Secure Transfer Guide

Manage File Transfer (MFT)
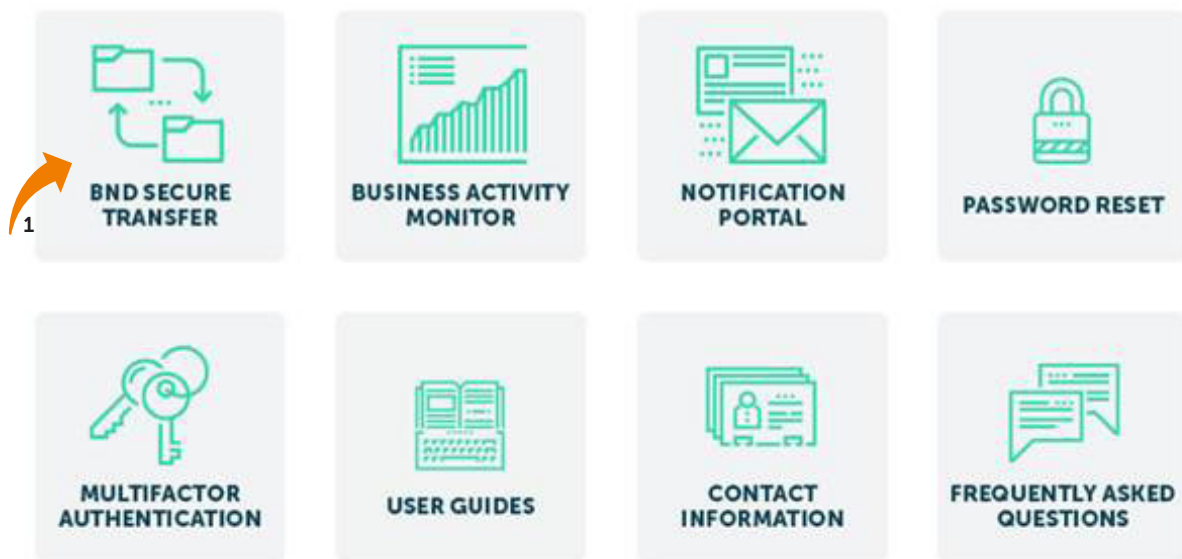
Secure Transfer Guide

Logging in

1.   Go to https://bnd.nd.gov/mftlogin/ and click on BND Secure Transfer.
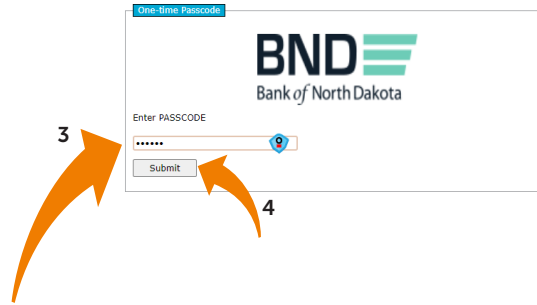

2.   Enter Username and Password.

An email, phone or text notification will be sent to you with a temporary passcode.

3. Enter the One-Time Passcode sent through the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.

4. Click Submit.

Subject: BND Secure Transfer MFA Passcode

Please use the passcode below to access the Bank of North Dakota (BND) Secure Transfer system:

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
All Others: 800.472.2166

Best regards
Bank of North Dakota
Multi-factor Authentication (MFA)

Sending and receiving files

1. File folders will be found by clicking My Files on the left-hand side
   Send files to BND; Choose one of the following folders:
   - CashLetters_bank_to_bnd
   - ReturnCashLetters_bank_to_bnd

