

Secure Transfer Guide

Manage File Transfer (MFT)

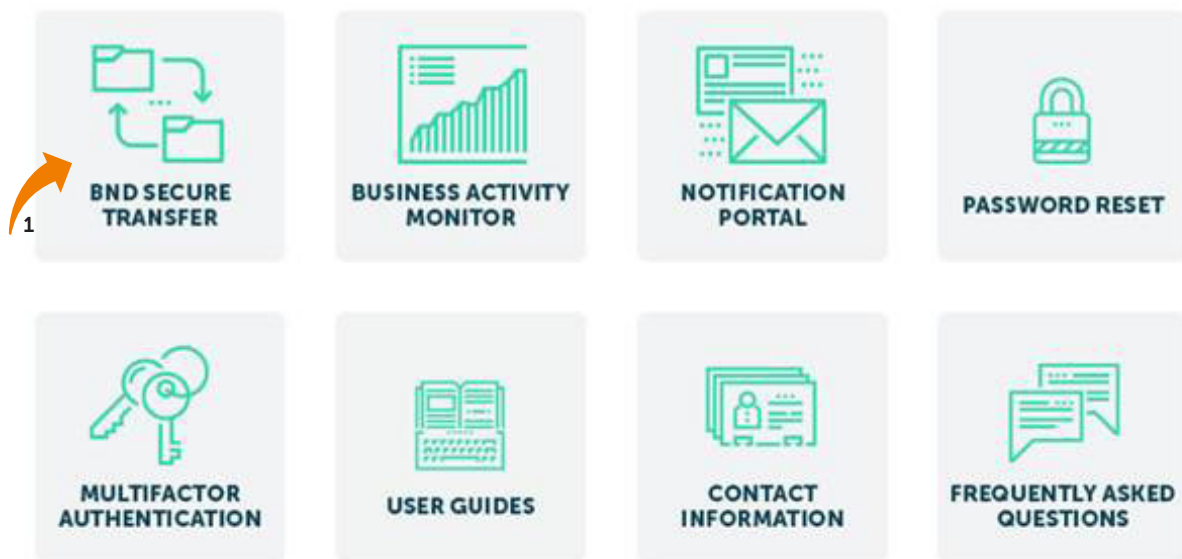
Revised November 2021

Secure Transfer Guide

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Logging in

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

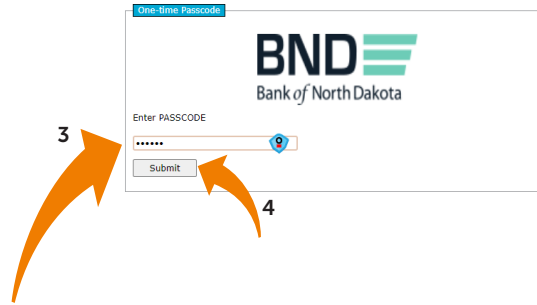


2. Enter **Username** and **Password**.

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

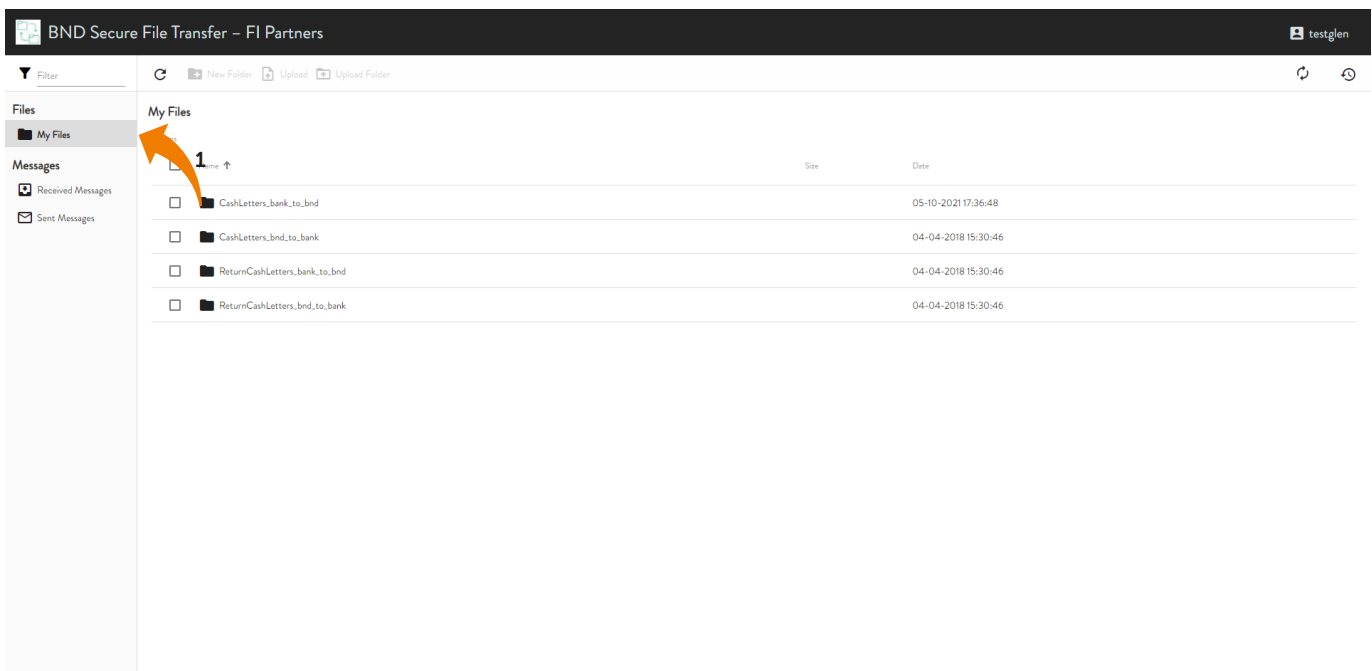
1. File folders will be found by clicking **My Files** on the left-hand side
Send files to BND; Choose one of the following folders:


