

Grantee Instructions for Submitting a Line Extension Bid via Secure File Transfer Protocol (SFTP) Portal

Grant applications will be submitted to the Office of Broadband Development using an online SFTP portal.

- If you already have an account from this past grant round, log into the portal <https://filetransfer.mn.gov> to make sure you can log in with no problems. Your username is your email address. If your password expired or you don't remember your password, click on "Forgot Password" and proceed accordingly. When ready to submit your application(s), go to Step 4 and 5 below.
- If you do not already have an account in SFTP, here are the instructions on how to get set up:

Step 1 – Request account access

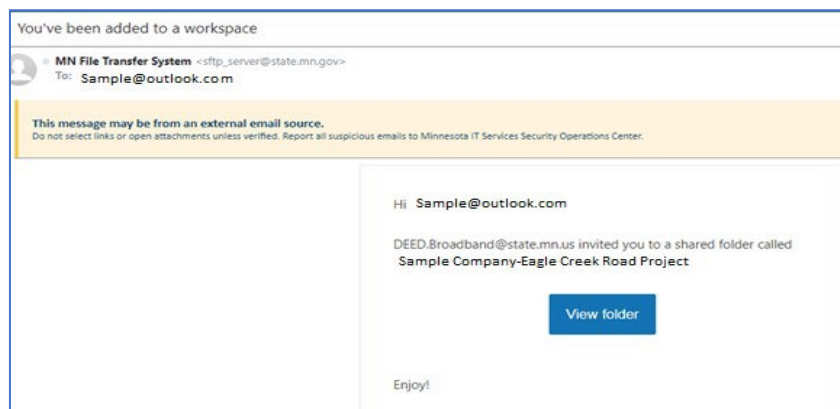
Email DEED.Broadband@state.mn.us indicating you intend to apply for a grant and need to set up a SFTP account with MN DEED Office of Broadband Development. Type "SFTP" in the subject line of this email.

In the email, indicate:

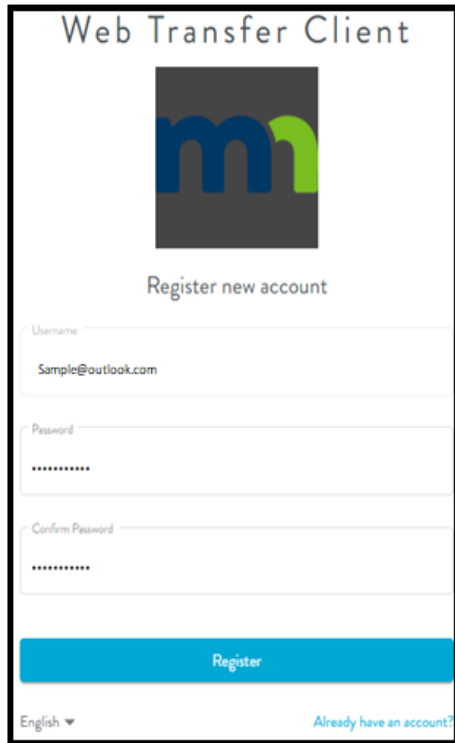
- 1) The **email address** you would like the account setup under. This will become the username on the account.
- 2) The **name of the project of your bid application**. Tell us a short provider name & project location. (ex: Company Name-RD2 Line Extension)
- 3) If an applicant with one email will be applying for more than one grant, OBD will need to know the **names of each specific grant application project**. A separate unique folder will be created for each grant application to keep information for each project separate.
- 4) Provide a **name, email address and contact phone number** in case we have any questions.