   Receive files from BND; Choose one of the following folders:
   - CashLetters_bnd_to_bank
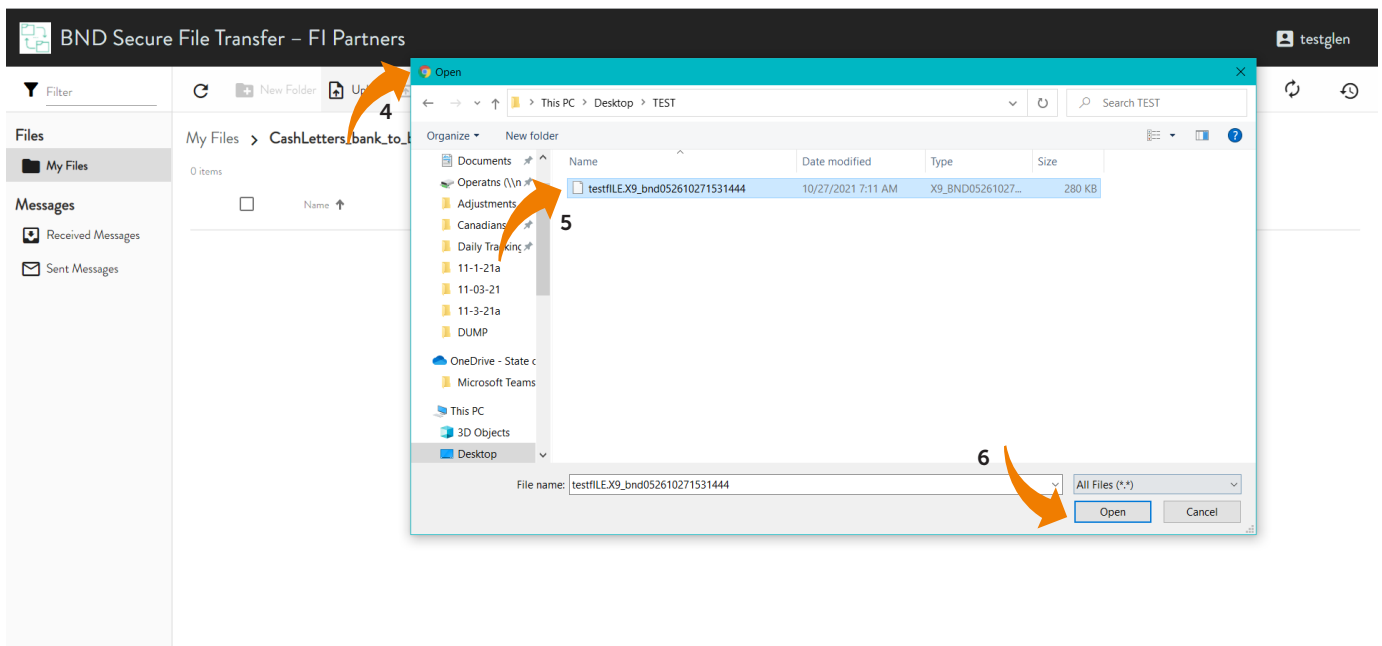   - ReturnCashLetters_bnd_to_bank

   If you open a folder and would like to return to the home page, click on My Files.
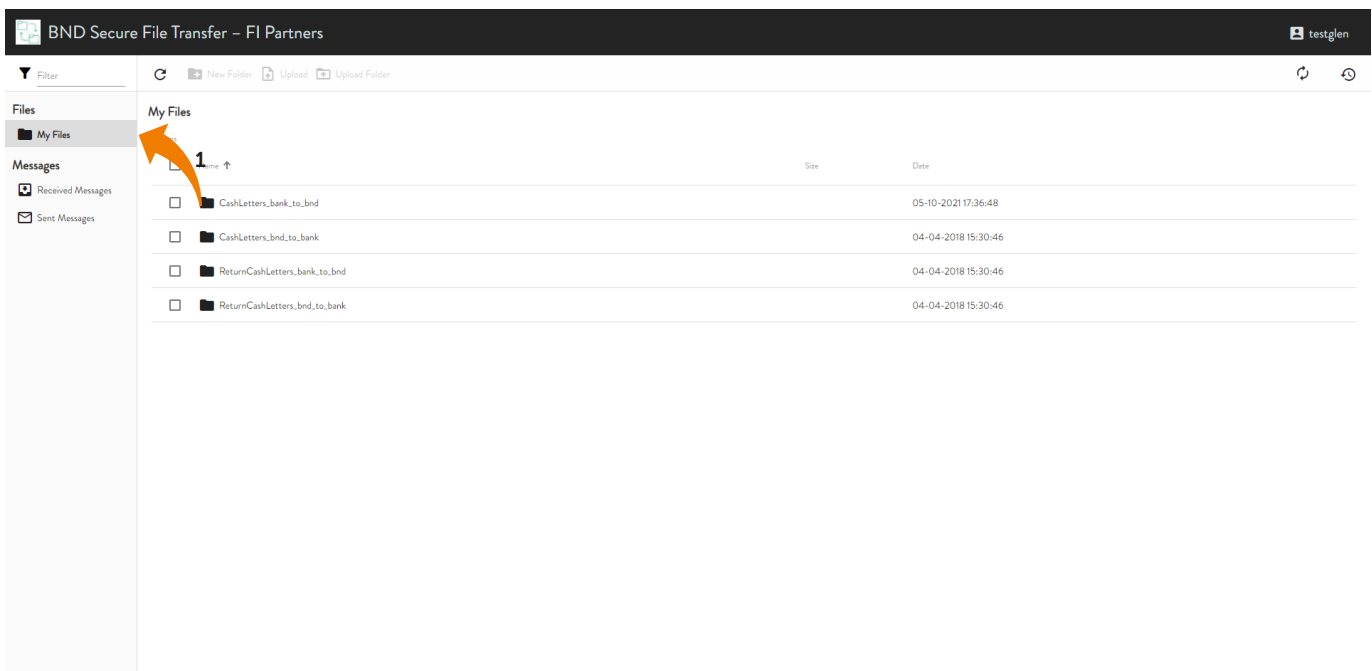
2. Send a file to BND: Click on either the CashLetters_bank_to_bnd or ReturnCashLetters_bank_to_bnd folder.

