

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

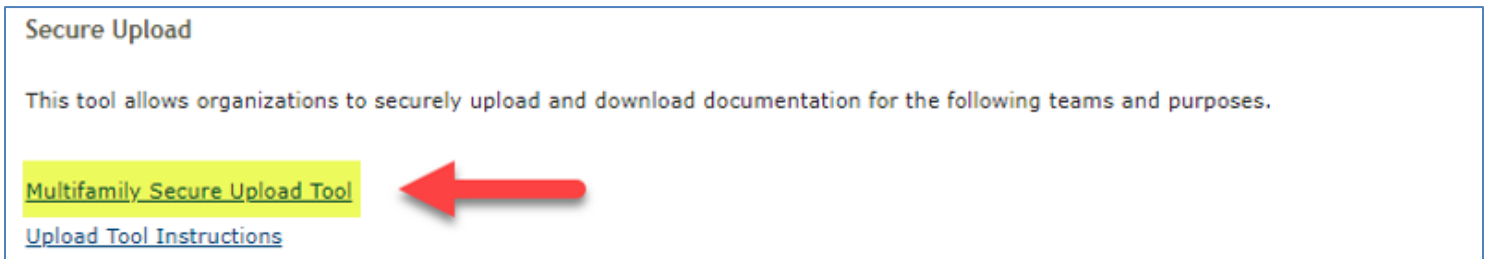
Step 1:

Go to www.mnhousing.gov. Click **Partner Login** on the top of the page.



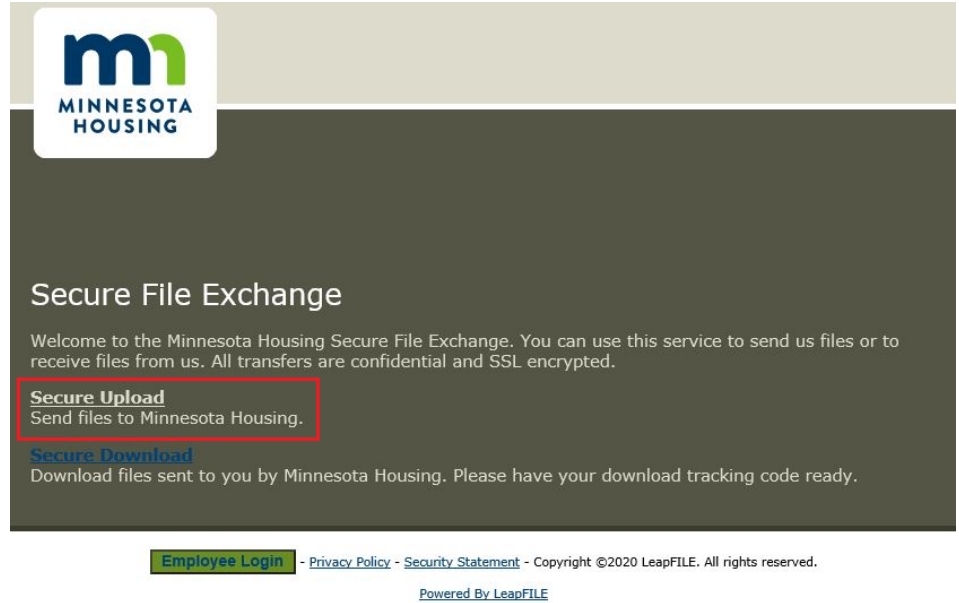
Step 2:

Scroll down to the Multifamily Applications section of the Partner Login webpage and click **Multifamily Secure Upload Tool**.



Step 3:

Click **Secure Upload**.



Step 4:

Enter the appropriate **recipient email address**.

- Architect team: arch.mhfa@state.mn.us
- Compliance team: mhfa.compliance@state.mn.us
- Multifamily RFP application team: mhfa.app@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

Click **Start**.



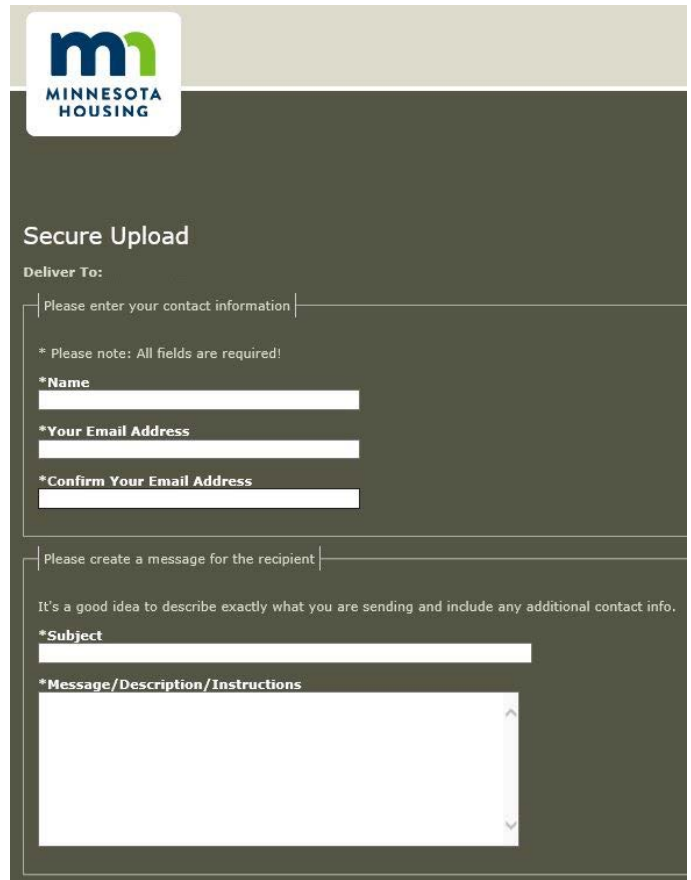
Step 5:

