

Secure Transfer Guide

Manage File Transfer (MFT)

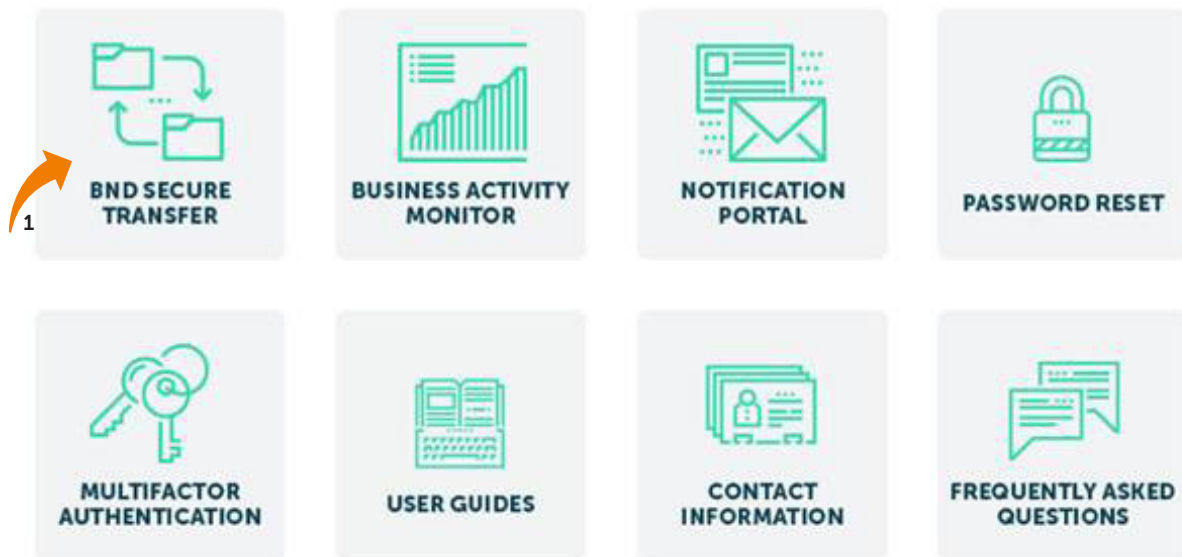
Revised April 2023

Secure Transfer Guide

Topic	Page
Logging in	3
Sending and receiving files	5
Processing files	8
Changing password	10

Logging in

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

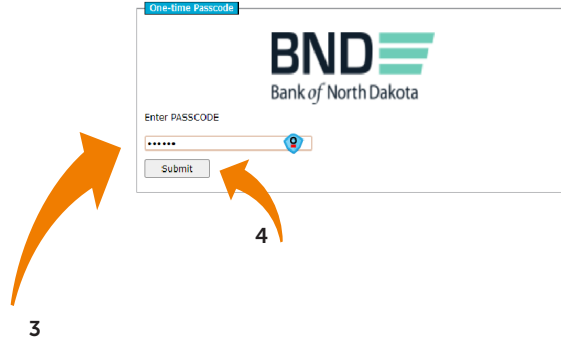


2. Enter **Username** and **Password**.

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

A screenshot of the BND login page. The page has a white background with the BND logo at the top. Below the logo, it says "Financial Institution Partners" and "Secure File Transfer". There are two input fields: "Username" with the text "testglen" and a location pin icon, and "Password" with a masked password of 12 dots. A "Log in" button is at the bottom. An orange arrow with the number "2" points to the "Username" field.

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**.



