



First Time Enrollment Guide

Manage File Transfer (MFT)

Revised April 2023

First Time Enrollment

Topic	Page
Step 1: Creating a password	5
Step 2: Updating information	11

Step 1: Creating a password

1. When your account is set up, you will receive the following three emails.

Please note: the third email may take up to 5 minutes to receive.

User Login ID: [REDACTED]

Please see the second email for your temporary password.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Your BND Secure Transfer system



Subject: BND Test Secure Transfer account information.

Here is your BND Secure Transfer account temporary password. You will receive a total of three separate emails. One email with your account name, one email with your temporary password, and a third email that has instructions on how to start using the account.

Please note: the third email may take up to 5 minutes to receive.

Temporary password: [REDACTED]

Please see the third email for further instructions.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Your BND Secure Transfer system



Note: You will receive a one-time passcode each time you log in.

1. Go to [Password Reset](#) to reset your password. Please complete the following instructions:
 - A. Enter the User Login ID and Temporary Password provided in the previous emails.
 - B. You will be prompted to enter a one-time passcode which is sent to you via email.
 - C. Once your credentials have been authenticated, you will be required to enter a new password. Password requirements are:
 - a. Minimum length of 15 characters
 - b. May not contain the user first name, last name or User Login ID
 - c. Must incorporate three of the four following complexity requirements:
 - At least one numeric character
 - At least one character in lower case
 - At least one character in upper case
 - At least one special character
 - D. Close the browser and proceed to Step 2.
2. Go to [Multi-Factor Authentication](#) (MFA) to complete your MFA setup.
 - A. Login using your User Login ID and the password you created in Step 1. You may have to choose "Use a another account" and type in the NDGOV domain prefix before your User Login ID, for example: [ndgovuserloginid](#).
 - B. Change your primary (official) phone number if it is incorrect.
 - C. Add an optional secondary (mobile) phone number.
 - D. Add your required personal passcode. The Personal Passcode must NOT contain any spaces and must have a minimum length of 6 characters and/or numbers. The personal passcode is used in case you lock your account due to multiple incorrect password entry attempts. You will be able to go to the password reset site that you used in step 1 above, and use your personal passcode to gain access to change your password and unlock your account. **Please Note: keep your personal passcode in a secure location. It is case sensitive and will be required to reset your password in the future if your account is locked.**
 - E. Update your Dispatch Policy preference which identifies how you will receive your one-time passcode each time you log in (email will be the default).
 - F. Click [Save](#).
 - G. Close the browser and proceed to Step 3.
3. You have now completed your enrollment and can conveniently access all links at the [BND Secure Transfer home page](#).

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Your BND Secure Transfer system



2. Click on the [Password Reset](#) link the third email.
3. This page will open.
4. Enter [Username](#) listed in the first email.
5. Click [Next](#).

The screenshot shows the BND Password Reset website. At the top is the BND Bank of North Dakota logo. Below it is the heading "Password Reset" and a welcome message. A "Username" label is above a text input field containing "asample". A blue "Next" button is at the bottom right. Numbered callouts are: 3 points to the BND logo; 4 points to the "Username" label; and 5 points to the "Next" button.

Please note: the third email may take up to 5 minutes to receive.

User Login ID:

Please see the second email for your temporary password.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

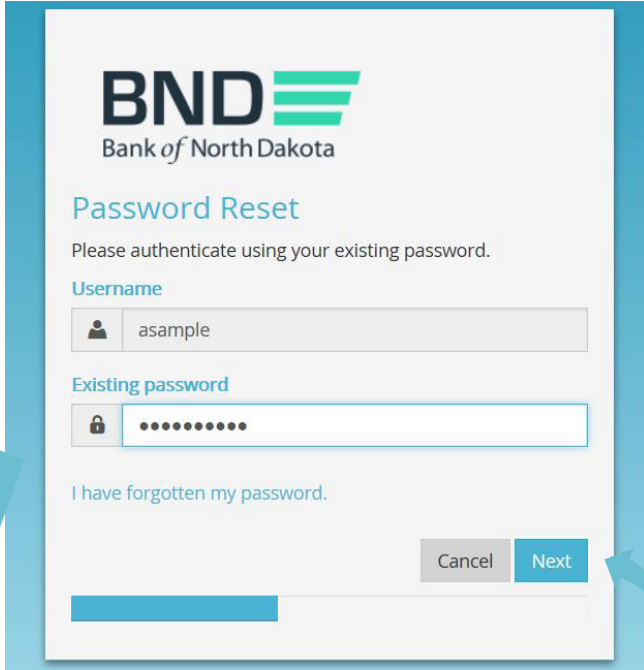
Your BND Secure Transfer system

BND
Bank of North Dakota

I

6. Enter the [temporary password](#) listed in the second email.
7. Click [Next](#).

An email will be sent to you with a temporary passcode.



