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.

Home / Partner Login

Partner Login

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

Lender and Partner Tools

Approved lenders and partners can:

- Access program guides, procedural manuals, interest rates and more through our Partner Portal
- Lock in loans with us through our Loan Commitment System

For questions or to become an approved partner, contact

- Christina Akinola (homeownership)
- Kirsten Partenheimer (home improvement)
- rlp.elp@state.mn.us (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 Secure Upload Tool allows you to securely upload and download documentation. For help, read the Secure Upload Tool Instructions.

| Secure Upload Teams and Purposes | ⌄ |

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

Step 4:

Click **Secure Upload**.

Secure File Exchange

Welcome to the Minnesota Housing Secure File Exchange. You can use this service to send us files or to receive files from us. All transfers are confidential and SSL encrypted.

Secure Upload
Send files to Minnesota Housing.

Secure Download
Download files sent to you by Minnesota Housing. Please have your download tracking code ready.

Paste the Recipient Email into the recipient field: Click Start

Secure Upload

Enter the email of the recipient for this transfer

____.____@state.mn.us

Start

Step 5:

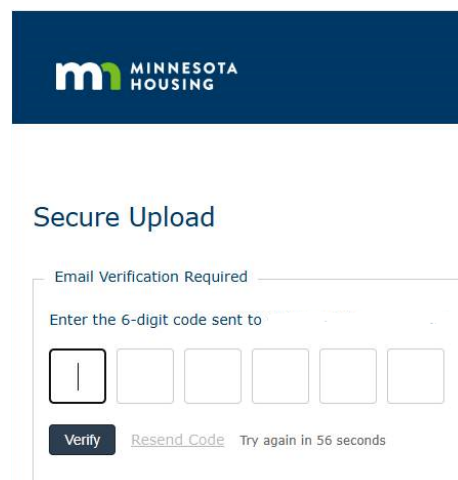Enter your **name and your email address**

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:

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

Step 8:

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.

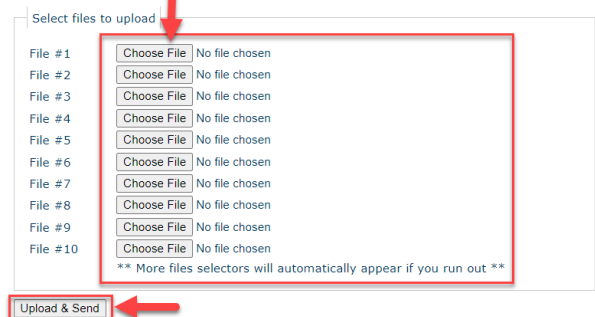Click **Select files to send (Regular Upload).**

```
┌─ Select delivery options ──────────────────────────────────┐
│                                                            │
│  ☐  Notify me when the files have been downloaded   Optional│
│                                                            │
└────────────────────────────────────────────────────────────┘

 Select files to send (Regular Upload)
+Select a single file at a time, 2GB max size limit

 Select files and folders to send (Enhanced upload - HTML5)
+Select multiple files at once or Drag & Drop, 4GB max size limit
```

Step 9:

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

Click **Upload & Send.**

Secure Upload

```
┌─ Select files to upload ──────────────────────────────────┐
│  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 ** │
└────────────────────────────────────────────────────────────┘

 Upload & Send
```

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.

Secure Upload

Success! Your file(s) have been received! Thank you.

If complete please close the browser window, or click below for more options:
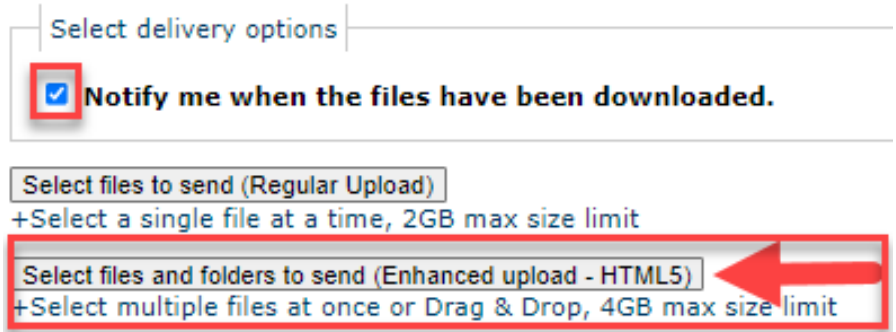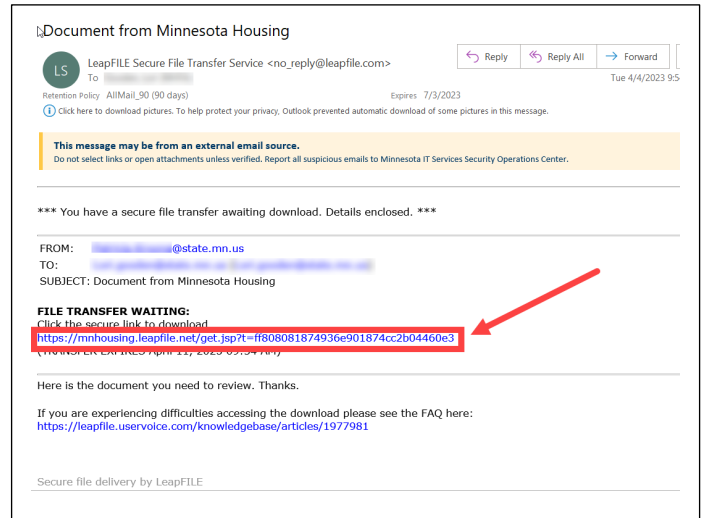
Send more files

Return to Portal

B. Send documents by selecting a folder containing multiple files

Step 8:

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 9:

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 email address.

Step 3:

Click **DOWNLOAD.**

Secure Download

Date	4/4/23 9:54:00 AM GMT-05:00
From	
To	
Subject	Document from Minnesota Housing

Here is the document you need to review. Thanks.

Files

Filename	Size	Action
Multifamily Secure Upload Instructions_1014611.docx	653.215 KB	DOWNLOAD

IMPORTANT: Save all files to your computer **first**, do not open! Files may be automatically deleted after accessing 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 WinZip (Windows) or StuffIT (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 **mnhousing.leapfile.net**?   Open Save Cancel

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
- 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
- Manufactured Homes Applications: mnhousing.manufacturedhomes@state.mn.us
- HAP Team: mhfa.hap@state.mn.us
- Local Housing Trust Fund Grants Program: Localhousingtrustfund.mhfa@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 Team: StateHTC.MHFA@state.mn.us
- TRACS Team: mhfa.TRACS@state.mn.us