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)

I



Sending and receiving files

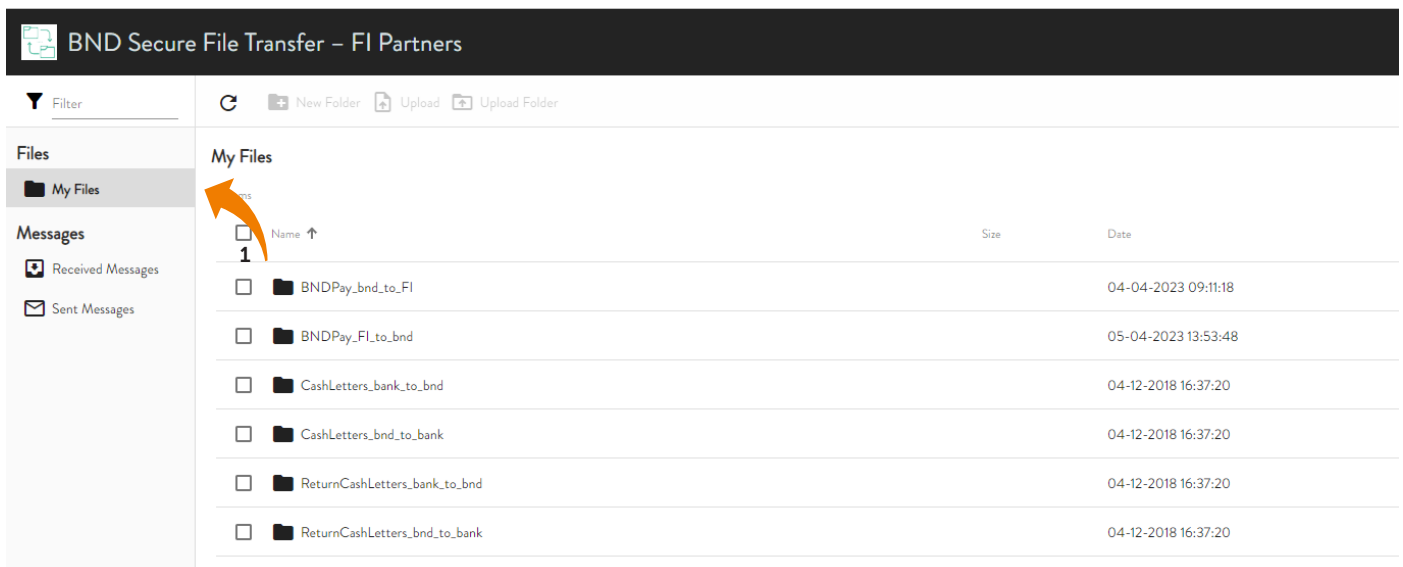
1. File folders will be found by clicking **My Files** on the left-hand side. Send files to BND; Choose one of the following folders:

- CashLetters_bank_to_bnd
- ReturnCashLetters_bank_to_bnd
- BNDPay_FI-to-bnd

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


- CashLetters_bnd_to_bank
- ReturnCashLetters_bnd_to_bank
- BNDPay_bnd-to-FI

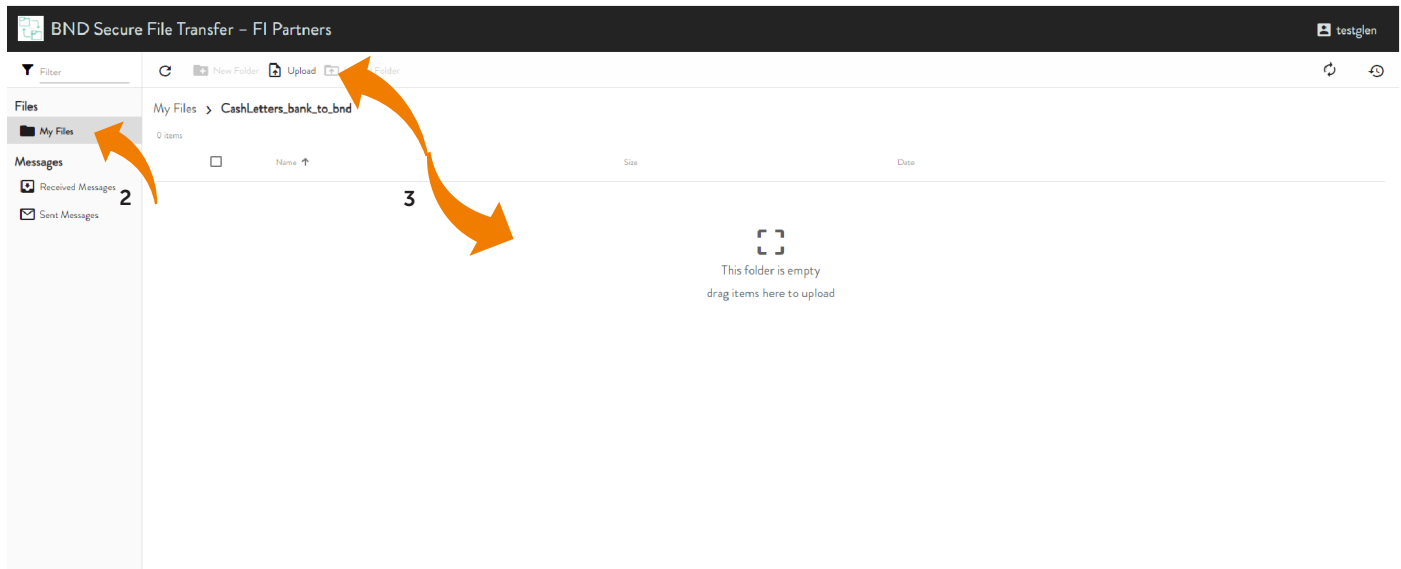
If you open a folder and would like to return to the home page, click on **My Files**.