3. There are two options to upload files:
   - Click on the File Upload ⬆ Upload icon and proceed to steps 4-6 or
   - Drag and drop the file on the screen and proceed to step 7
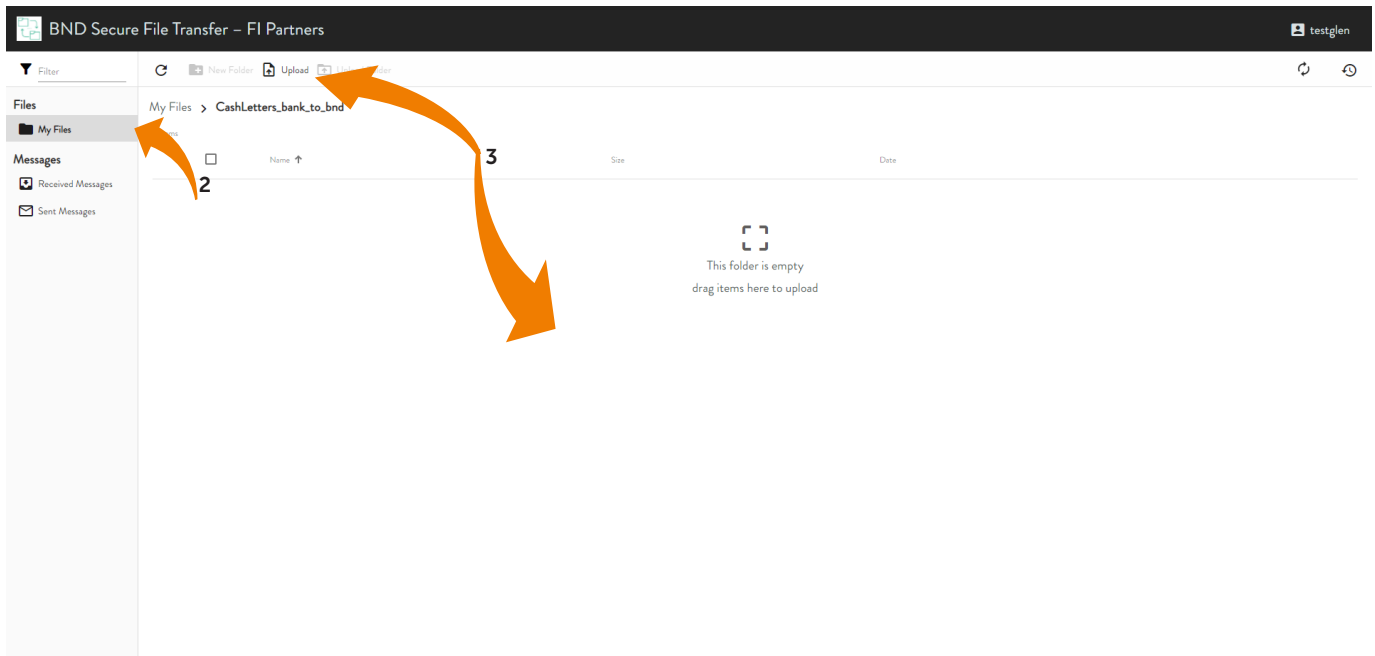
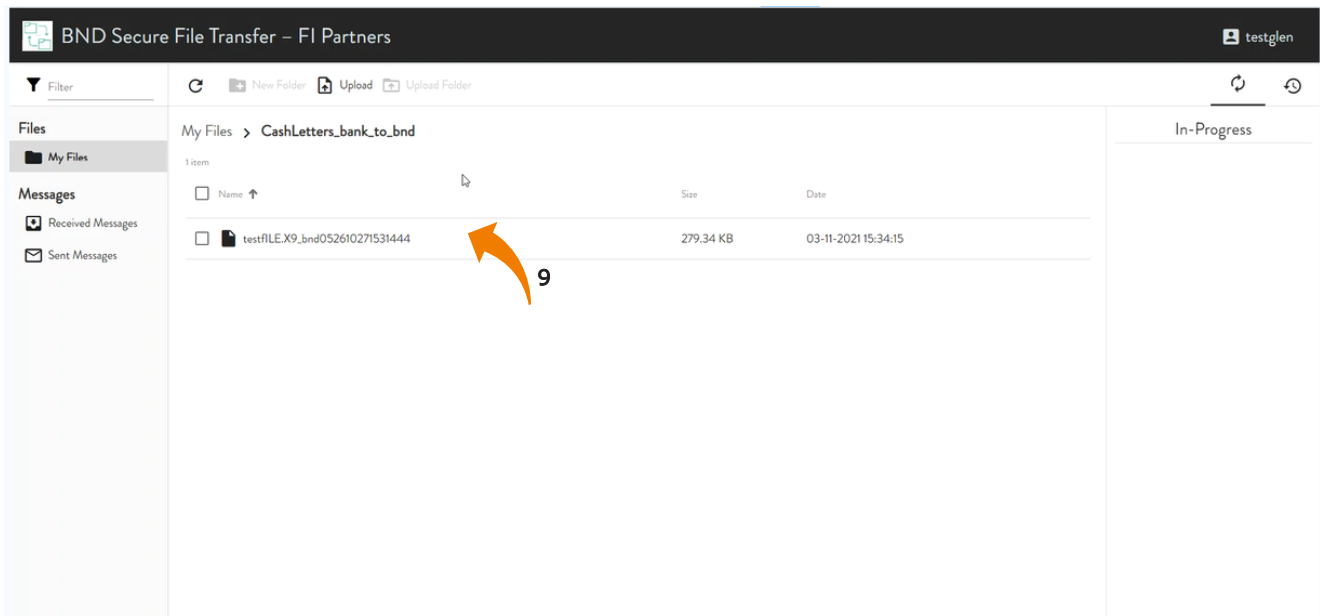4. This box will open.

