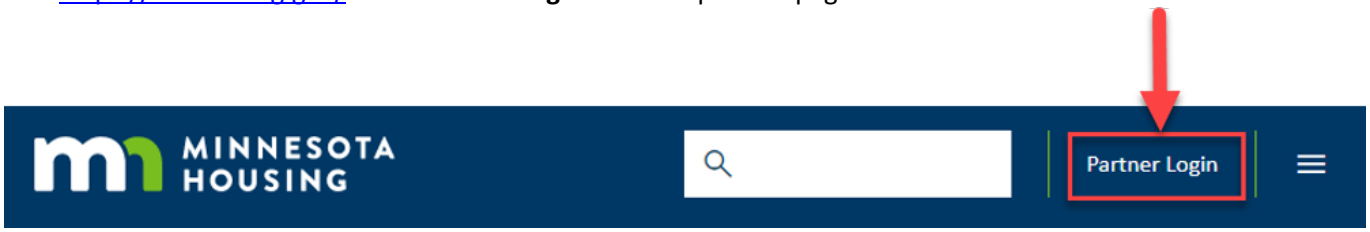
Secure Upload Tool Instructions

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. Team contacts

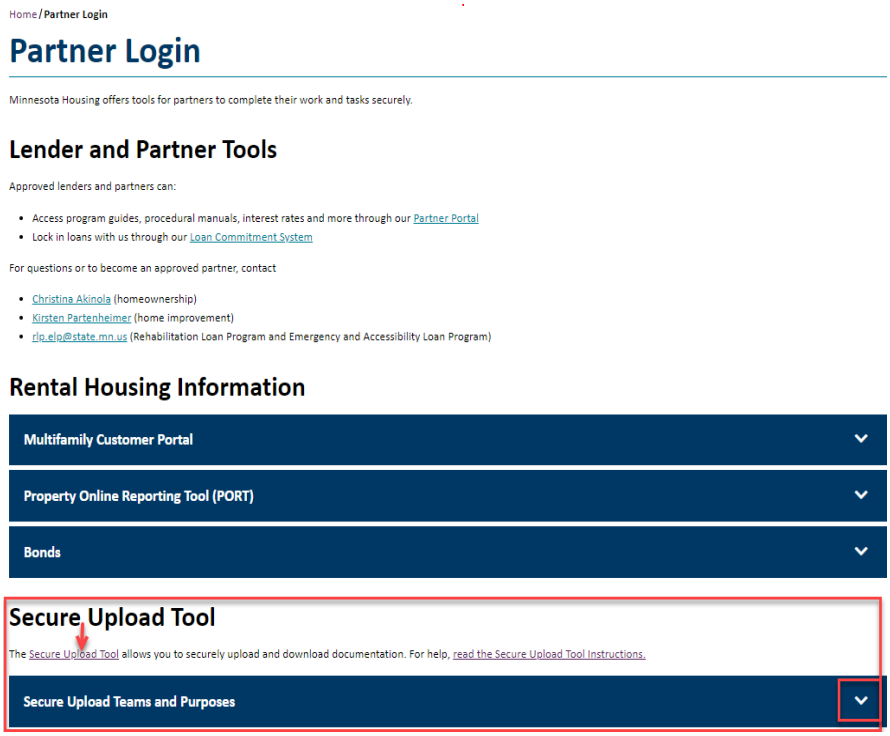
I. Submit Documents to Minnesota Housing

Step 1:
Go to https://mnhousing.gov/. Click **Partner Login** on the top of the page.



