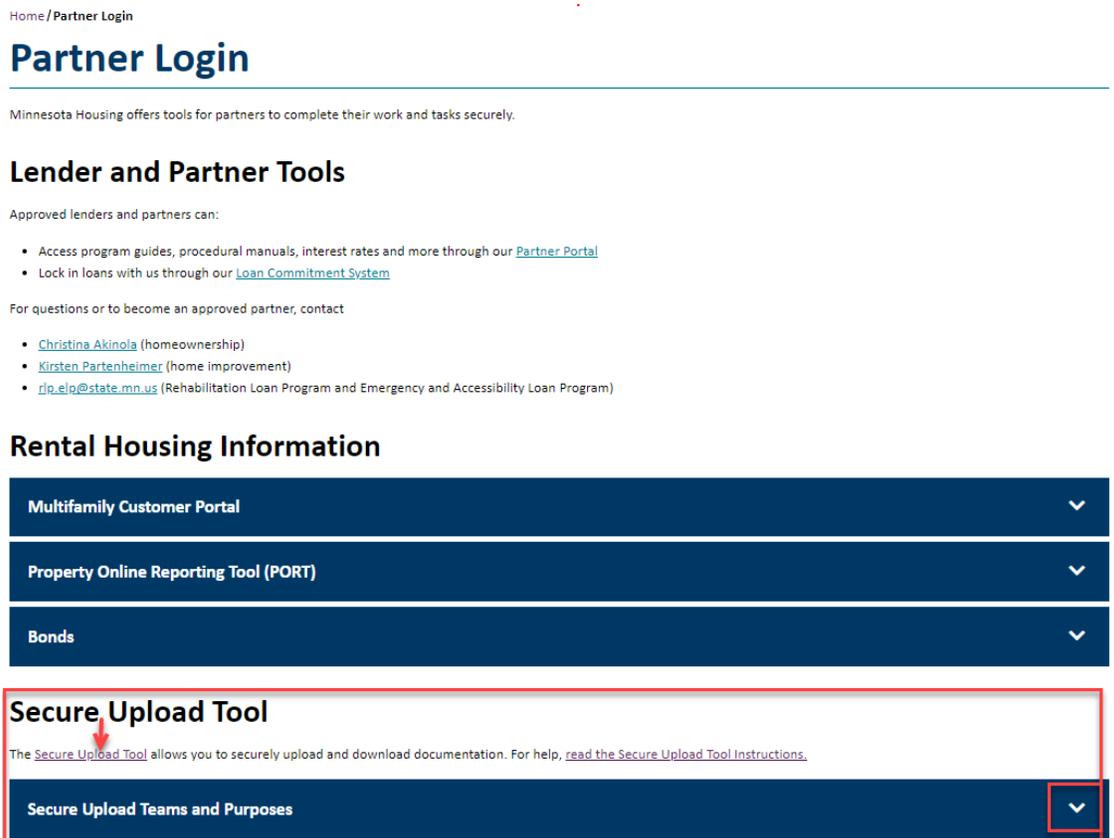
Step 3:

Click **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.

Step 4:

Enter the appropriate **recipient email address**.

Capacity Building Program: communitydevelopment.mhfa@state.mn.us
- Compliance Team (Multifamily): mhfa.compliance@state.mn.us
- Compliance Team (Single Family): mnhousing.sfcompliance@state.mn.us
- Financials Qualification Forms: mhfa.app@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us

Secure Upload

Click **Start**.

Enter the email of the recipient for this transfer

_____.____@state.mn.us

Start

Step 5:

Enter your name and email address

Enter a **subject line**. For example:
- D#, Property Name, Compliance Officer Name
- Administrator Name – November
- Project Name-RFP Application
- January _ Property Name/Service Provider Name
- Housing Management Officer Name, Property Name
- Management Company Name/Tenant Concern
- Vouchers-March
- Capacity Building Application – ProgramName/Financials

Enter any **message/description/Instructions** about the file(s) you're submitting.

Secure Upload

Deliver To: Patty Kroona

Please enter your contact information

* Please note: All fields are required!

*Your Name

*Your Email Address

*Confirm Your Email Address

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

A. Send documents by selecting one file at a time

Step 6:

Check the **Notify me when files have been downloaded** box (Optional). When the optional box is checked, you will get an email notification when Minnesota Housing staff downloads your files successfully.

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

Select delivery options

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

Select files to send (Regular Upload)
+Select a single file at a time, 2GB max size limit

Select files and folders to send (Enhanced upload - HTML5)
+Select multiple files at once or Drag & Drop, 4GB max size limit

Step7:

Click **Browse.** Select the file (repeat if needed up to 10 times).

