MINNESOTA HOUSING

Multifamily Secure File Exchange Instructions

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

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

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

 III.   [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:

Click **Multifamily Secure Upload Tool**.
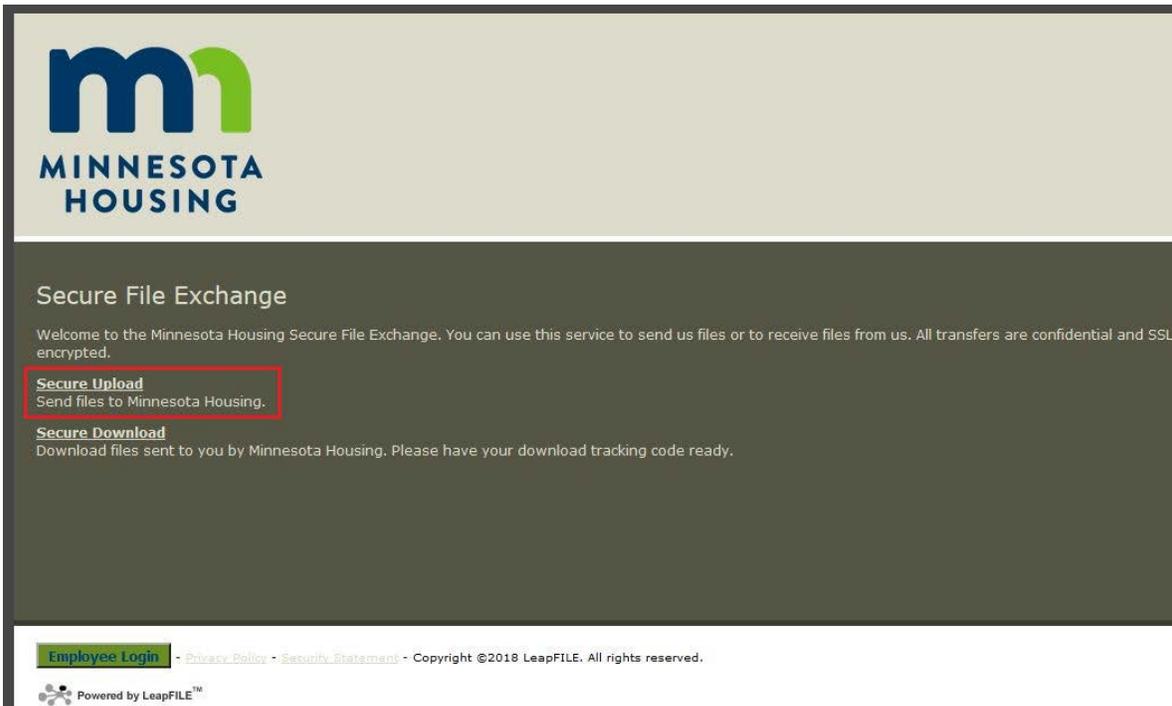

Multifamily Applications

Secure Upload

Multifamily Secure Upload Tool
Upload Tool Instructions

- **arch.mhfa@state.mn.us** - Architects Team: For contractors and developers to securely submit large sized construction documents to the Minnesota Housing staff architects.

- **mhfa.app@state.mn.us** - Submit all applications for funding, including Financials and Qualification Forms. *(Customers submitting applications for the Annual Consolidated RFP must submit materials through the Multifamily Customer Portal, with the exception of Qualification Forms and Financials.)*

- **mhfa.rental-assistance@state.mn.us** - Rental Assistance Team: For rental assistance grant administrators to submit a draw request form for reimbursement for the HTF, HTF-ELHIF, Bridges, Bridges-ELHIF and Bridges RTC Programs.

- **mhfa.RRDL@state.mn.us** - Rental Rehabilitation Deferred Loan Team: For administrators to submit applications for RRDL Specific Project and Program Model Application Packages, loan closing submissions and final close out documents. (RRDL Property Owners, see mhfa.compliance@state.mn.us.)

- **mhfa.TRACS@state.mn.us** - TRACS team: For Management Companies and owners to submit Voucher detail.