Step 2:

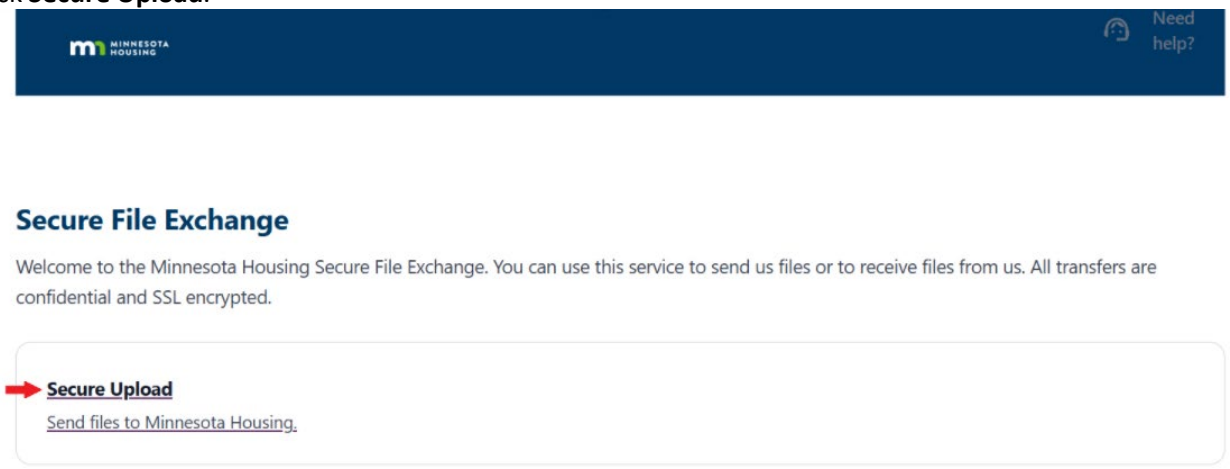
Scroll down to Secure Upload Tool on the Partner Login webpage and click **Secure Upload Teams and Purpose** to expand the Secure Upload functionality.



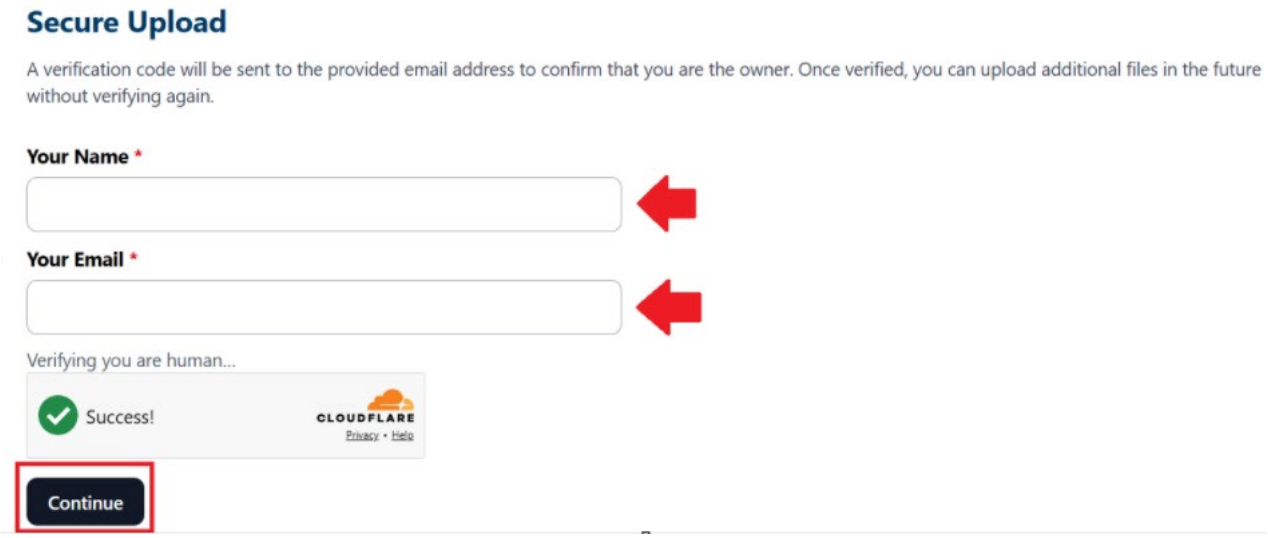
Step 3: Copy the email address for the team you're intending to send information to.

- 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
- Multifamily Federal Programs: MF.FederalPrograms.mhfa@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 4: Click **Secure Upload**.