- CashLetters_bank_to_bnd
- ReturnCashLetters_bank_to_bnd

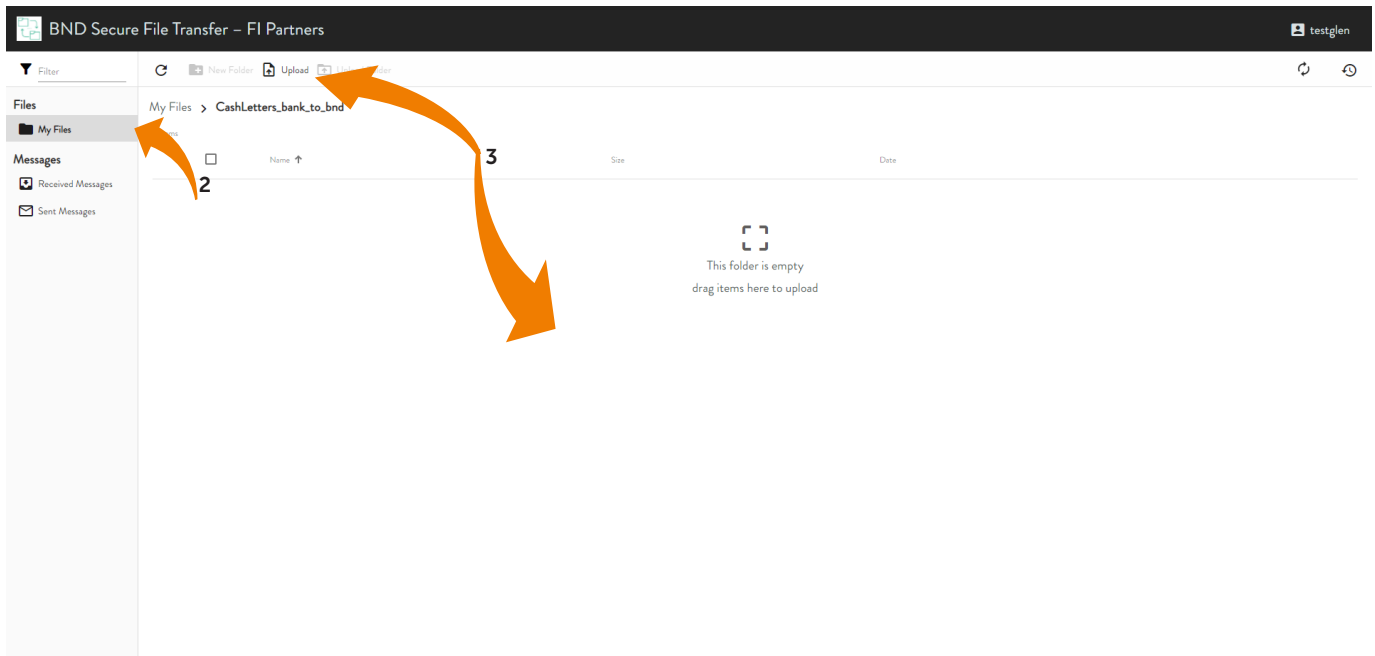
Receive files from BND; Choose one of the following folders:

- CashLetters_bnd_to_bank
- ReturnCashLetters_bnd_to_bank

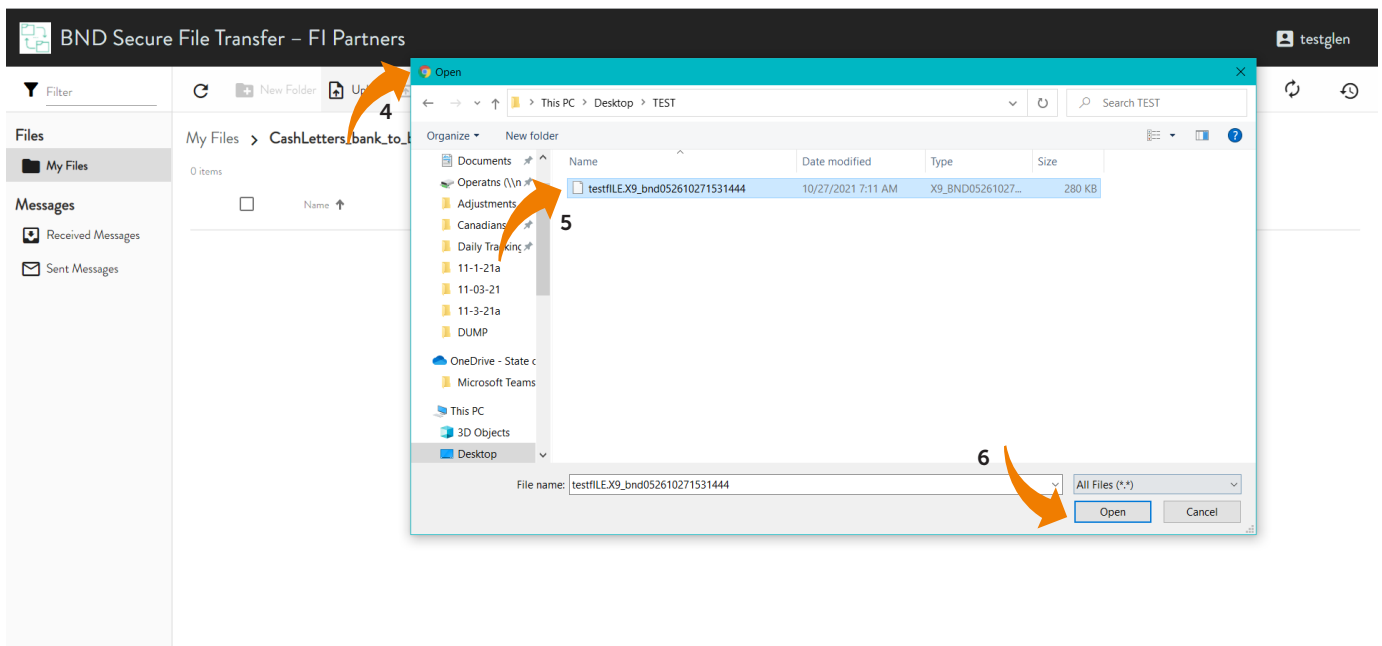
If you open a folder and would like to return to the home page, click on **My Files**.