5. Choose the file you would like to send.

6. Click Open.

7.   Click on the In-Progress ↻ icon to open the In-Progress screen.
8.   Here you will see the file In-Progress.
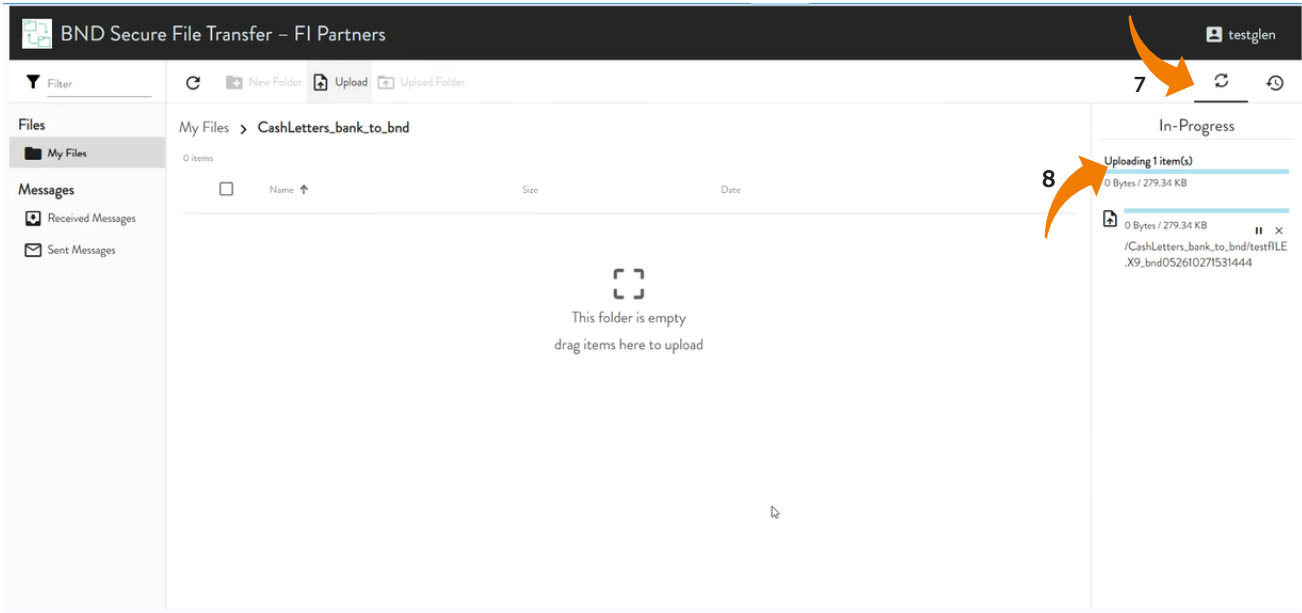
9. When the file has completed, it will show in the folder.