Step 5: Enter your **name and your email address** and click **Continue**

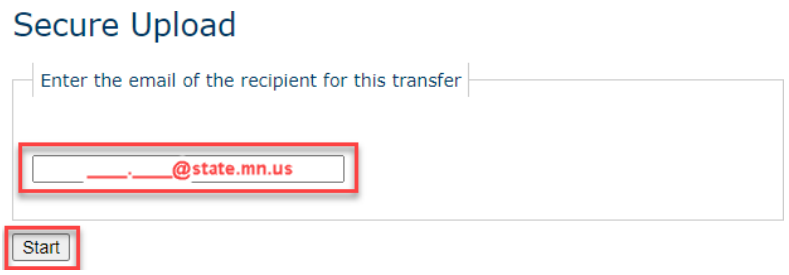


Step 6:
Check your email account for the Verification Code.
The Verification Code will come from LeapFILE Secure File Transfer.

Type in the Verification Code to validate your email address.



Step 7: Paste the Recipient Email into the recipient field *(the email that you copied in step 3):*



Click Start

For reference:

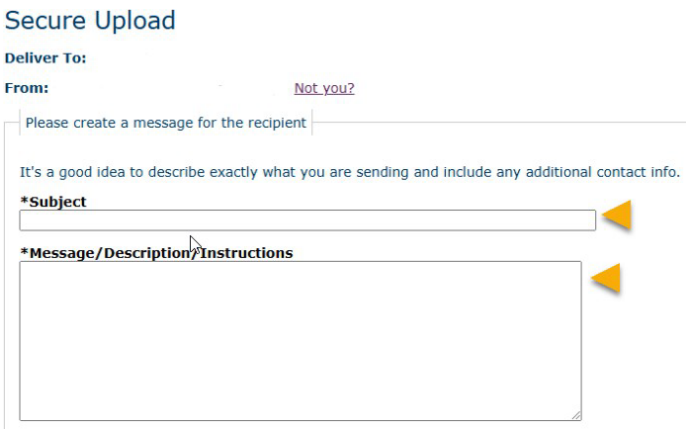
- Bring It Home Rental Assistance: bringithome.mhfa@state.mn.us
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- Greater Minnesota Housing Infrastructure Grant Program: Infrastructuregrants.mhfa@state.mn.us
- Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program: Tier2cities.mhfa@state.mn.us
- Local Housing Trust Fund Grants Program: Localhousingtrustfund.mhfa@state.mn.us
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- Multifamily Federal Programs: MF.FederalPrograms.mhfa@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

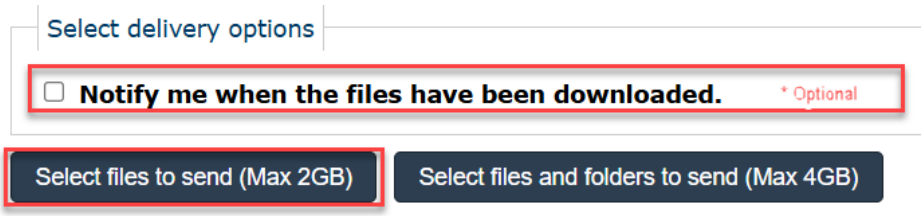


A. Send documents by selecting one file at a time of under 2GB in size

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:



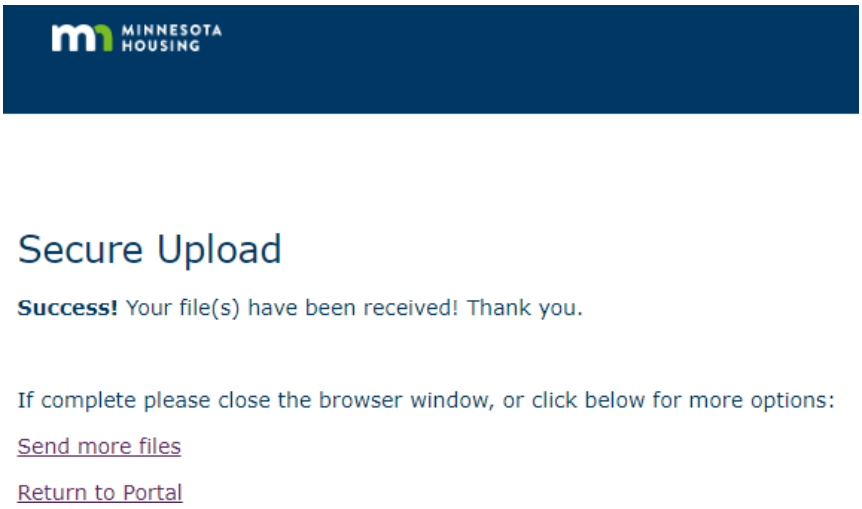
Click **Browse.** Select the file (repeat if needed up to 10 times).

Click **Upload & Send**.



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.

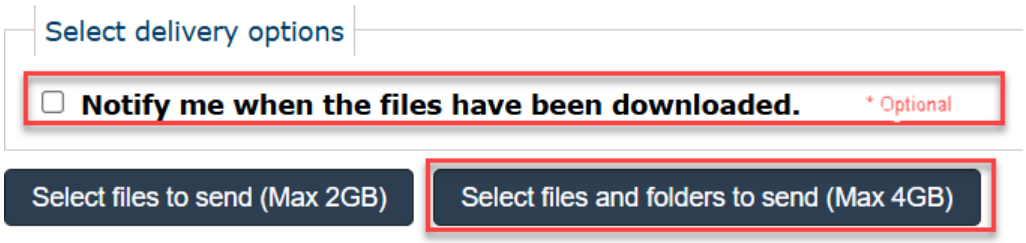


B. Send documents by selecting a folder containing multiple files and a maximum size of 4GB

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.

Step 10:

Click **Choose Files**

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

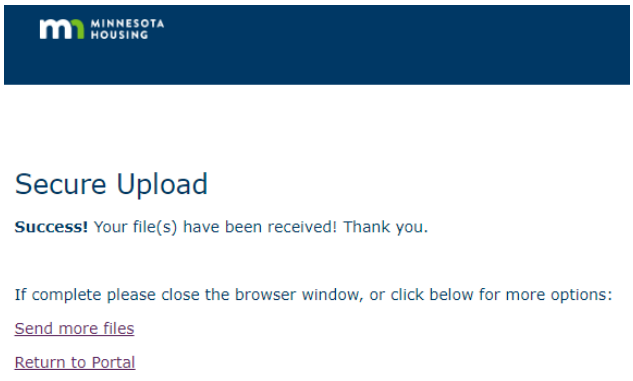
Select the folder or items to send.

Click **Send.**



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.



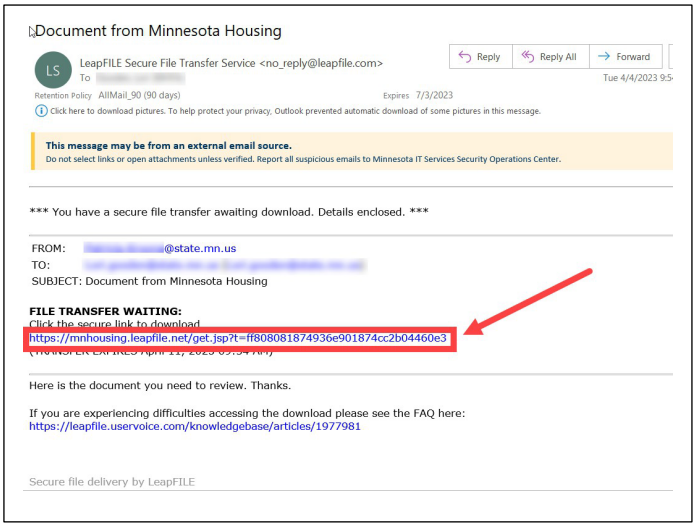
II. Receive Documents Sent by Minnesota Housing via Email

Step 1:

