



# Notifications Portal Guide

Manage File Transfer (MFT)

Revised April 2023

# Notifications

# Portal

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# Access the portal

1. This portal will give you the ability to administer who receives email notifications for successful/failed uploads and downloads of files.

This portal is only for setting up individuals to receive the successful/failed upload and download emails. The email containing the count and amount is through a separate program.

As the administrator, you will receive the following four emails along with the three setup emails. Please complete first time enrollment steps before setting up email notifications.

Click on the [link](#) in any one of the emails or on the [BND Secure Transfer](#) home page to access the portal.

## Example User

Welcome to BND Notification Portal!

As administrator you now have access to administer who receives email notifications for successful **transfer uploads**. You can access the BND Notification portal at <https://notification.bndtestsecuretransfer.nd.gov>.

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

Notification Portal



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Notification Portal



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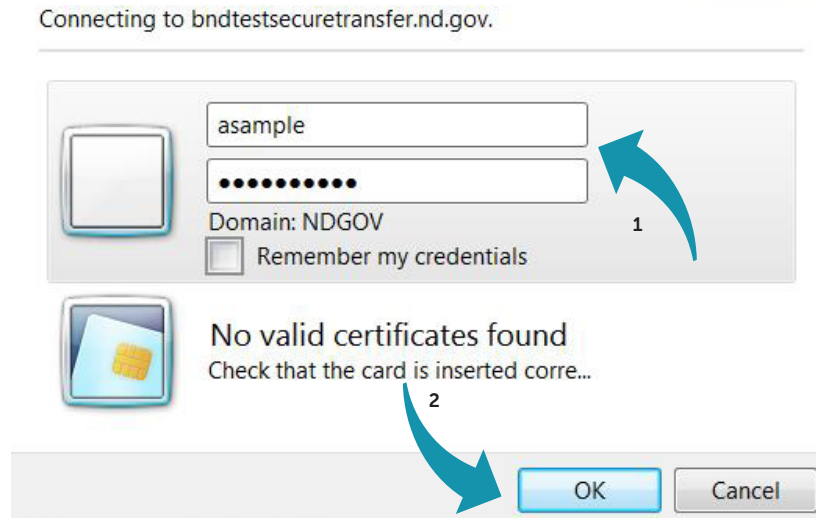
Notification Portal



# Log in

1. Log in with the credentials created during enrollment.
2. Click [OK](#).

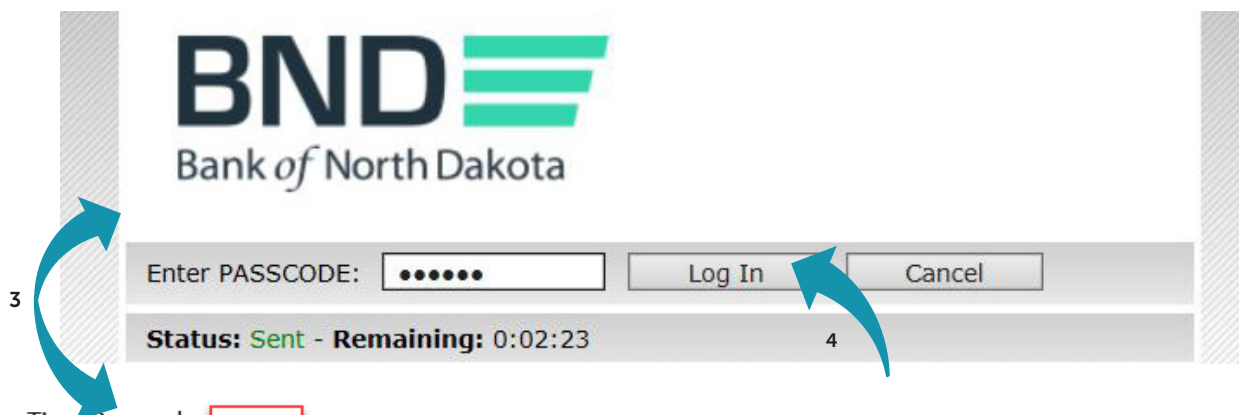
An email, phone or text notification will be sent to you with a temporary passcode.



3. 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 one-time passcode before it expires.

