

Minnesota Housing Secure Upload Tool Instructions

Purpose

The Secure Upload Tool enables owners and managers a fast and secure way to electronically submit their annual reports through the internet. In order to identify and distinguish the reports, **the following naming convention must be used:**

MARIF Activity Report:	D0000 Property Name MARIF12
CTH only:	D0000 Property Name CTH12
Tax Credit ERP only:	D0000 Property Name HTC12
ERP also containing completed CTH Report:	D0000 Property Name HTC_CTH12

1. Visit the following website: <http://www.mnhousing.gov/login/index.aspx>.
2. Scroll down to “Multifamily Applications” information
3. Select “Secure Upload Tool”

The screenshot shows the Minnesota Housing Finance Agency website. At the top, there is a navigation bar with links for Home, Login, and Site Map, and a search box. The main header features the Minnesota Housing Finance Agency logo and the text "Celebrating 40 years of affordable housing." Below the header is a red navigation menu with categories: Home Buyers, Home Owners, Renters; Lending & Funding Partners, Real Estate Professionals, Home Buyer Educators; Developers, Owners, Management Agents, Architects & Builders; Homelessness/Housing Assistance, Emerging Markets, Local Governments; Applications & Forms, Resources, Training & Technical Services; and Investors. A "Current Interest Rates" section displays "2.750% Minnesota Mortgage Program". A text block states: "As the State's affordable housing bank, we offer products and services to help Minnesotans buy and fix up homes and we support the development and preservation of affordable rental housing by offering financing and on-going asset management of affordable rental housing developments." Social media links for Facebook and Twitter are also visible.

Multifamily Applications

[Multifamily Request for Proposal \(RFP\) Upload](#)

This tool allows applicants to submit RFP and Pipeline Common Application materials.

[Secure Upload Tool](#)

This tool allows managing agents to easily upload their annual tax credit and deferred loan reports.

[Checklist Notepad](#)

Check Your Loan Application Status Online (Multifamily Developers).

4. Enter your email address
5. Agree to the terms and conditions



Welcome to the Multifamily Upload Utility

E-Mail Address

Please enter your email address to continue

I agree to the [Terms and Conditions](#)

Sign In

By accessing and logging into the secure upload utility, I hereby certify that I am authorized partner of Minnesota Housing and that unauthorized access is prohibited by law.

[Terms of Service](#) | [Privacy Policy](#) | [Instructions](#) | [Contact Us](#)

6. Click "[Sign in](#)"
7. Once logged in, type in your management company or owner entity name



Minnesota Housing Multifamily Secure Upload Utility

Welcome, your.email@somewhere.usa

[Instructions](#)

Organization Name:

REQUIRED: Please enter the Owner and/or Management Company name

Allowed File Types:

- Word Document (.doc/.docx)
- Rich Text Format (.rtf)
- Adobe PDF (.pdf)
- Excel Spreadsheet (.xls/.xlsx)
- Excel Spreadsheet Template (.xlt)
- Comma Separated Spreadsheet (.csv)
- JPEG Image (.jpg)
- GIF Image (.gif)

Please Select Files

<input type="text"/>	<input type="button" value="Browse..."/>

[Log Out](#)

[Terms of Service](#) | [Privacy Policy](#) | [Instructions](#) | [Contact Us](#)

- To select a file for upload, click on the "Browse" button. Be sure each attachment follows the naming convention listed above. You will be selecting files from your local hard drive or network.
- To select additional files, you may click "Browse" again.
- You may upload up to 20 files at one login session
- Once all files have been selected click the "Upload File" button.
- Click the "Logout" link at the bottom of the screen
- A box will appear confirming that files have been successfully uploaded
- Congratulations! You have successfully submitted your report(s) to Minnesota Housing.
- If you have additional files to submit, please login again by entering your email address and repeating the above process.