Step 2 - Confirm access

- ➔ Upon notification and as soon as we are able, OBD will set up your account and you will receive an email to access the portal. **It could be in your spam folder, so check there if you don't see it in your in-box:**



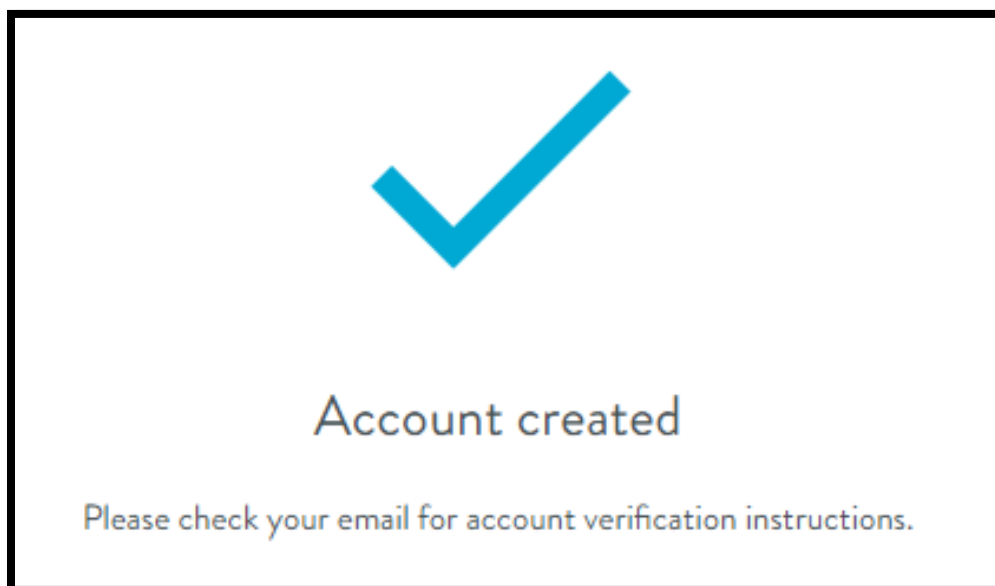
- Click on the blue “View folder” button in the email you receive.
- You will then be directed to a website that shows your username as the email you signed up with. You will need to create a Password for the SFTP site. **Make sure you follow the directions of the password guidelines it gives you when you are typing it in or you will get an error. Best results come from not using Microsoft Edge, but a different browser like Google Chrome.**



The screenshot shows the registration page for the Web Transfer Client. At the top, it says "Web Transfer Client" and features a logo with the letters "m" and "n" in blue and green. Below the logo is the text "Register new account". The form includes fields for "Username" (with the example "Sample@outlook.com"), "Password" (masked with dots), and "Confirm Password" (also masked). A blue "Register" button is at the bottom. There is a language selector for "English" and a link for "Already have an account?".

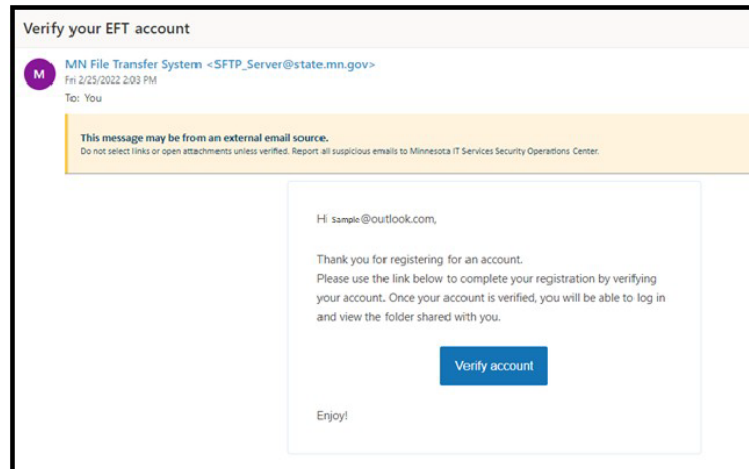
- Minimum password length: 8 characters
- Must contain at least 4 characters from the following categories:
 - Uppercase
 - Lowercase
 - Numeric
- Must not contain 3 or more characters from the user name
- Must not contain 3 or more repeating characters

- Click on the blue Register button and you will receive a message indicating that your account has been created.