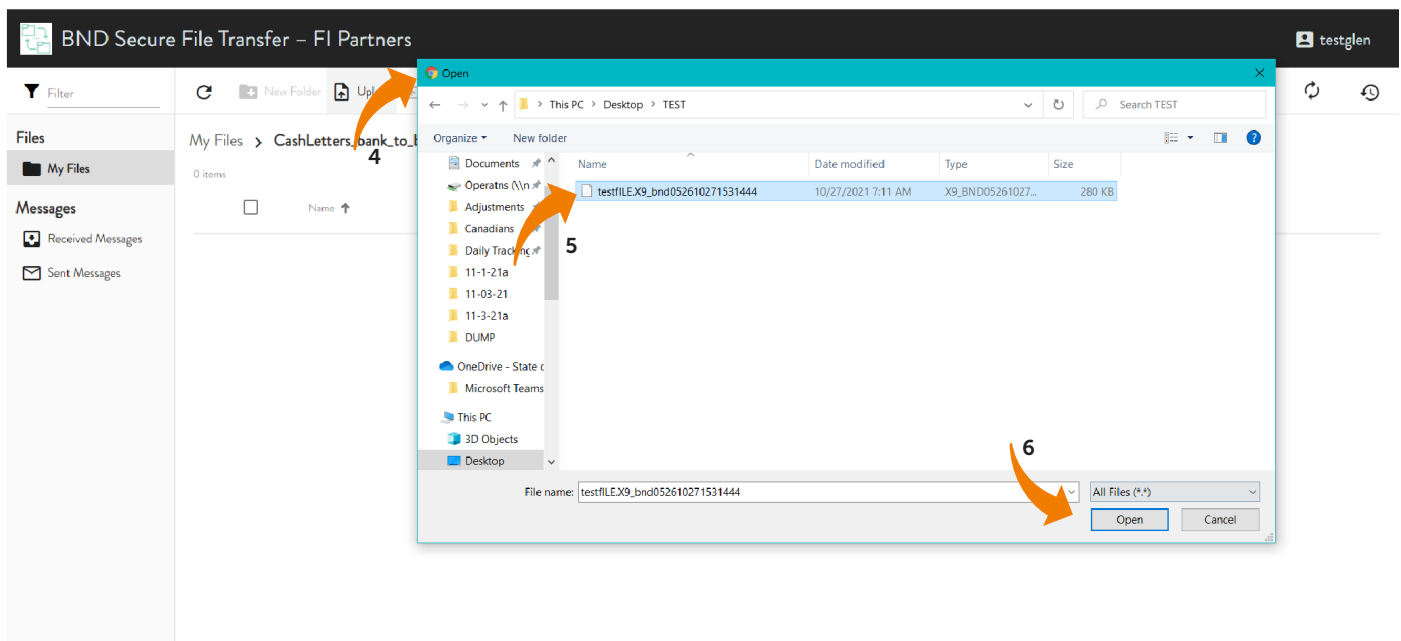
The screenshot shows the 'BND Secure File Transfer – FI Partners' interface. On the left, there is a sidebar with 'Files' and 'Messages' sections. Under 'Files', 'My Files' is selected. The main area displays a table of folders under the heading 'My Files'. An orange arrow points to the 'My Files' folder in the sidebar. The table lists several folders with their names, sizes, and dates.


