# MINNESOTA HOUSING

Partner Login

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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:

- ١. Submit documents to Minnesota Housing
- II. Receive documents from Minnesota Housing by authenticating with your email
- III. Team contacts

## I. Submit Documents to Minnesota Housing

#### Step 1:

Go to <u>https://mnhousing.gov/</u>. 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: Copy the email address for the team you're intending to send information to.

- Bring It Home Rental Assistance: bringithome.mhfa@state.mn.us
- **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 •
- Greater Minnesota Housing Infrastructure Grant Program: Infrastructuregrants.mhfa@state.mn.us
- Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program: Tier2cities.mhfa@state.mn.us •
- Local Housing Trust Fund Grants Program: Localhousingtrustfund.mhfa@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- HAP Team: mhfa.hap@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us •
- PBCA General Housing Technician: mhfa.PBCA.General@state.mn.us •
- Prevailing Wage: mhfa.prevailingwage@state.mn.us •
- . Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us •
- State Housing Tax Credit Program: mhfa.app@state.mn.us
- . TRACS Team: mhfa.TRACS@state.mn.us

#### Home / Partner Login Partner Login

linnesota Housing offers tools for partners to complete their work and tasks securely

#### Lender and Partner Tools

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#### Approved lenders and partners can

- Access program guides, procedural manuals, interest rates and more through our Partner Porta ck in loans with us through our Loan Commitment System
- For questions or to become an approved partner, contact
- Christina Akinola (homeownership
- <u>Kirsten Partenheimer</u> (home improvement)
   <u>rip\_elp@state\_mn.us</u> (Rehabilitation Loan Program and Emergency and Accessibility Loan Program)

#### **Rental Housing Information**

Multifamily Customer Portal	~
Property Online Reporting Tool (PORT)	~
Bonds	~
Secure Upload Tool The <u>Secure Upload Tool</u> allows you to securely upload and download documentation. For help, <u>read the Secure Upload Tool Instructions.</u>	
Secure Upload Teams and Purposes	~

Step 4: Click Secure Upload.	MINNESOTA HOUSING	
	Secure File Exchange	
	Welcome to the Minnesota Housing Secure File Exchange. You can use this service to send us files or to receive fi us. All transfers are confidential and SSL encrypted.	es from
-	Secure Upload	
L	Send files to Minnesota Housing. Secure Download	
i	Download files sent to you by Minnesota Housing. Please have your download tracking code ready.	
Step 5: Enter your name and your email addres		
Step 5. Enter your name and your email addres	MINNESOTA HOUSING	
Click <b>Continue</b>		
	Secure Upload	
	Please enter your information to contin	Je
	Your Name	
	→	
	Your Email	_
		_
	Continue <	
Stop 6:		
<b>Check your email account</b> for the Verification C	Code	
The Verification Code will come from LeapEILE	Secure File Transfer.	
·····		
Type in the Verification Code to validate your	email address.	
	Coours Unload	
	Secure Opioad	
	Email Verification Required	
	Enter the 6-digit code sent to	
	Verify Resend Code Try again in 56 seconds	
Sten 7: Paste the Recipient Email into the recipi	vient Secure Unload	
Step 7.1 aste the Recipient Email into the recipi		
field (the email that you copied in step 3):	•	
field (the email that you copied in step 3):	Enter the email of the recipient for this transfer	

## **Click Start**



#### For reference:

- Bring It Home Rental Assistance: bringithome.mhfa@state.mn.us
- 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
- Greater Minnesota Housing Infrastructure Grant Program: Infrastructuregrants.mhfa@state.mn.us
- Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program: Tier2cities.mhfa@state.mn.us

- Local Housing Trust Fund Grants Program: Localhousingtrustfund.mhfa@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- HAP Team: mhfa.hap@state.mn.us
- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- PBCA General Housing Technician: mhfa.PBCA.General@state.mn.us
- Prevailing Wage: mhfa.prevailingwage@state.mn.us
- Rental Assistance team: mhfa.rental-assistance@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us
- State Housing Tax Credit Program: mhfa.app@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us

#### Step 8:

#### Fill out the Subject line and a Message/Description/Instructions for the Minnesota Housing Team.

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
- SHTC ProjectName & DeveloperName
- Prevailing Wage: D#\_M#\_PropertyName\_City\_Contractor\_Payroll Date

Secure Opioad	
Deliver To:	
rom: <u>Not you?</u>	
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 of under 2GB in size

#### 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 Select files to send (Max 2GB)



#### Step 10:

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

Click Upload & Send.

Coloct filos	to upload
Select files	
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 **

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

#### 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.

MINNESOT HOUSING

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 and a maximum size of 4GB

#### 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.



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

#### MINNESOTA HOUSING

#### Step 10:

Click Choose Files

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

Select the folder or items to send.

Click Send.