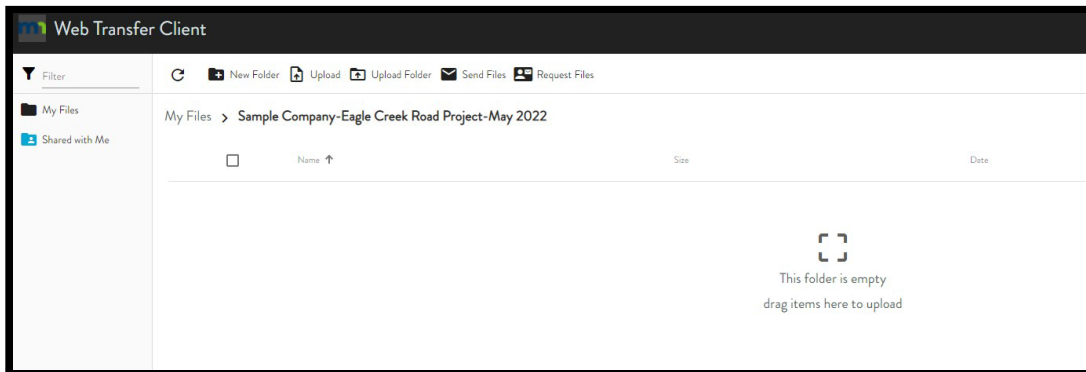


Step 3 – Verify account

- Check your email for verification instructions. If you don't receive this email, check your spam folder.
- Click the blue “Verify Account” box (below). You will receive a onetime passcode with the verify account email. This may take a few minutes to receive and could be in your spam folder. Enter the code into the window.



- This will bring you to a folder that has been set up in the MN Web Transfer Client website:

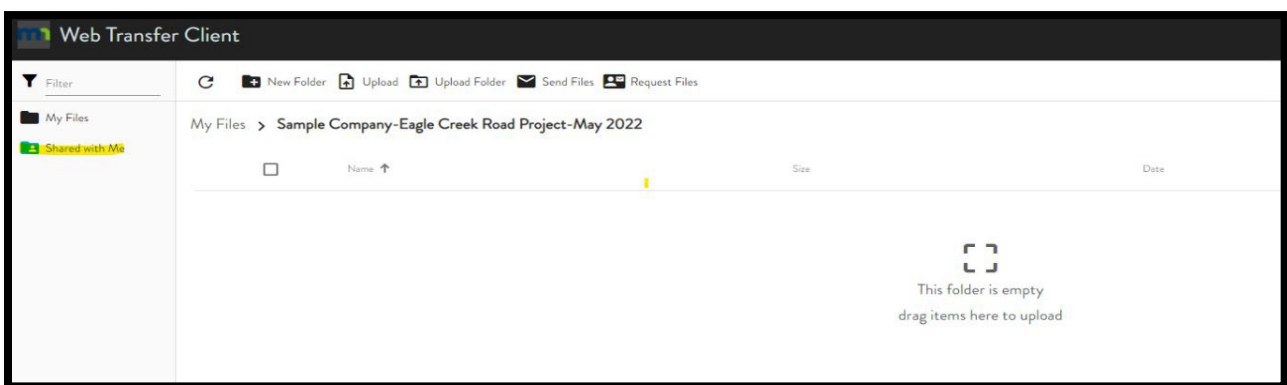


Step 4 – Uploading your Completed Grant Application Folder(s)

- You may now upload your completed grant application folder by following the link below.
- Go to the SFTP login page: <https://filetransfer.mn.gov>

**If you are having problems, try a different browser.
Best results come from not using Microsoft Edge,
but a different browser like Google Chrome.**

- ➔ Your Username is the email used to set up the account.
- ➔ In the event you forget your SFTP password, you may click on the “Forgot Password” and a reset link will be sent to the email the account has been set up under.
- ➔ Click the “Shared with Me” folder (highlighted in yellow below). You may now upload your application files to the portal.



- ➔ You can do this by clicking the up arrow “Upload” on the top of the screen or simply dragging the files into the open window.

Step 5 – Confirming upload

- ➔ You will receive an email confirming each file in your application folder has been uploaded to the Web Transfer portal. If you drag a folder with 10 files in it, you will receive 10 separate emails.
- ➔ Email deed.broadband@state.mn.us when you are completely finished uploading your application so we know you are done uploading files for that project.

If you have any questions, please contact us at DEED.Broadband@state.mn.us and we will get back to you as soon as possible.