4. Click [Log In](#).

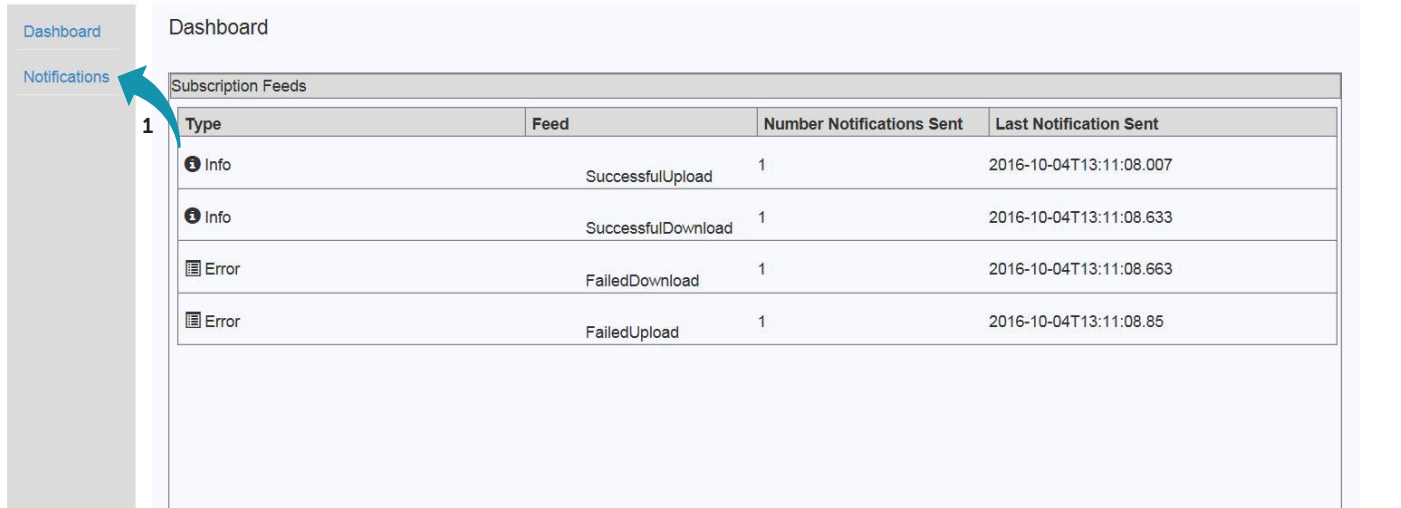


If you have issues with your account or believe you received this email by mistake, please contact Customer Service.  
Cash Letters: 701.328.5645  
ACH: 701.328.5644  
ACH (after hours): 701.516.3318 or 701.425.3461  
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# Set up notifications

1. Click on the [Notifications](#) tab.

**BND** EFT Notifications Portal: Account Sample  
Bank of North Dakota



Dashboard

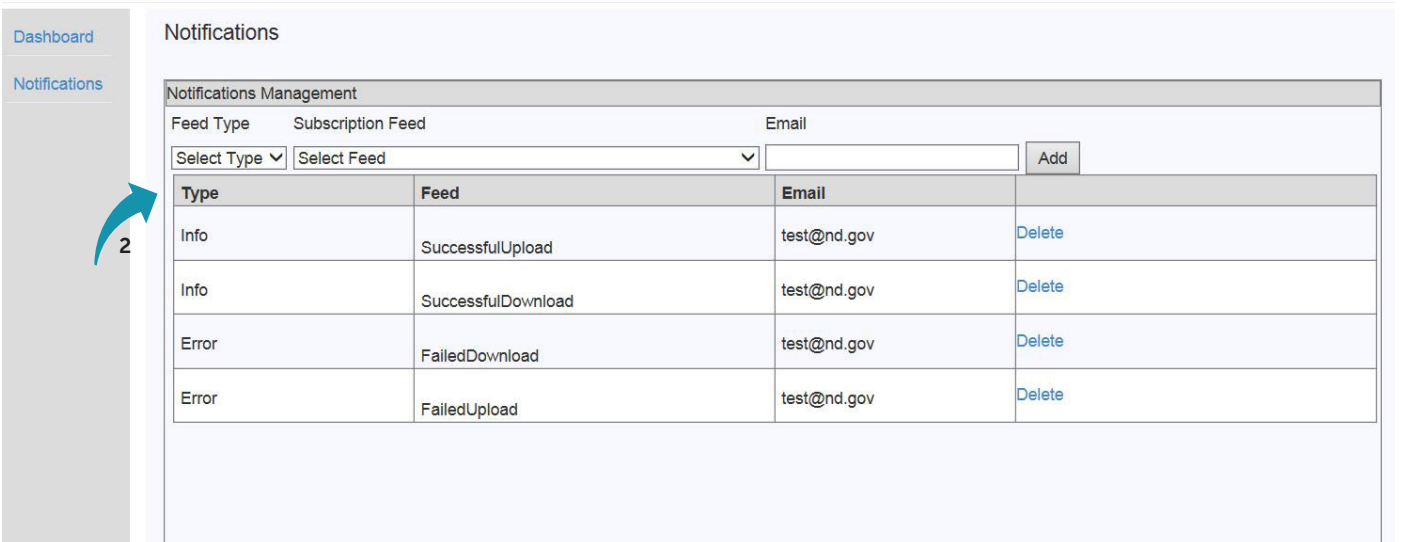
Notifications

Subscription Feeds

Type	Feed	Number Notifications Sent	Last Notification Sent
Info	SuccessfulUpload	1	2016-10-04T13:11:08.007
Info	SuccessfulDownload	1	2016-10-04T13:11:08.633
Error	FailedDownload	1	2016-10-04T13:11:08.663
Error	FailedUpload	1	2016-10-04T13:11:08.85

2. As the administrator, you will automatically be set up on all four notifications. To delete any notifications, see instructions on page 9 of this guide.