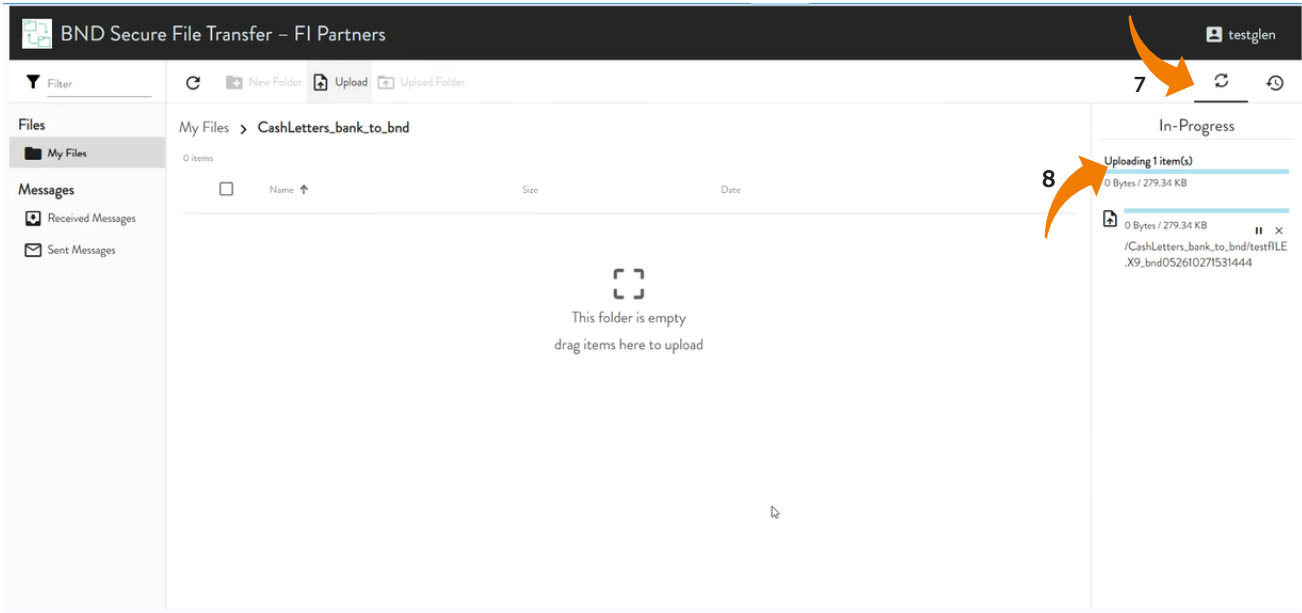
2. Send a file to BND: Click on either the **CashLetters_bank_to_bnd** or **ReturnCashLetters_bank_to_bnd** folder.
3. There are two options to upload files:
 - Click on the **File Upload**  **Upload** icon and proceed to steps 4-6 or
 - Drag and drop the file on the screen and proceed to step 7



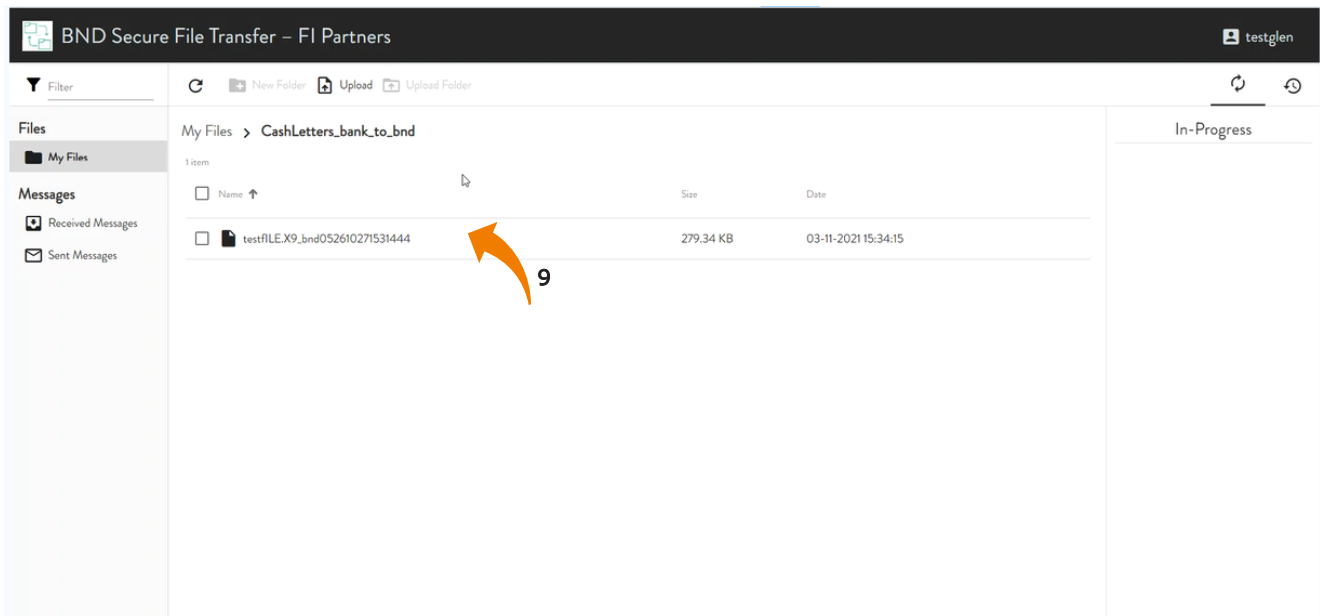
4. This box will open.
5. Choose the file you would like to send.
6. Click **Open**.