<input type="checkbox"/>	Name ↑	Size	Date
<input type="checkbox"/>	1		
<input type="checkbox"/>	BNDPay_bnd_to_FI		04-04-2023 09:11:18
<input type="checkbox"/>	BNDPay_FI_to_bnd		05-04-2023 13:53:48
<input type="checkbox"/>	CashLetters_bank_to_bnd		04-12-2018 16:37:20
<input type="checkbox"/>	CashLetters_bnd_to_bank		04-12-2018 16:37:20
<input type="checkbox"/>	ReturnCashLetters_bank_to_bnd		04-12-2018 16:37:20
<input type="checkbox"/>	ReturnCashLetters_bnd_to_bank		04-12-2018 16:37:20

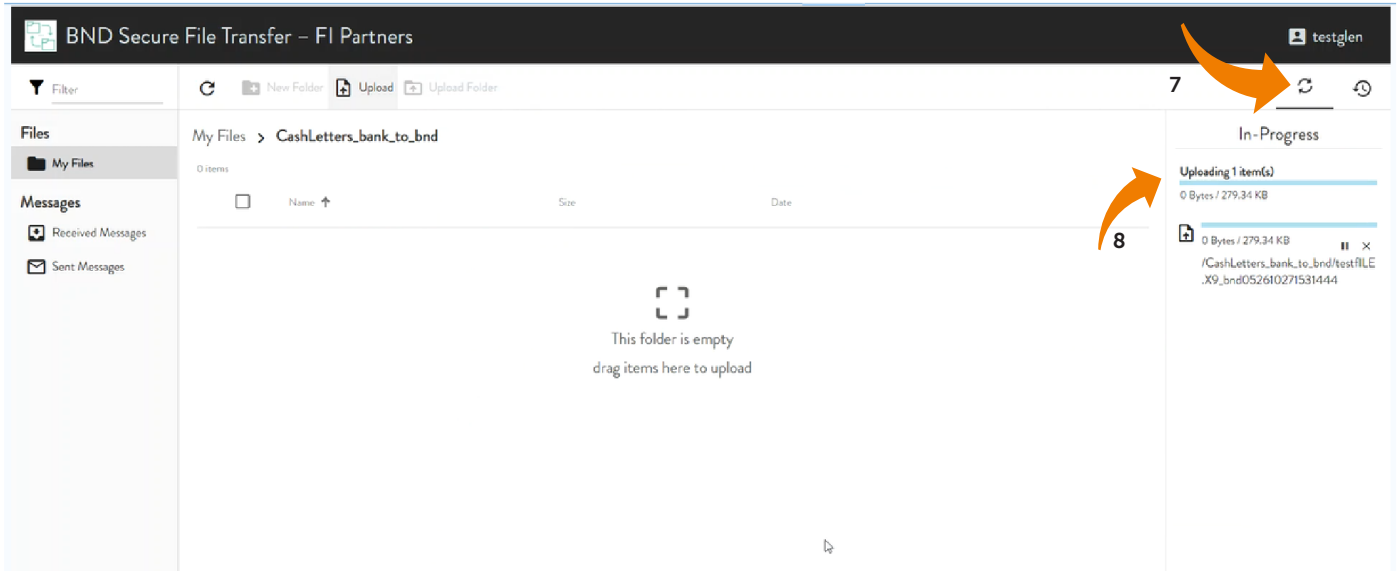
- Send a file to BND: Click on either the [CashLetters_bank_to_bnd](#), [ReturnCashLetters_bank_to_bnd](#) or [BNDPay_FI_to_bnd](#) folder.
- There are two options to upload files:
 - Click on the [File Upload](#)  icon and proceed to steps 4-6 or
 - Drag and drop the file on the screen and proceed to step 7