**BND** Notifications Portal: Account Sample  
Bank of North Dakota



Dashboard

Notifications

Notifications Management

Feed Type    Subscription Feed    Email

Select Type ▼    Select Feed ▼    Add

Type	Feed	Email	
Info	SuccessfulUpload	test@nd.gov	Delete
Info	SuccessfulDownload	test@nd.gov	Delete
Error	FailedDownload	test@nd.gov	Delete
Error	FailedUpload	test@nd.gov	Delete

# Add a notification

- Under the **Feed Type** choose one of the following options; the other types are currently not in use.
  - Error** - Failed files
  - Info** - Successful files



Dashboard

Notifications

### Notifications

Notifications Management

Feed Type	Subscription Feed	Email	
Select Type	Select Feed		Add
Error			
Warning			
Info			
News			
Alert			
	Feed	Email	
	SuccessfulUpload	test@nd.gov	Delete
Info	SuccessfulDownload	test@nd.gov	Delete
Error	FailedDownload	test@nd.gov	Delete
Error	FailedUpload	test@nd.gov	Delete

3

- Under **Subscription Feed** choose one of the following:
  - SuccessfulUpload** - Feed Type - Info
  - SuccessfulDownload** - Feed Type - Info
  - FailedDownload** - Feed Type - Error
  - FailUpload** - Feed Type - Error



Dashboard

Notifications

### Notifications

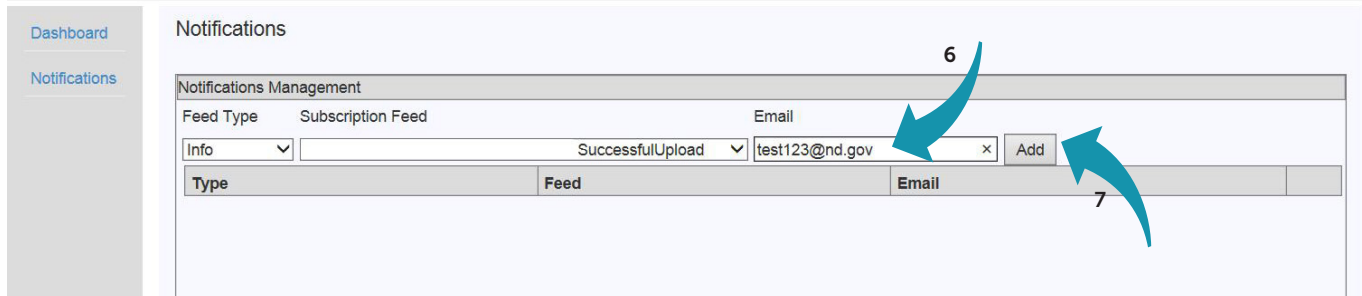
Notifications Management

Feed Type	Subscription Feed	Email	
Select Type	Select Feed		Add
Type			
Info	SuccessfulUpload	test@nd.gov	Delete
Info	SuccessfulDownload	test@nd.gov	Delete
Error	FailedDownload	test@nd.gov	Delete
Error	FailedUpload	test@nd.gov	Delete