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
- ABC Property Construction Specs
- January _ Property Name/Service Provider Name
- Housing Management Officer Name, Property Name
- Management Company Name/Tenant Concern
- Vouchers-March

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



The screenshot shows the 'Secure Upload' interface for Minnesota Housing. At the top left is the Minnesota Housing logo. The form is titled 'Secure Upload' and has a 'Deliver To:' section. Below this, there is a text input field for contact information, followed by a note: '* Please note: All fields are required!'. There are three required fields: '*Name', '*Your Email Address', and '*Confirm Your Email Address', each with a corresponding text input field. Below these is another section titled 'Please create a message for the recipient'. It includes a note: 'It's a good idea to describe exactly what you are sending and include any additional contact info.' There are two required fields: '*Subject' and '*Message/Description/Instructions', both with text input fields.

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)**.



The screenshot shows the 'Select delivery options' section of the upload tool. It features a checkbox labeled 'Notify me when the files have been downloaded.' with the word 'Optional' in red text to its right. Below this are three buttons: 'Select files to send (Regular Upload)', 'Select files and folders to send (Enhanced upload - HTML5) *NEW*', and 'Select files and folders to send (Enhanced upload - Java)'. At the bottom, there is a 'Browser Requirement' note: 'The Java enhanced uploader requires Java support in the browser. If the Java upload page does not load or work, please download and install Java from www.java.com.'

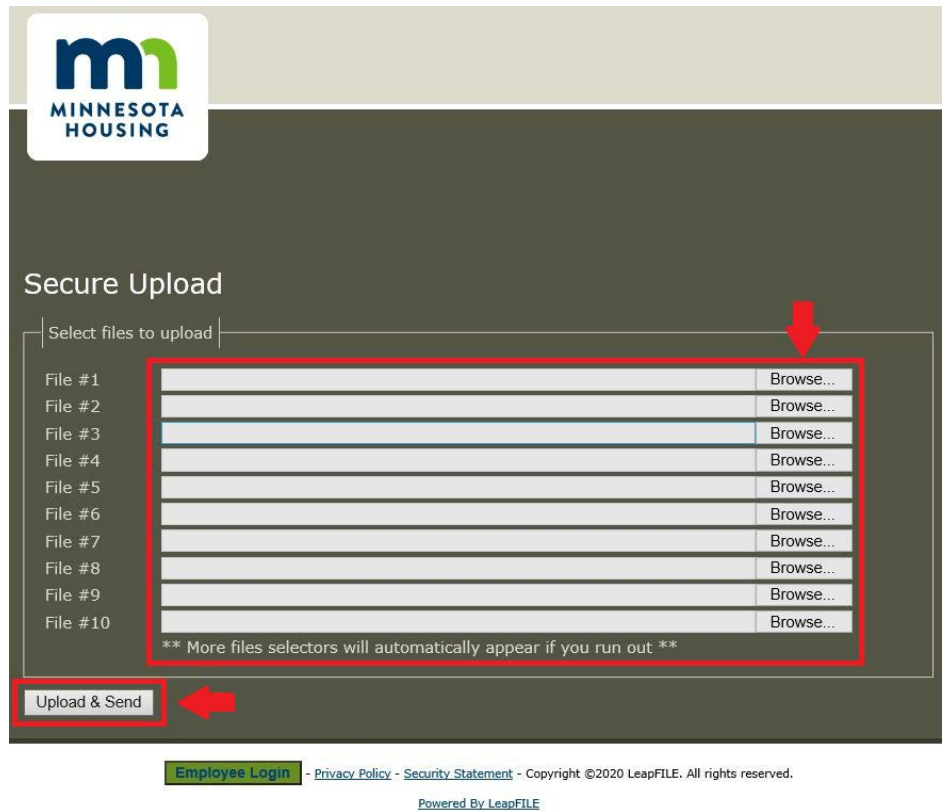
[Employee Login](#) - [Privacy Policy](#) - [Security Statement](#) - Copyright ©2020 LeapFILE. All rights reserved.

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Step 7:

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

Click **Upload & Send**.



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.)



Step 11:

Success! Your file(s) have been received! You will receive a confirmation email that your files were uploaded successfully. If you haven't received one, check your junk mail.