7. Click on the In-Progress  icon to open the In-Progress screen.
8. Here you will see the file **In-Progress**.

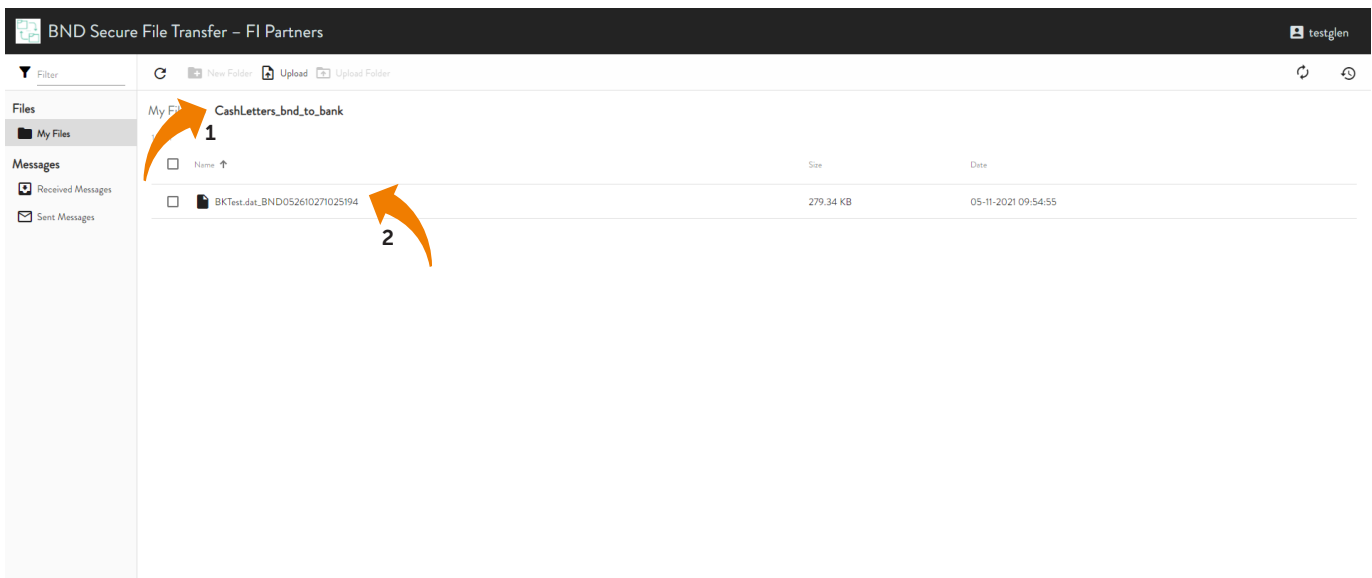


9. When the file has completed, it will show in the folder.

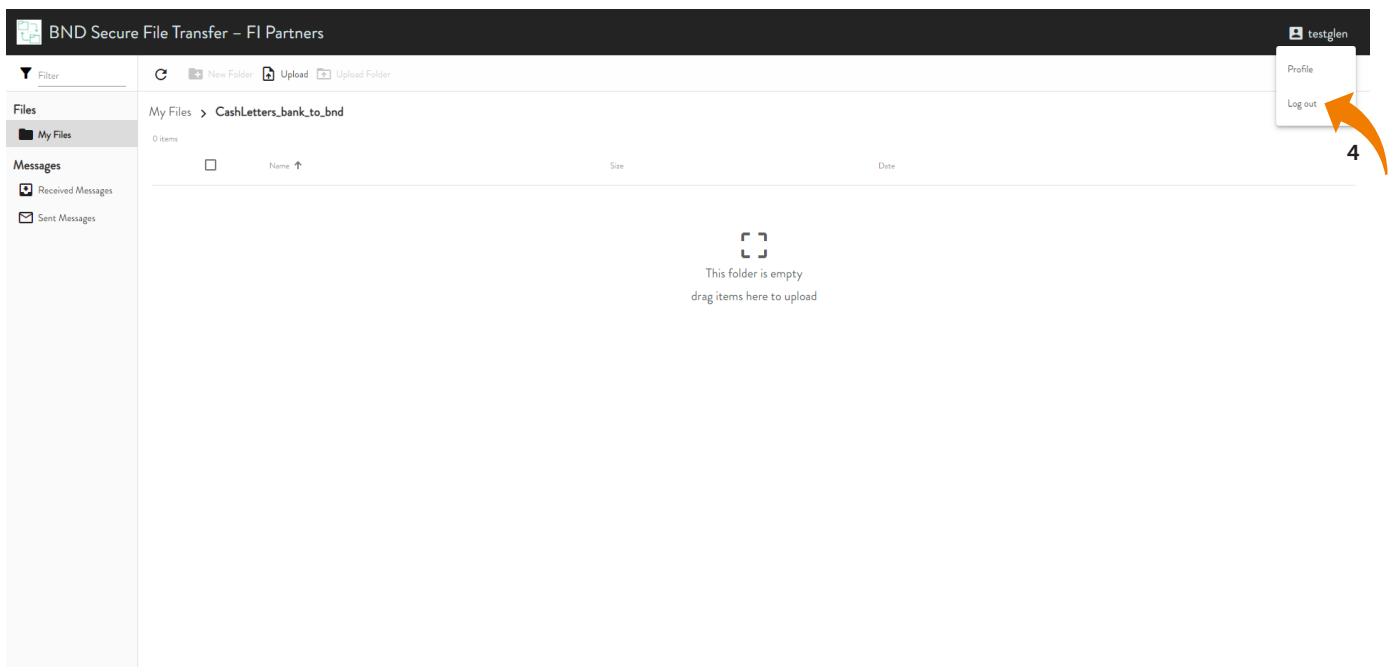


Processing files

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.