Click **Upload & Send**.
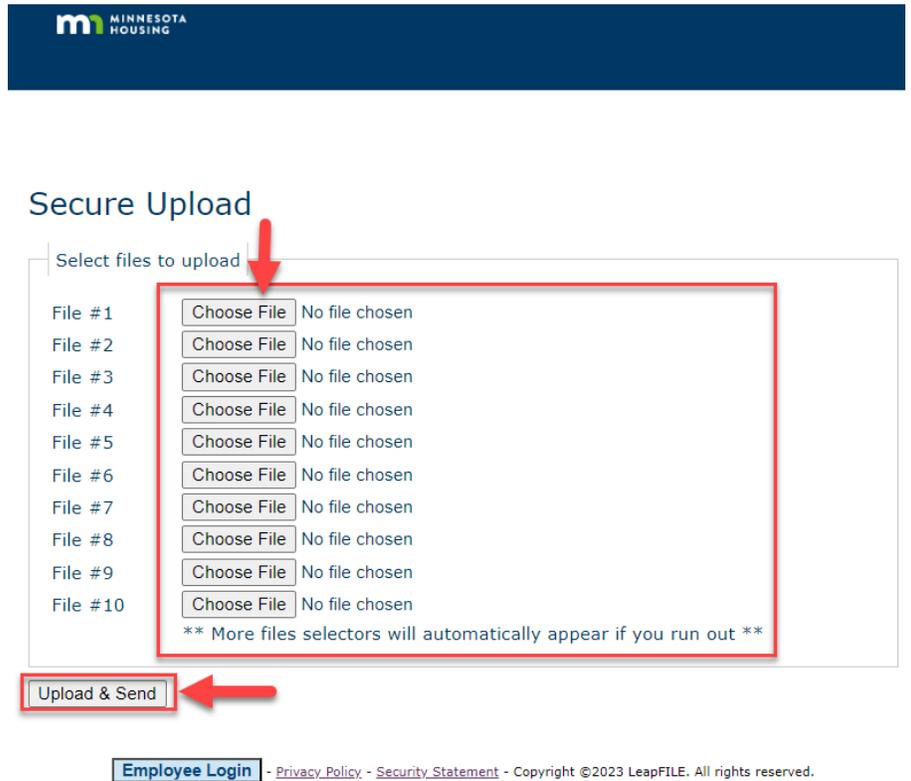
Minnesota Housing

Secure Upload

Select files to upload

File #1   Choose File   No file chosen
File #2   Choose File   No file chosen
File #3   Choose File   No file chosen
File #4   Choose File   No file chosen
File #5   Choose File   No file chosen
File #6   Choose File   No file chosen
File #7   Choose File   No file chosen
File #8   Choose File   No file chosen
File #9   Choose File   No file chosen
File #10   Choose File   No file chosen
** More files selectors will automatically appear if you run out **

Upload & Send

Employee Login - Privacy Policy - Security Statement - Copyright ©2023 LeapFILE. All rights reserved.

Step 8:

Success! Your file(s) have been received!

If you selected the 'Notify me when the files have been downloaded' option, you will receive a confirmation email that your files were uploaded successfully. * Be sure to check your junk mail.
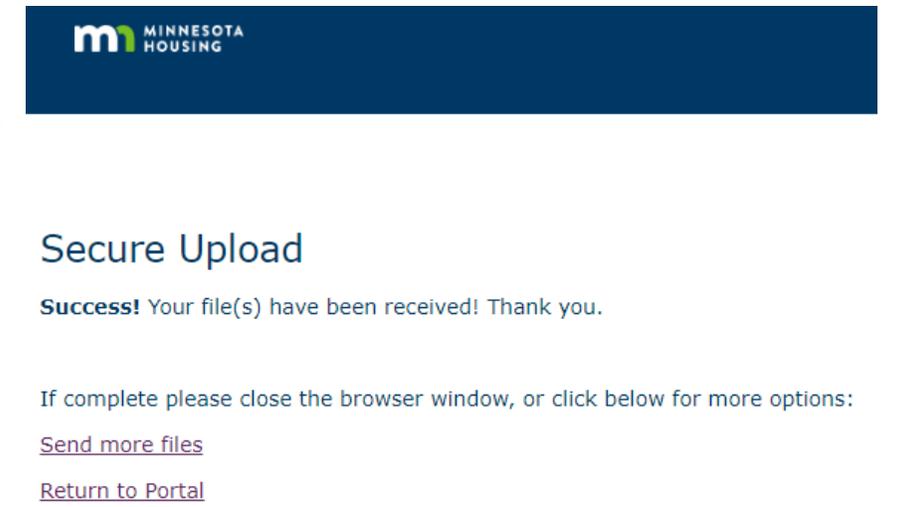
Minnesota Housing

Secure Upload

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

If complete please close the browser window, or click below for more options:

Send more files

Return to Portal

## B. Send documents by selecting a folder containing multiple files

Step 9:

Check the **Notify me when files have been downloaded** box (Optional). When the optional box is checked, you will get an email notification when Minnesota Housing staff downloads your files successfully.

Click one of two options shown to **Select files and folders to send (Enhanced Upload HTML5… or…Java).** Note: The Enhanced uploads may require additional install software for browser to perform properly.