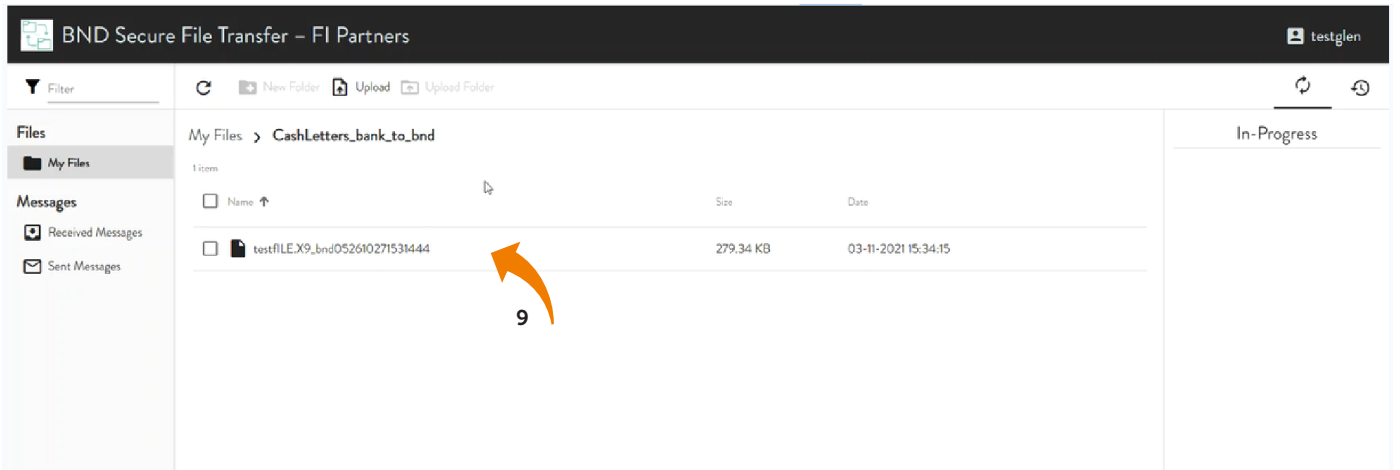
- This box will open.
- Choose the file you would like to send.
- Click [Open](#).