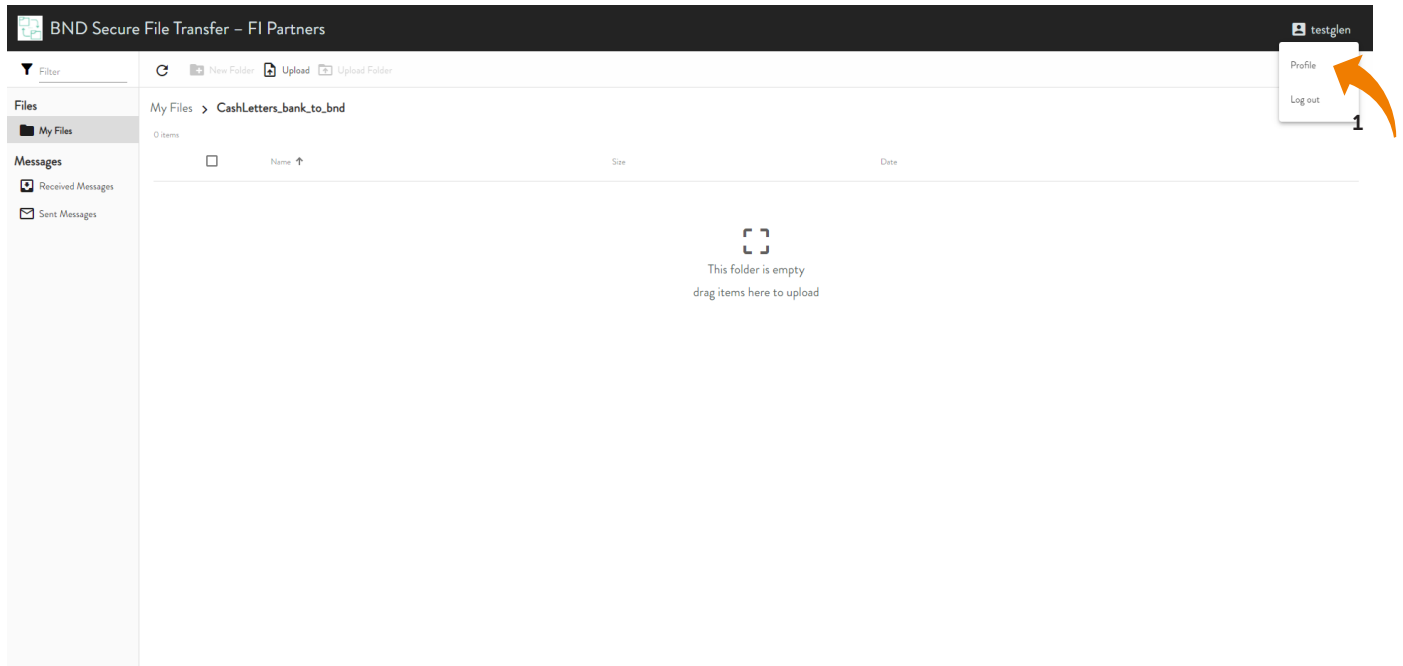
Warning

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

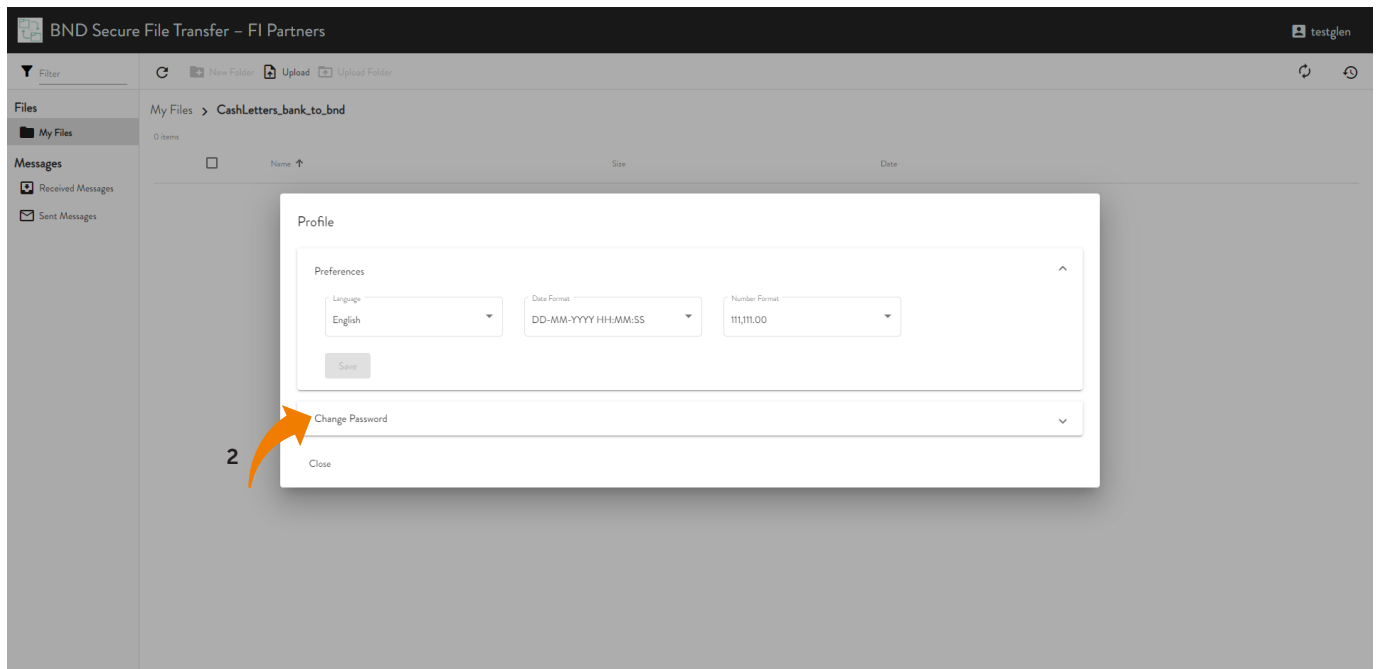