The image shows a 'BND Password Reset' form. At the top is the BND Bank of North Dakota logo. Below it, the title 'Password Reset' is followed by the instruction 'Please authenticate using your existing password.' The form has two input fields: 'Username' with the value 'asample' and 'Existing password' with masked characters. A link 'I have forgotten my password.' is below the password field. At the bottom right are 'Cancel' and 'Next' buttons. A blue arrow labeled '6' points from the 'Next' button to the email content below. Another blue arrow labeled '7' points from the 'Next' button to the right.

Subject: BND Test Secure Transfer account information.

Here is your BND Secure Transfer account temporary password. You will receive a total of three separate emails. One email with your account name, one email with your temporary password, and a third email that has instructions on how to start using the account.

Please note: the third email may take up to 5 minutes to arrive.

Temporary password: XXXXXXXXXX

Please see the third email for further instructions.

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Your BND Secure Transfer system

BND
Bank of North Dakota

8. Enter the [Passcode](#) sent in an email.

You have three minutes to enter the passcode before it expires.

9. Click [Next](#).

BND
Bank of North Dakota

Password Reset

Please authenticate using the one-time passcode sent to you.

Username

Passcode

Status: **Sent**
Remaining: 00:02:17

One-Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Bank of North Dakota

Multi-factor Authentication (MFA)

BND
Bank of North Dakota

I

10. Create and confirm new [password](#).
 - Minimum length of 15 characters
 - May not contain the user first name, last name or User Login ID
 - Must incorporate three of the four following complexity requirements:
 - At least one numeric character
 - At least one character in lowercase
 - At least one character in uppercase
 - At least one special character
11. Click [Next](#).

BND
Bank of North Dakota

Password Reset

You have been granted access. Please choose a new password now.

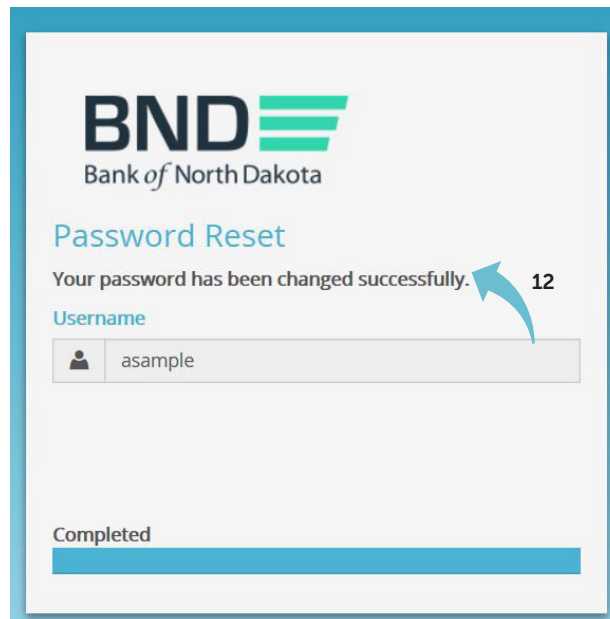
Username

New password

Confirm password

12. You have successfully changed the password.

13. Close the screen.



Step 2: Updating information

1. Click on the link [Multifactor Authentication](#) link in the third email.
2. This page will open.
3. Enter [Username](#) and the new [Password](#) created in Step 1.
4. Click [OK](#).