- **mhfa.compliance@state.mn.us** - Compliance Team: For owners and managers to submit documents containing private data, including scanned tenant files. You must include the D number, Property Name and the Name of the assigned Compliance Offer in the subject line.

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
- Rental Assistance Team: mhfa.rental-assistance@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us
- RRDL Team: mhfa.RRDL@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
- ABC Management Company-Tenant Concern
- Vouchers-March

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

Secure Upload

Deliver To: mhfa.rental-assistance

Please enter your contact information

Name

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 One Document 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 files and folders to send (Enhanced upload)

Browser Requirement: Enhanced upload is supported in only Internet Explorer and Safari Browsers. If the enhanced upload page does not load or work, please download and install Java from www.java.com.
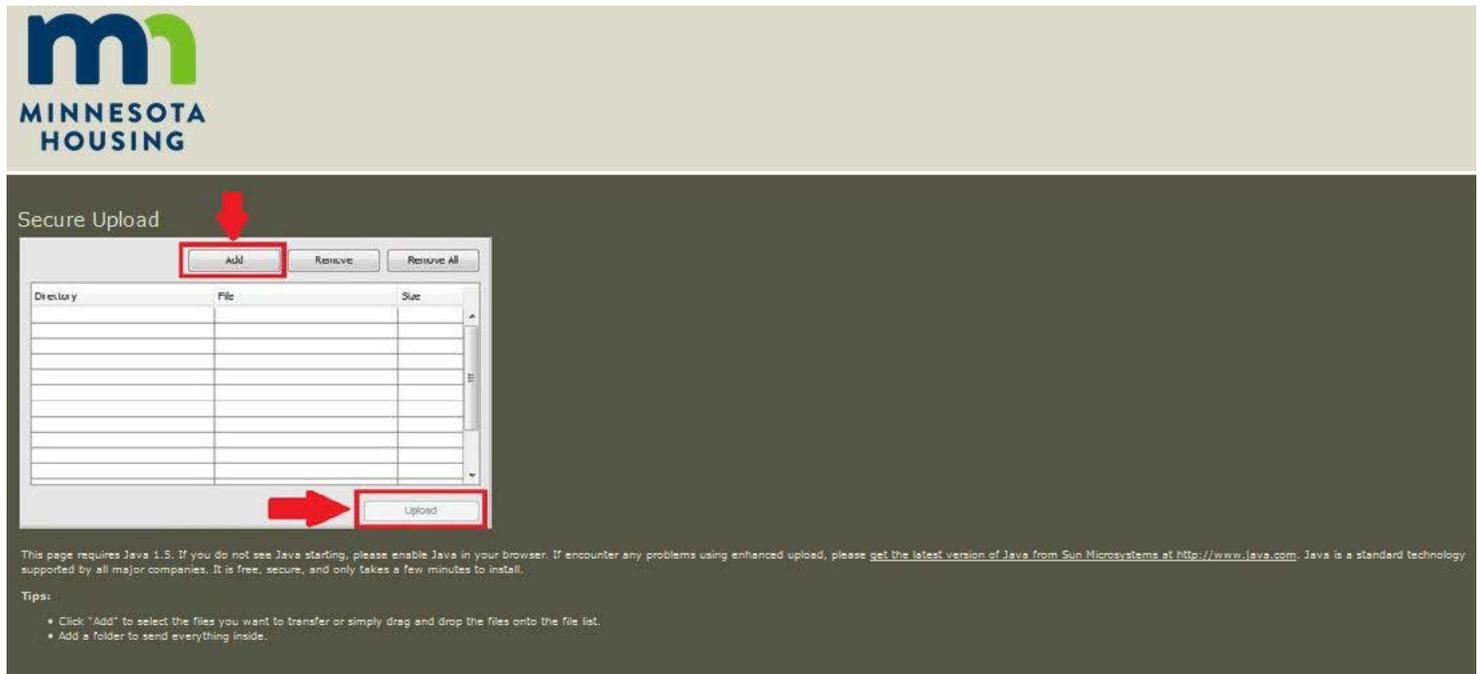
Employee Login - Privacy Policy - Security Statement - Copyright ©2018 LeapFILE. All rights reserved.