Processing files

1. Click on either the CashLetters_bnd_to_bank or ReturnCashLetters_bnd_to_ bank folder.
2. Click on the file name.
3. Save the file to the location (i.e., drive, server) that will be used for processing. The file will no longer be available for download once it is clicked on. If you need the file put back out, email or contact BND Operations at bndoperations@nd.gov or 701-328-5645.
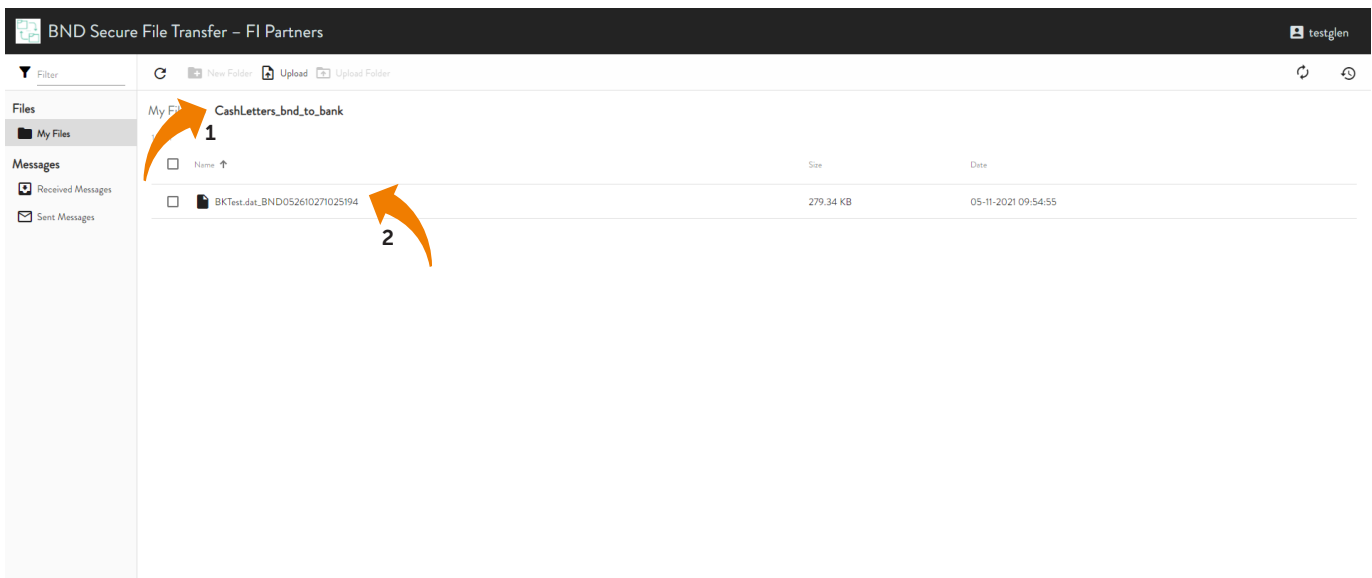
4. Log out: Click Account Name and choose Logout. The page closes and the login page appears.
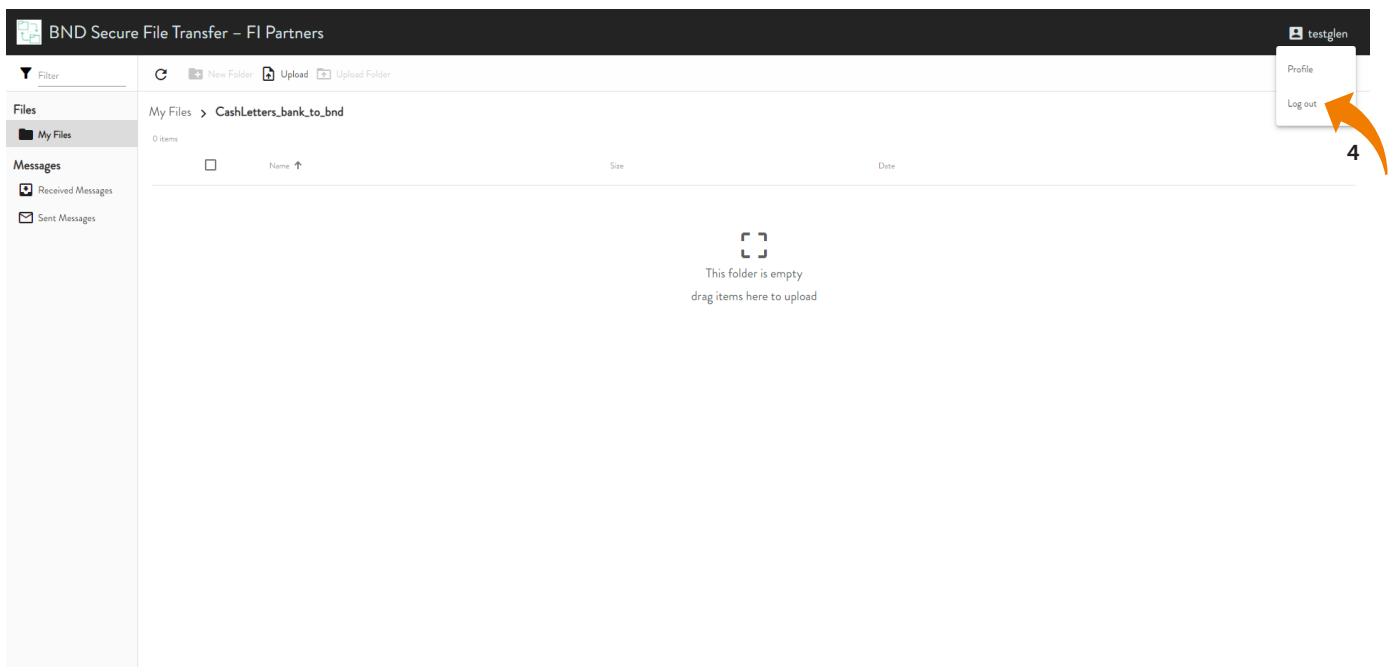
5. After a period of inactivity (approximately 15 minutes), a message appears warning that you are about to be logged out. Click Continue to stay connected.
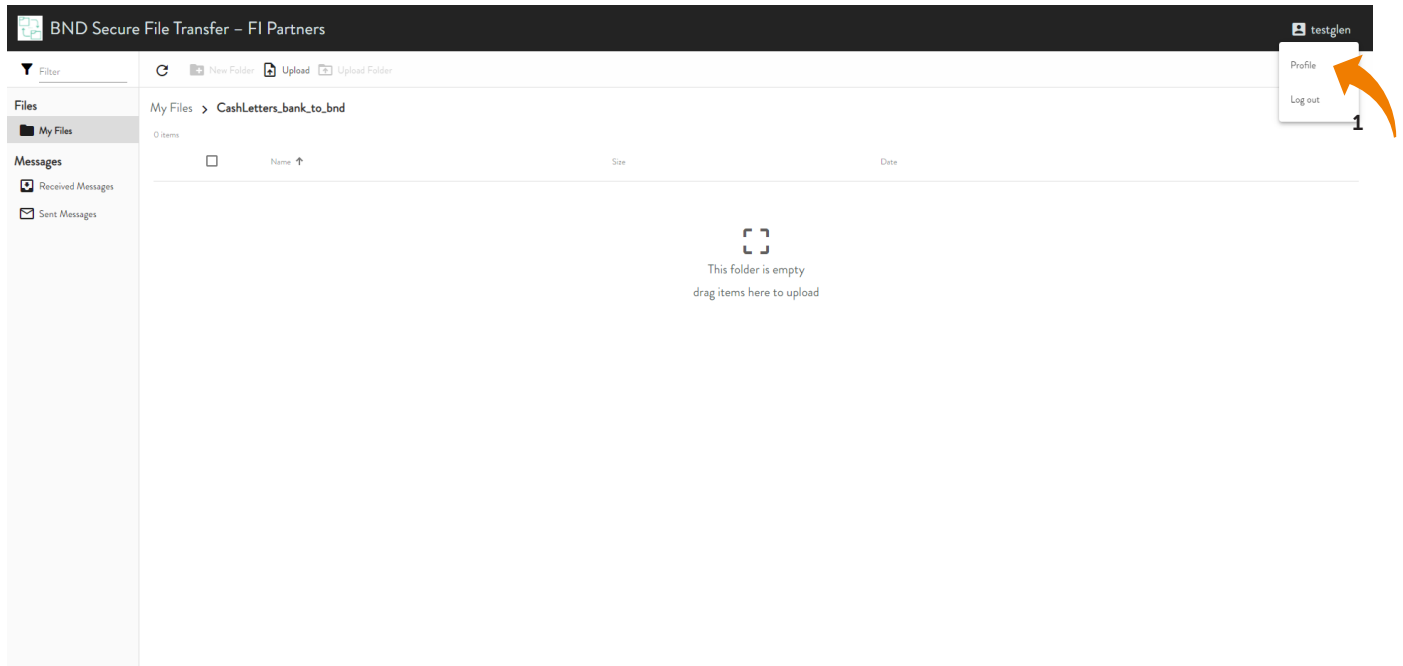
Warning