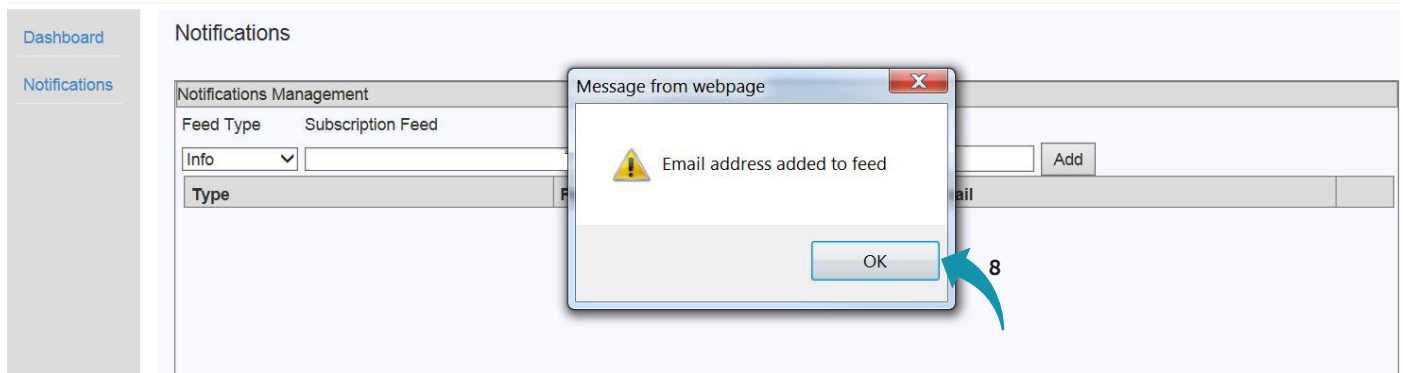
4

6. Enter [Email](#).

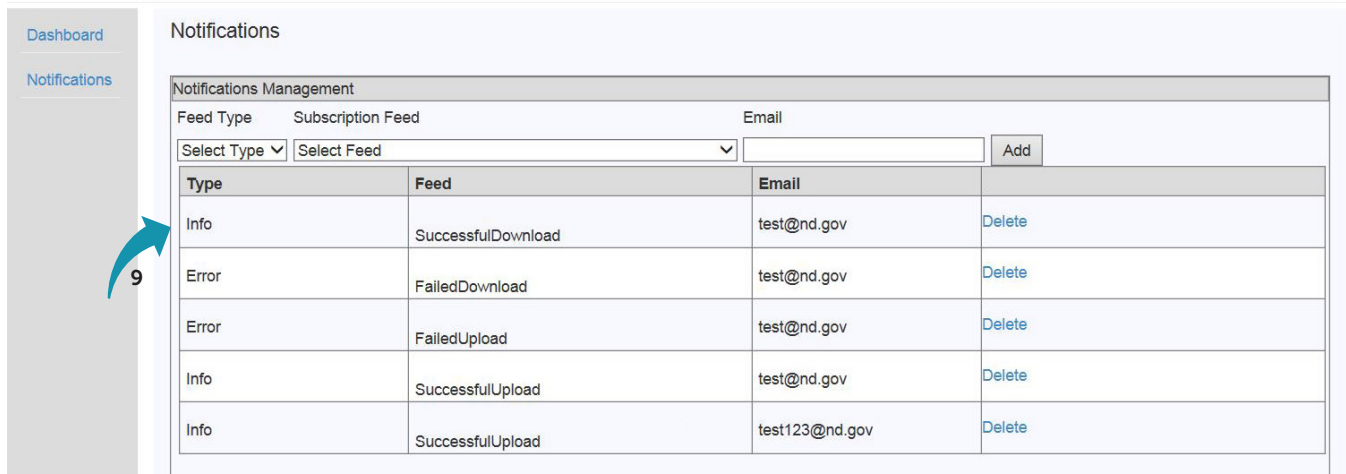
7. Click [Add](#).



8. This box will appear; click [OK](#).



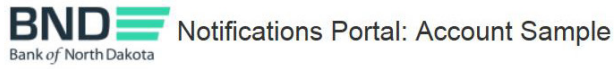
9. Verify the notification has been added.





# Delete a notification

1. Click the word "Delete" next to the notification you would like to delete.



Notifications

Notifications Management

Feed Type Subscription Feed Email

Select Type Select Feed Add

Type	Feed	Email	
Info	SuccessfulDownload	test@nd.gov	Delete
Error	FailedDownload	test@nd.gov	Delete
Error	FailedUpload	test@nd.gov	Delete
Info	SuccessfulUpload	test@nd.gov	Delete
Info	SuccessfulUpload	test123@nd.gov	Delete

2. This box will appear; click OK.



Notifications

Notifications Management

Feed Type Subscription Feed Email

Select Type Select Feed Add

Type	Feed	Email	
Info	SuccessfulDownload	test@nd.gov	Delete
Error	BANK-BANK-0 FailedDownload		Delete
Error	FailedUpload	test@nd.gov	Delete
Info	SuccessfulUpload	test@nd.gov	Delete
Info	SuccessfulUpload	test123@nd.gov	Delete

Message from webpage

⚠ Email address removed from feed

OK

3. Verify the notification has been deleted and close the browser when you have finished.

Dashboard

Notifications

### Notifications

Notifications Management

Feed Type    Subscription Feed    Email

Select Type  Select Feed

Type	Feed	Email	
Info	SuccessfulUpload	test@nd.gov	<a href="#">Delete</a>
Info	SuccessfulDownload	test@nd.gov	<a href="#">Delete</a>
Error	FailedDownload	test@nd.gov	<a href="#">Delete</a>
Error	FailedUpload	test@nd.gov	<a href="#">Delete</a>