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Step 7:
Click **Browse.** Select the file (repeat if needed).

Click **Upload & Send**.

Step 8:
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.

B. Send a Folder with Multiple Files

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 and folders to send (Enhanced Upload).** Note: The Enhanced upload requires Java support in the browser. Download and install Java using the link provided or contact your technical team for further assistance.

Step 7:
Click **Add.** Select the folder. Use the **Remove** or **Remove All** options as necessary.

Click **Upload.**

Step 8:
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.
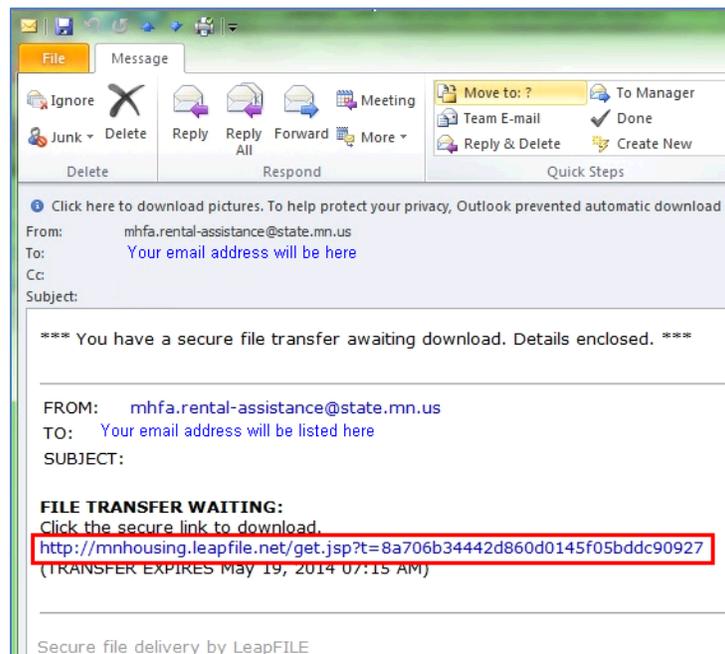

II. Receive Documents Sent by Minnesota Housing via Email

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.
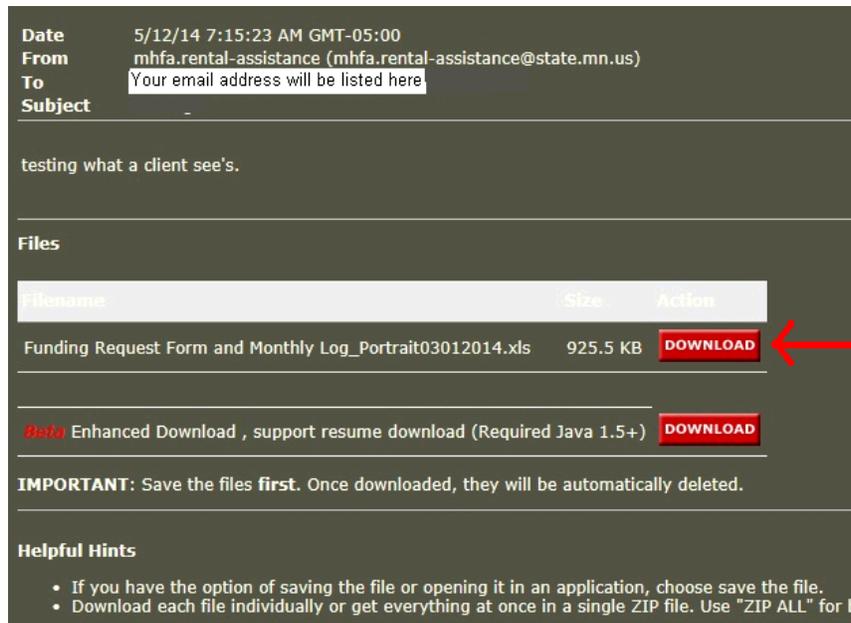
Step 2:
Enter your **email address**.

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
- Rental Assistance Team: mhfa.rental-assistance@state.mn.us
- RRDL Team: mhfa.RRDL@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us