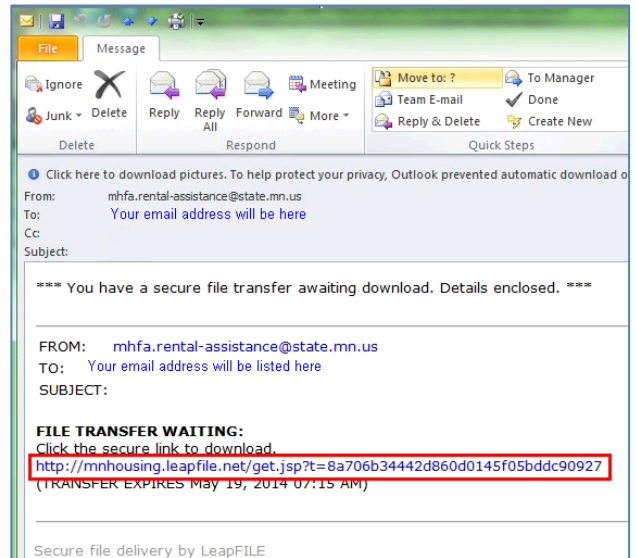


II. Receive Documents Sent by Minnesota Housing via Email

Step 1:

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

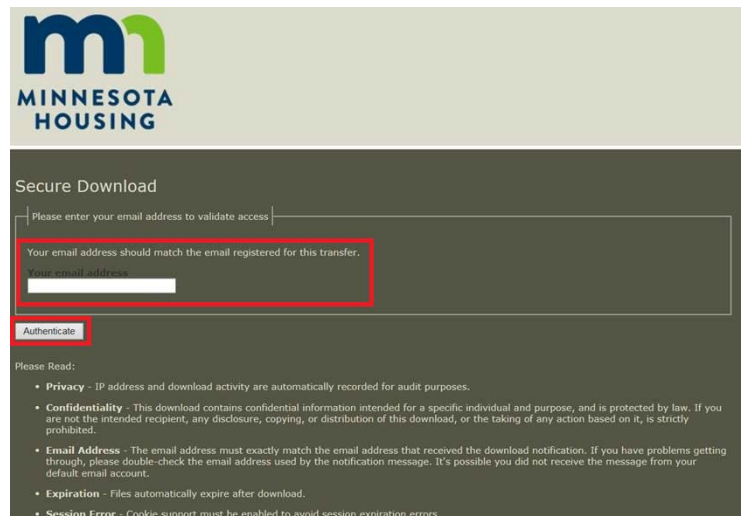
Click the **link in the email** or copy and paste the URL it into a web browser.



Step 2:

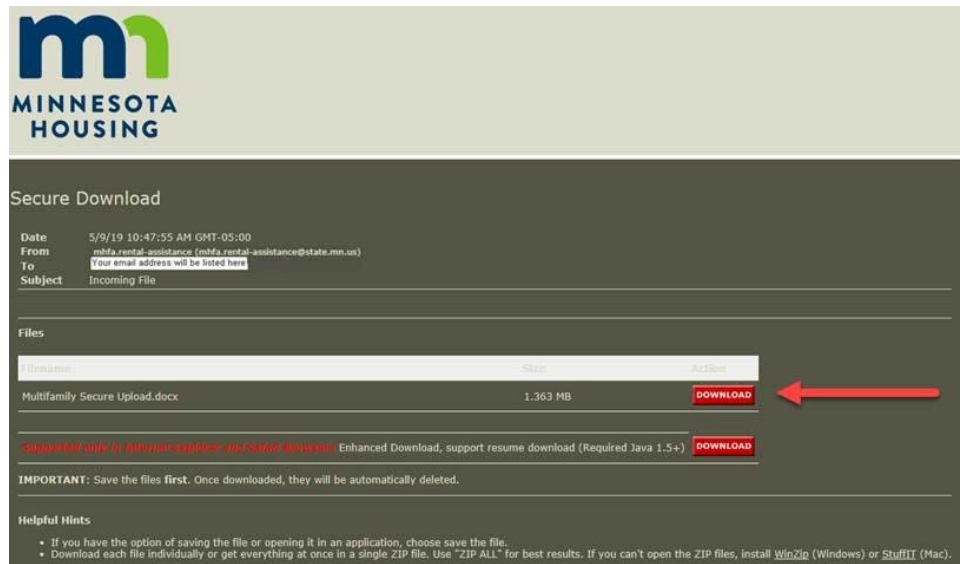
Enter your email address.

Click **Authenticate**.

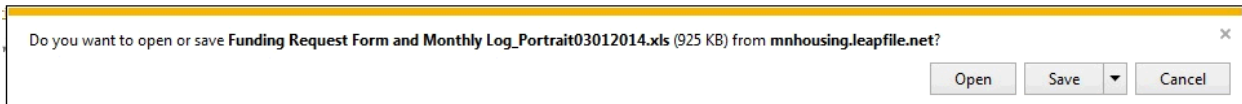


Step 3:

Click **DOWNLOAD**.



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.



III. Multifamily Team Contacts

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

- Architects team: arch.mhfa@state.mn.us
- Compliance team: mhfa.compliance@state.mn.us
- Multifamily RFP application team: mhfa.app@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