Select delivery options

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

Select files to send (Regular Upload)
+Select a single file at a time, 2GB max size limit

Select files and folders to send (Enhanced upload - HTML5)
+Select multiple files at once or Drag & Drop, 4GB max size limit

Download and install Java using the link provided or contact your technical team for further assistance.

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Step 10:

Click **Choose Files**

Or, use the ***Drag and Drop feature to add files.**

Select the folder or items to send.

Click **Send.**

Secure Upload

Choose files

Send

*Drag files from your desktop on to the drop zone and hit send to upload.

*Note: Drag and drop Not supported in all browsers, use "Choose Files" to select and add manually

Looking for the Java uploader?

Java Uploader

Step 11:

Success! Your file(s) have been received!

If you selected the 'Notify me when the files have been downloaded' option, you will receive a confirmation email that your files were uploaded successfully. * Be sure to check your junk mail.

II. Receive Documents Sent by Minnesota Housing via Email

Step 1:

When Minnesota Housing sends you secure documents, you will receive an email from a Minnesota Housing email address. Open the email.

Click the **link in the email** or copy and paste the URL it into a web browser.
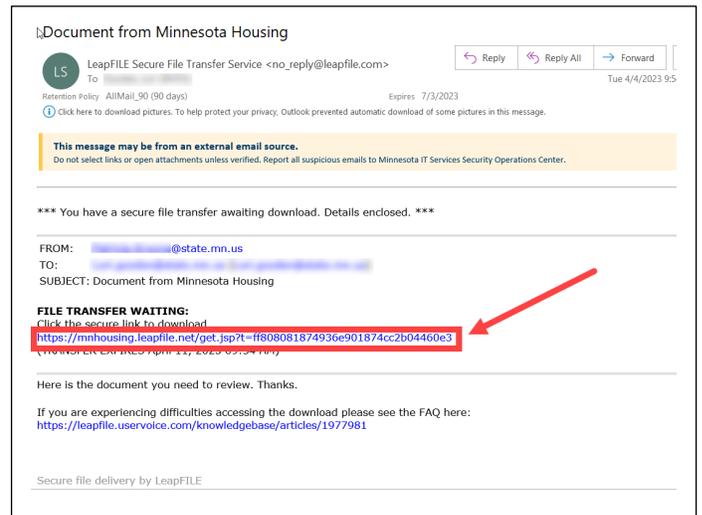
Step 2:

Enter your email address.
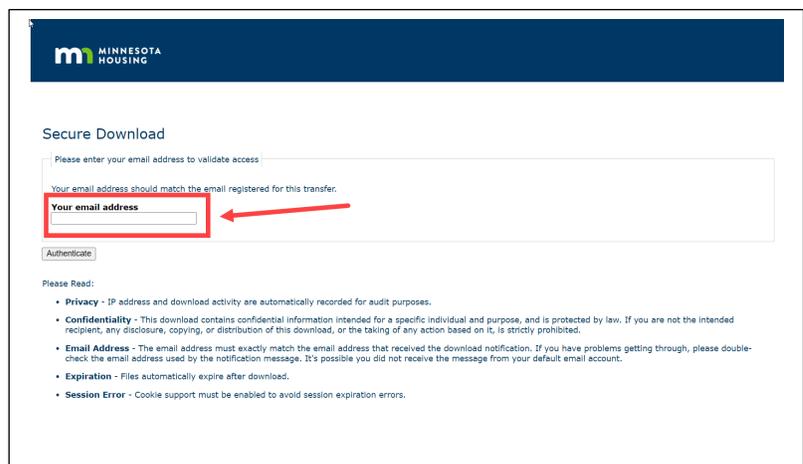
Step 3:

Click **DOWNLOAD.**

Secure Download

Date	4/4/23 9:54:00 AM GMT-05:00
From	
To	
Subject	Document from Minnesota Housing

Here is the document you need to review. Thanks.

Files

Filename	Size	Action
Multifamily Secure Upload Instructions_1014611.docx	653.215 KB	**DOWNLOAD**

IMPORTANT: Save all files to your computer **first**, do not open! Files may be automatically deleted after accessing this transfer.

Helpful Hints

- If you have the option of saving the file or opening it in an application, choose save the file.
- Download each file individually or get everything at once in a single ZIP file. Use "ZIP ALL" for best results. If you can't open the ZIP files, install WinZip (Windows) or StuffIT (Mac).

A box may appear at the bottom of your web browser prompting you to open or save (depending on your web browser settings). Click **Save.** If you click Cancel, your document will not download.

Do you want to open or save **Funding Request Form and Monthly Log_Portrait03012014.xls** (925 KB) from **mnhousing.leapfile.net?**   Open Save ▼ Cancel

III. Multifamily Team Contacts

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

- Capacity Building Program: communitydevelopment.mhfa@state.mn.us
- Compliance Team (Multifamily): mhfa.compliance@state.mn.us
- Compliance Team (Single Family): mnhousing.sfcompliance@state.mn.us
- Financials Qualification Forms: mhfa.app@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us