Changing password

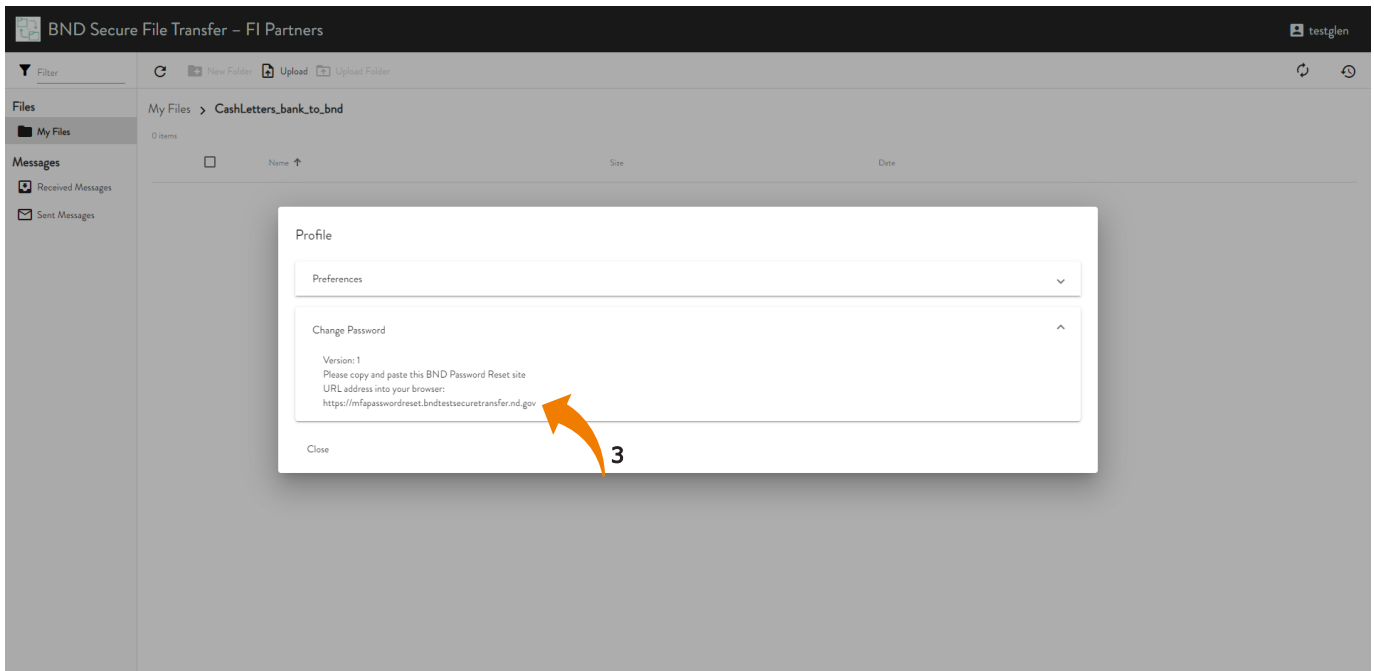
1. Click on **Account Name** and choose **Profile**.