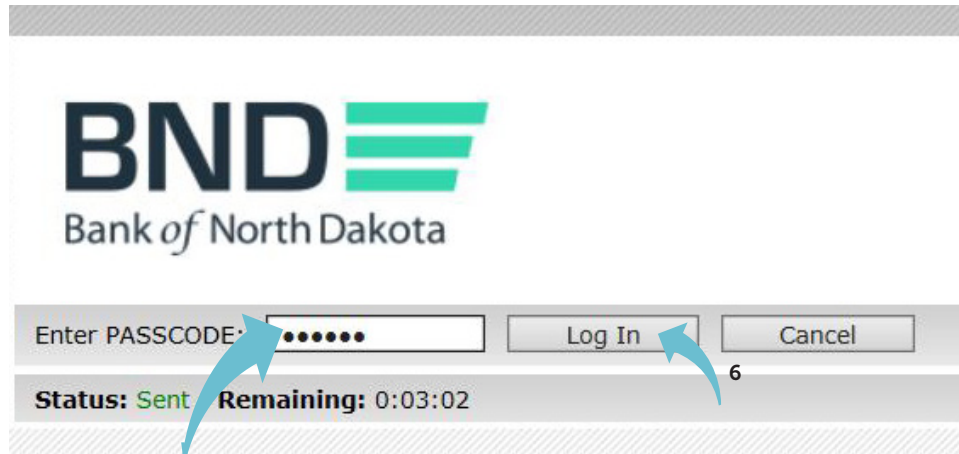
An email will be sent to you with a temporary passcode.



5. Enter the [Passcode](#) sent in an email.

You have three minutes to enter the one-time passcode before it expires.

6. Click [Log In](#).



The image shows a screenshot of the Bank of North Dakota (BND) login interface. At the top is the BND logo with the text "Bank of North Dakota". Below the logo is a form with the label "Enter PASSCODE:" followed by a text input field containing six dots. To the right of the input field are two buttons: "Log In" and "Cancel". Below the input field, the status is displayed as "Status: Sent" in green and "Remaining: 0:03:02". A blue arrow labeled "5" points from the "One-Time Passcode:" label below to the passcode input field. Another blue arrow labeled "6" points from the "Log In" button to the text "Click Log In." in the instructions above.

One-Time Passcode:

If you have issues with your account or believe you received this email by mistake, please contact Customer Service.

Cash Letters: 701.328.5645

ACH: 701.328.5644

ACH (after hours): 701.516.3318 or 701.425.3461

Loan Operations: 701.328.5666

All Others: 800.472.2166

Best regards

Bank of North Dakota

Multi-factor Authentication (MFA)

BND
Bank of North Dakota

I

7. Verify and update information.

- **Primary phone number** - Verify the primary phone number.
- **Secondary phone number** - You have the option to add a secondary (mobile) phone number.
- **Personal Passcode** - Create a personal passcode, which is used in case you lock your account due to multiple incorrect password entry attempts. Please keep in a secure place. It is case sensitive, must NOT contain any spaces and must have a minimum length of 6 characters.
- **Dispatch Policy** - If you would like to change the method for receiving the one-time passcode, which is required each time you log in to the BND Secure Transfer System portal, uncheck the Controlled by administrator and choose method.

8. Click **Save**.

BND
Bank of North Dakota

Self-service Website

Account Sample

Usernames ndgov\asample The usernames assigned to your account.

Primary phone number The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.

Secondary phone number The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in failover scenarios.

Email 7 The email address assigned to you. You may receive one-time passcode messages or notifications on this email address.

Personal Passcode Set to: A secret Personal Passcode of own choice. If allowed to, this passcode can be used in case of emergency for logging in or for resetting your Windows password.

Dispatch Policy ☒ Controlled by administrator
☐ 1 - Default Email
☐ 2 - Phone Voice Message
☐ 3 - Mobile Text Message
☐ Default Dispatch Policy The Dispatch Policy that will be used for transmitting one-time passcode messages or notifications to you.

Reset **Save** 8

9. Verify you receive this message - Changes have been saved.

10. Close the screen.

11. You have now completed your enrollment.

You can conveniently access all links at the [BND Secure Transfer home page](#). Click on the link in the third email and save the site to your favorites. The account will be automatically deleted after 120 days of inactivity.

The screenshot shows the BND Self-service Website interface. At the top, the BND Bank of North Dakota logo is on the left, and 'Self-service Website' is on the right. Below the header is a dark bar with 'Test Example'. A green success message bar states 'Changes have been saved.' with a close button. A blue arrow points to a '9' icon next to the 'Usernames' section. The 'Usernames' section shows a user icon and the text 'ndgov\texample' with the description 'The usernames assigned to your account.' Below this are two phone number sections. The 'Primary phone number' section shows a phone icon and the number '7013285698' with the description 'The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.' The 'Secondary phone number' section shows a phone icon and an empty input field with the description 'The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in failover scenarios.'

Section	Value	Description
Usernames	ndgov\texample	The usernames assigned to your account.
Primary phone number	7013285698	The phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number.
Secondary phone number		The secondary phone number assigned to you. You may receive one-time passcode messages or notifications on this phone number in failover scenarios.