

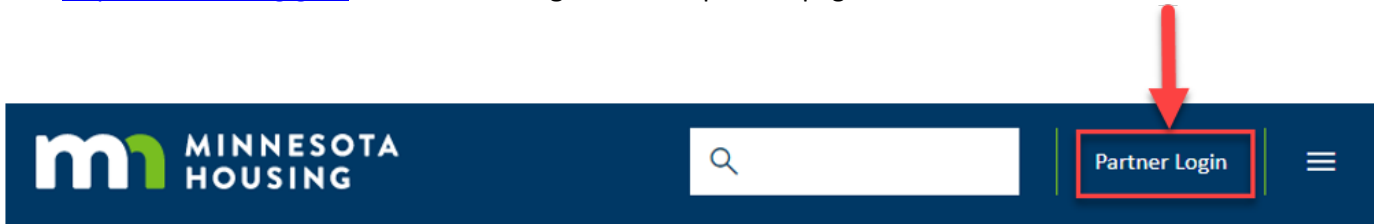
All documentation containing confidential and private data must be sent to Minnesota Housing using the Secure Upload Tool. The Secure Upload Tool allows you to:

- 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

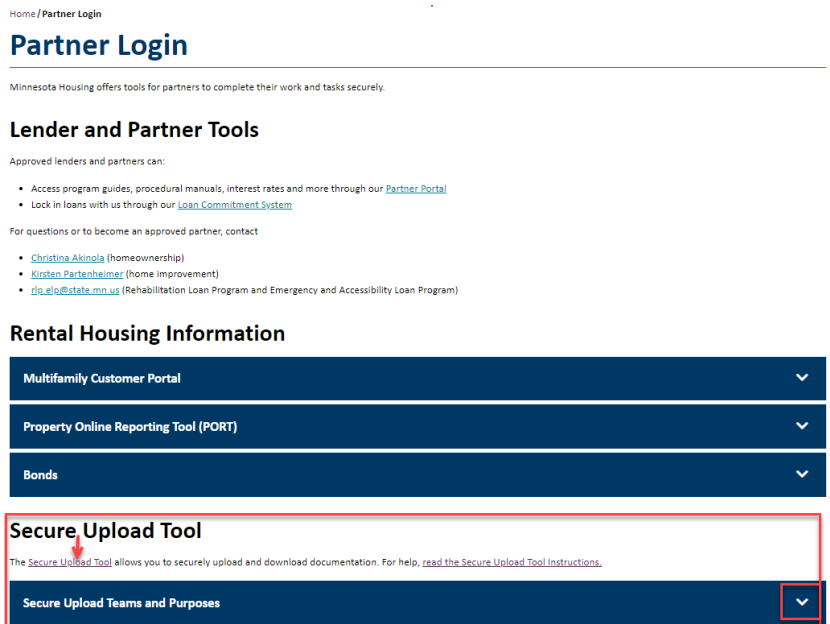
Step 1:

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
- HAP Team: mhfa.hap@state.mn.us
- PBCA MOR team: pbcamor.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.

Step 5: Enter your name and your email address



Click **Continue**

Secure Upload

Please enter your information to continue

Your Name

Your Email

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.

Secure Upload

Email Verification Required

Enter the 6-digit code sent to

Verify [Resend Code](#) Try again in 56 seconds

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

Secure Upload

Enter the email of the recipient for this transfer

Start

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 Upload

Deliver To:

From: [Not you?](#)

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)**

Select delivery options

Notify me when the files have been downloaded. * Optional

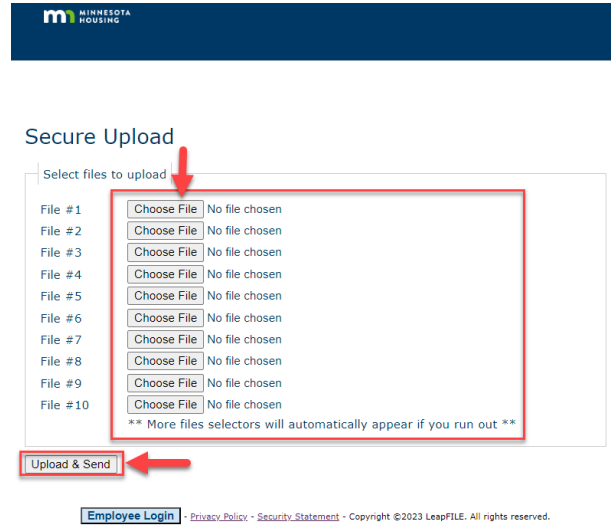
Select files to send (Max 2GB)

Select files and folders to send (Max 4GB)

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.



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 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.

Select delivery options

Notify me when the files have been downloaded. * Optional

Select files to send (Max 2GB) Select files and folders to send (Max 4GB)

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

Step 10:

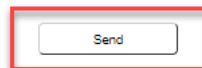
Click **Choose Files**

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

Select the folder or items to send.

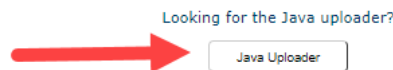
Click **Send.**

Secure Upload



*Drag files from your desktop on to the drop zone and hit send to upload.

*Note: Drag and drop Not supported in all browsers, use "Choose Files" to select and add manually



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

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](#)

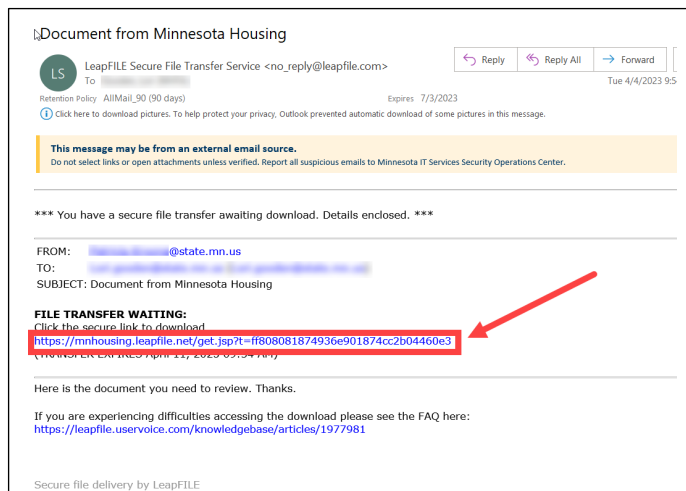
[Return to Portal](#)

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.



Step 2:

Enter your email address.

Secure Download

Please enter your email address to validate access

Your email address should match the email registered for this transfer.

Your email address

Authenticate

Please Read:

- **Privacy** - IP address and download activity are automatically recorded for audit purposes.
- **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.
- **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.
- **Expiration** - Files automatically expire after download.
- **Session Error** - Cookie support must be enabled to avoid session expiration errors.

Step 3:

Click **DOWNLOAD**.

Secure Download

Date 4/4/23 9:54:00 AM GMT-05:00
From [Redacted]
To [Redacted]
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
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- 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