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

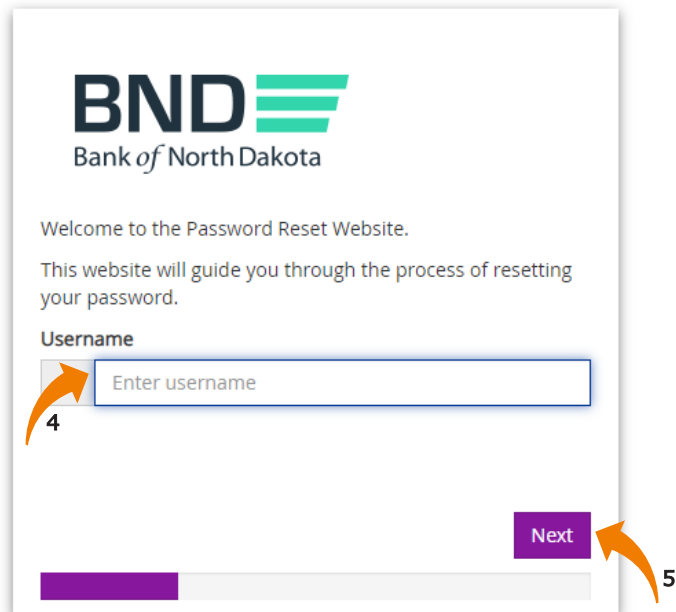


3. Copy and paste the URL address into a new browser window.



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.

The screenshot shows the BND Bank of North Dakota login interface. At the top is the BND logo and the text "Bank of North Dakota". Below this is the instruction "Please authenticate using your existing password." There are two input fields: "Username" with the value "testglen" and a blue shield icon to its right, and "Existing password" with a lock icon and the placeholder text "Enter existing password". An orange arrow labeled "6" points to the password field. Below the password field is a link that says "I have forgotten my password." At the bottom right are two buttons: "Cancel" and "Next". An orange arrow labeled "7" points to the "Next" button. A purple progress bar is visible at the bottom of the form.

8. Enter the **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.
You have three minutes to enter the **Passcode** before it expires.
9. Click **Next**.

The screenshot shows the BND Bank of North Dakota login interface for one-time passcode authentication. At the top is the BND logo and the text "Bank of North Dakota". Below this is the instruction "Please authenticate using the one-time passcode sent to you." There are two input fields: "Username" with the value "testglen" and a blue shield icon to its right, and "Passcode" with a speech bubble icon and six dots representing the passcode. An orange arrow labeled "8" points to the passcode field. Below the passcode field is the text "Status: Sent" and "Remaining: 00:02:27". At the bottom right are two buttons: "Cancel" and "Next". An orange arrow labeled "9" points to the "Next" button. A purple progress bar is visible at the bottom of the form.

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

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

Username
testglen

New password
.....

Confirm password
.....

Cancel Next

12. You have successfully changed the password.
13. Close the screen.

BND
Bank of North Dakota

Your password has been changed successfully.

Username
testglen

Completed