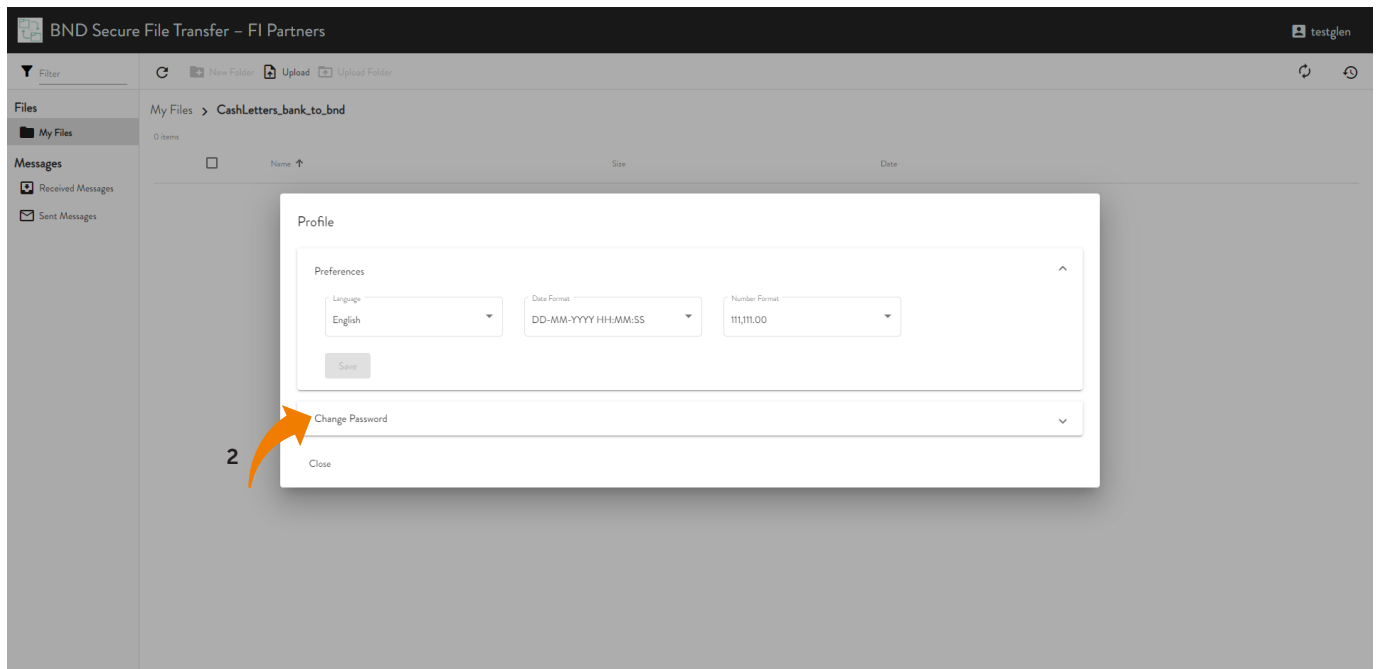You will be logged out shortly for security purposes. If you wish to remain logged in, please click Continue below.