When Minnesota Housing sends you secure documents,

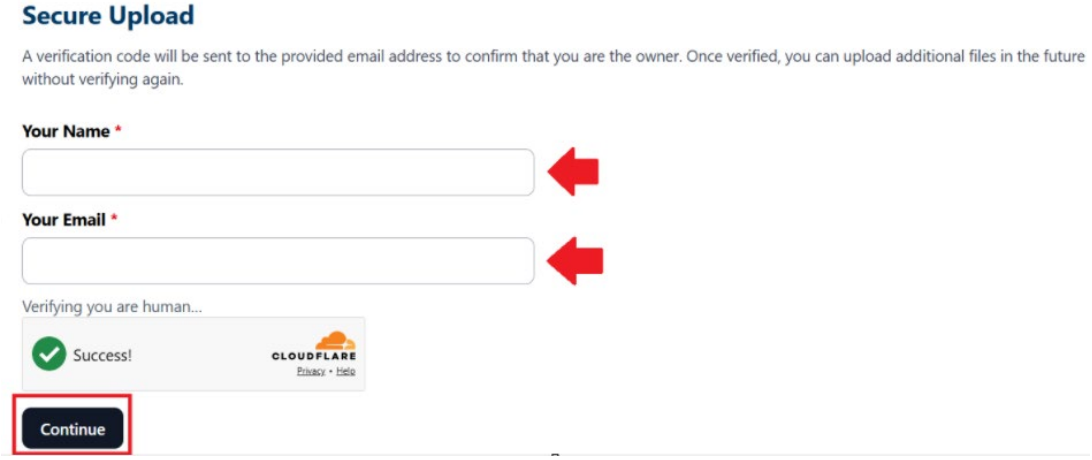
you will receive an email from a Minnesota Housing email address. Open the email.

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

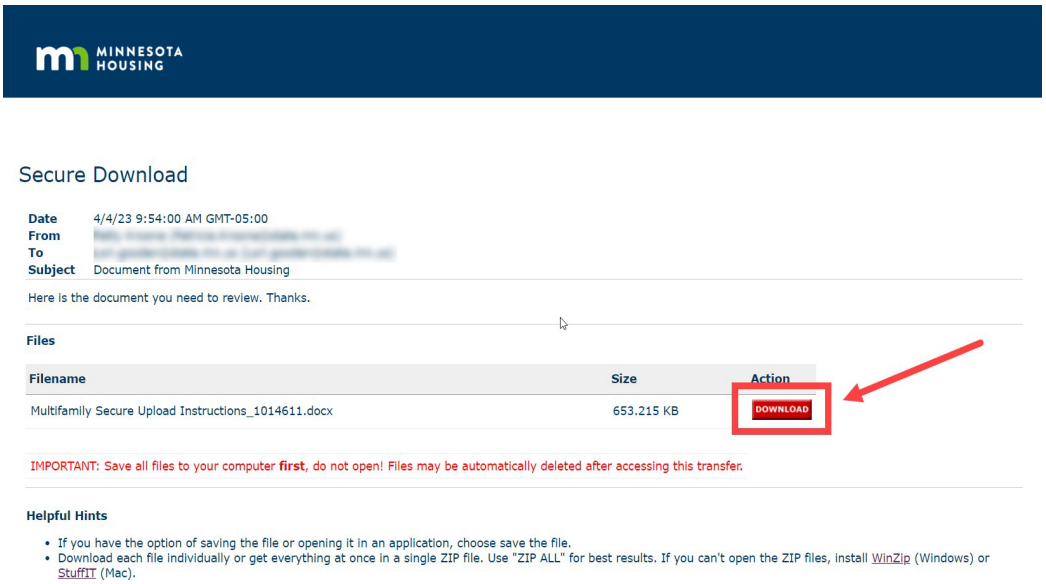


Step 2:

Enter your name and email address and click Continue



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. Team Contacts

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

- 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
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- PBCA MOR team: pbca-mor.mhfa@state.mn.us
- PBCA General Housing Technician: mhfa.PBCA.General@state.mn.us
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