Lookir	ig for the Java uploader?
$\rightarrow$	Java Uploader

#### 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 to locate the email from LeapFILE.

### Secure Upload

MINNESOTA HOUSING

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

## 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.

Leabrice Secure rile rialis	fer Service <no reply@leapfile.com=""></no>	S Reply	Reply All	→ Forward
LS To				Tue 4/4/202
Retention Policy AllMail_90 (90 days)	Expires	7/3/2023		
<ol> <li>Click here to download pictures. To help p</li> </ol>	rotect your privacy, Outlook prevented automatic download	d of some pictures in this r	nessage.	
This message may be from an ext	ernal email source.			
Do not select links or open attachments u	nless verified. Report all suspicious emails to Minnesota	IT Services Security Oper-	ations Center.	
*** You have a secure file transfe	er awaiting download. Details enclosed. *	**		
FROM: @state.	mn.us			
IU: SUBJECT: Document from Minner	anta Housing			•
Sobject: Document from Minnes	sota Housing			
FILE TRANSFER WAITING:				
Click the secure link to download				
https://mnhousing.leapfile.net/ge	t.jsp?t=ff808081874936e901874cc2b04	460e3		
(110115) ER EN 11C5 / pril 11, 20.	23 05.54 (4)			
Here is the document you need to	review. Thanks.			
Here is the document you need to If you are experiencing difficulties	a review. Thanks.	FAQ here:		
Here is the document you need to If you are experiencing difficulties https://leapfile.uservoice.com/km	o review. Thanks. accessing the download please see the f owledgebase/articles/1977981	FAQ here:		
Here is the document you need to If you are experiencing difficulties https://leapfile.uservoice.com/kn	o review. Thanks. caccessing the download please see the f owledgebase/articles/1977981	FAQ here:		
Here is the document you need to If you are experiencing difficulties https://leapfile.uservoice.com/km	review. Thanks. accessing the download please see the f owledgebase/articles/1977981	FAQ here:		

#### Step 2:

Enter your email address.

s	ecure Download
	Please enter your email address to validate access
A	Vour email address should match the email registered for this transfer.
Ple	ase Read:
	Privacy - IP address and download activity are automatically recorded for audit purposes.
	<ul> <li>Confidentiality - This download contains confidential information intended for a specific individual and purpose, and is protected by law. If you are not the intended recipient, any disclosure, copying, or distribution of this download, or the taking of any action based on it, is strictly prohibited.</li> </ul>
	<ul> <li>Email Address - The email address must exactly match the email address that received the download notification. If you have problems getting through, please double check the email address used by the notification message. It's possible you did not receive the message from your default email account.</li> </ul>
	Expiration - Files automatically expire after download.

#### Step 3:

Click DOWNLOAD.

MINNESOTA HOUSING Secure Download 4/4/23 9:54:00 AM GMT-05:00 Date From

То	or policitate to a lar policitate to at				
Subject	Document from Minnesota Housing				
Here is the	e document you need to review. Thanks.				
		2			
Files					
Filename		Size		Action	
Multifamil	y Secure Upload Instructions_1014611.docx	653.215	КВ	DOWNLOAD	
IMPORTAI	IT: Save all files to your computer first, do not open! Files may be automaticall	y deleted after accessin	g 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 <u>WinZip</u> (Windows) or <u>StuffIT</u> (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 mi	nhousing.leapfile.net?			×
	Open	Save	•	Cancel

# **III. Team Contacts**

Submit all questions, comments or concerns to the appropriate Minnesota Housing team(s)

Secure Upload Tool Instructions

- Bring It Home Rental Assistance: <a href="mailto:bringithome.mhfa@state.mn.us">bringithome.mhfa@state.mn.us</a>
- Capacity Building Program: <u>communitydevelopment.mhfa@state.mn.us</u>
- Compliance Team (Multifamily): mhfa.compliance@state.mn.us
- Compliance Team (Single Family): mnhousing.sfcompliance@state.mn.us
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- Manufactured Homes Applications: <u>mnhousing.manufacturedhomes@state.mn.us</u>
- HAP Team: <u>mhfa.hap@state.mn.us</u>
- Local Housing Trust Fund Grants Program: Localhousingtrustfund.mhfa@state.mn.us
- PBCA MOR team: <a href="mailto:pbca-mor.mhfa@state.mn.us">pbca-mor.mhfa@state.mn.us</a>
- PBCA General Housing Technician: mhfa.PBCA.General@state.mn.us
- Prevailing Wage: <u>mhfa.prevailingwage@state.mn.us</u>
- Rental Assistance team: <u>mhfa.rental-assistance@state.mn.us</u>
- RRDL Team: mhfa.RRDL@state.mn.us
- State Housing Tax Credit Program Team: <u>StateHTC.MHFA@state.mn.us</u>
- TRACS Team: <u>mhfa.TRACS@state.mn.us</u>