5
Continue
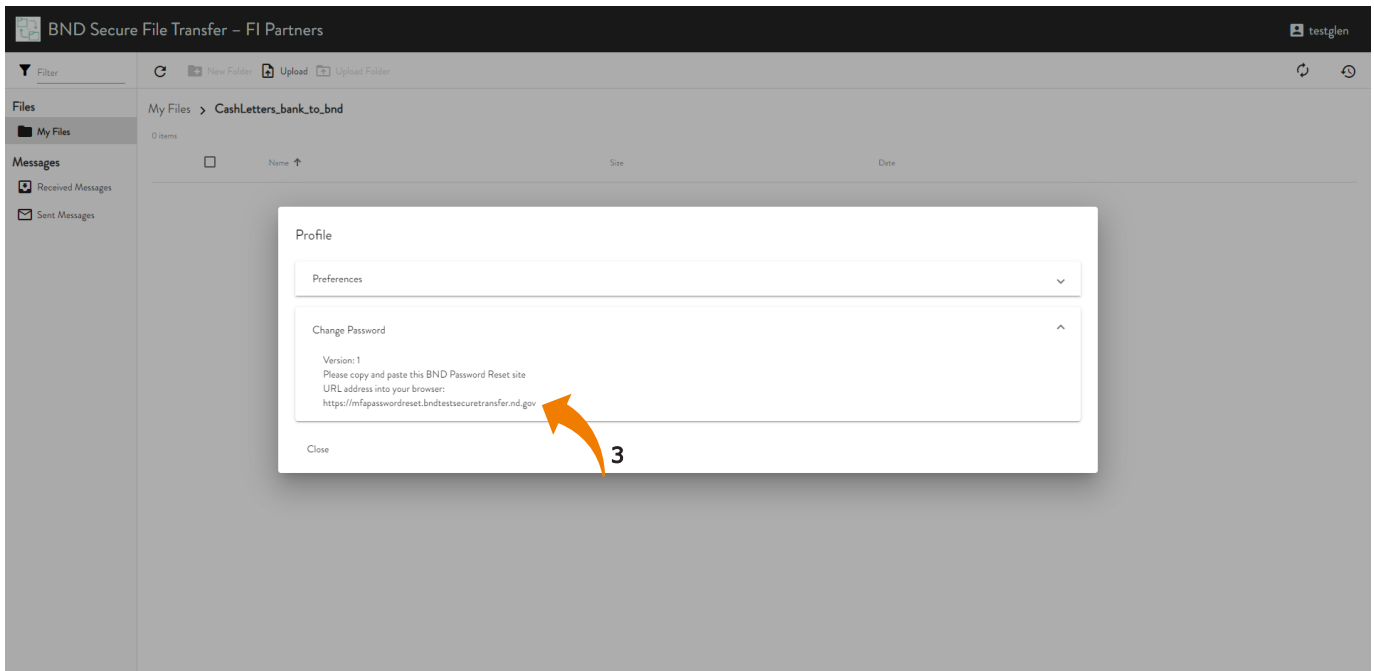
Changing password

1. Click on Account Name and choose Profile.

2. Click Change Password to open a drop-down menu.

banknd.nd.gov
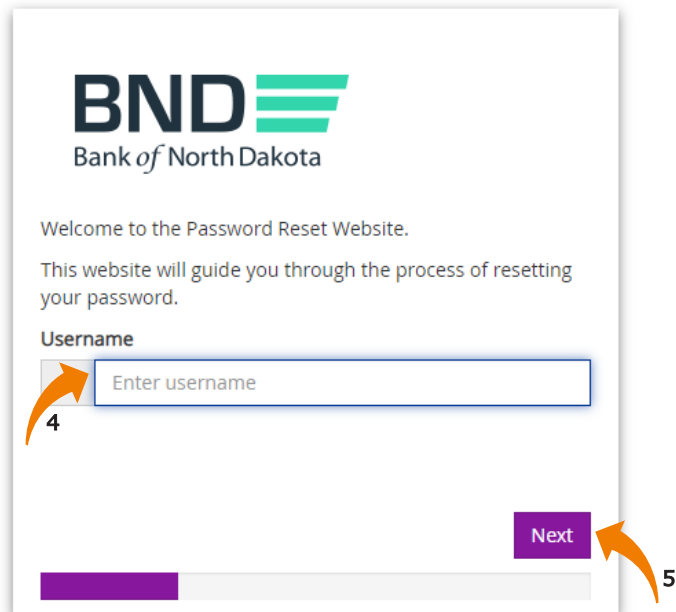
3. Copy and paste the URL address into a new browser window.

4. Enter Username.
5. Click Next.

6. Enter your Existing Password or click I have forgotten my password.
7. Click Next.
    An email, phone, or text notification will be sent to you with a temporary passcode.

8. Enter the Passcode sent though the Dispatch Policy method (i.e., email, phone or text). If you would like to change this method, go to your personal information/account page and choose an alternate method.
    You have three minutes to enter the Passcode before it expires.
9. Click Next.

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.

12. You have successfully changed the password.

13. Close the screen.