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

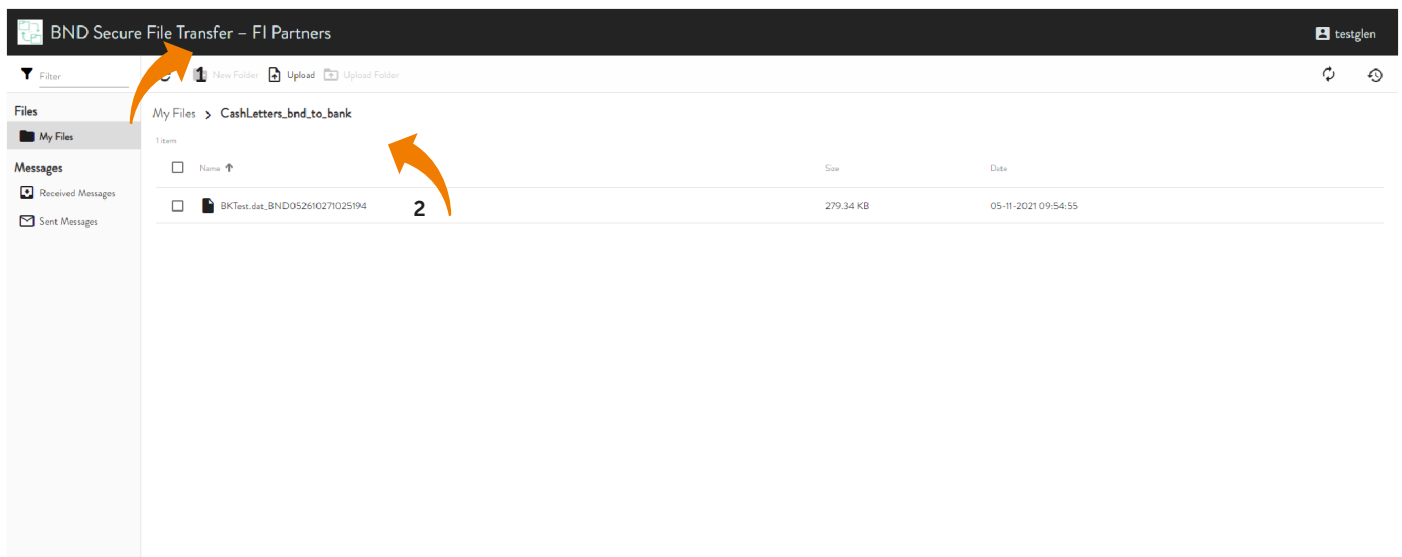


9. When the file has completed, it will show in the folder.

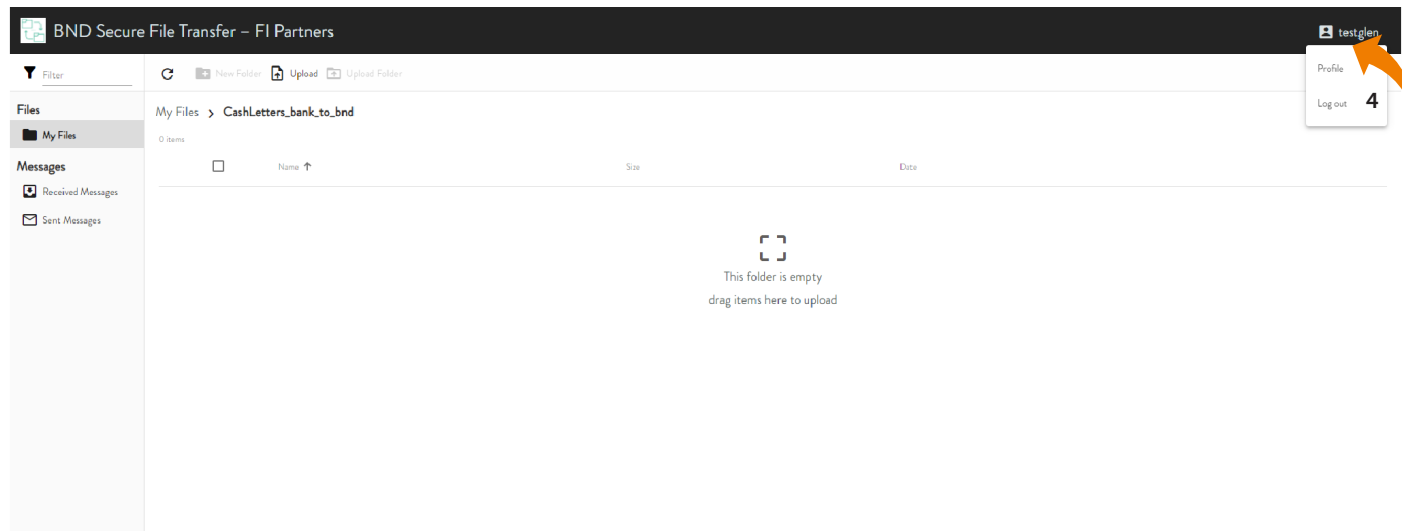


Processing files

1. Click on either the [CashLetters_bnd_to_bank](#), [ReturnCashLetters_bnd_to_bank](#) or [BNDDPay_bnd_to_FI](#) 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. You may also contact BND Loan Operations at bndloanoperations@nd.gov or 701-328-5666.



4. Log out: Click [Account](#) 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.

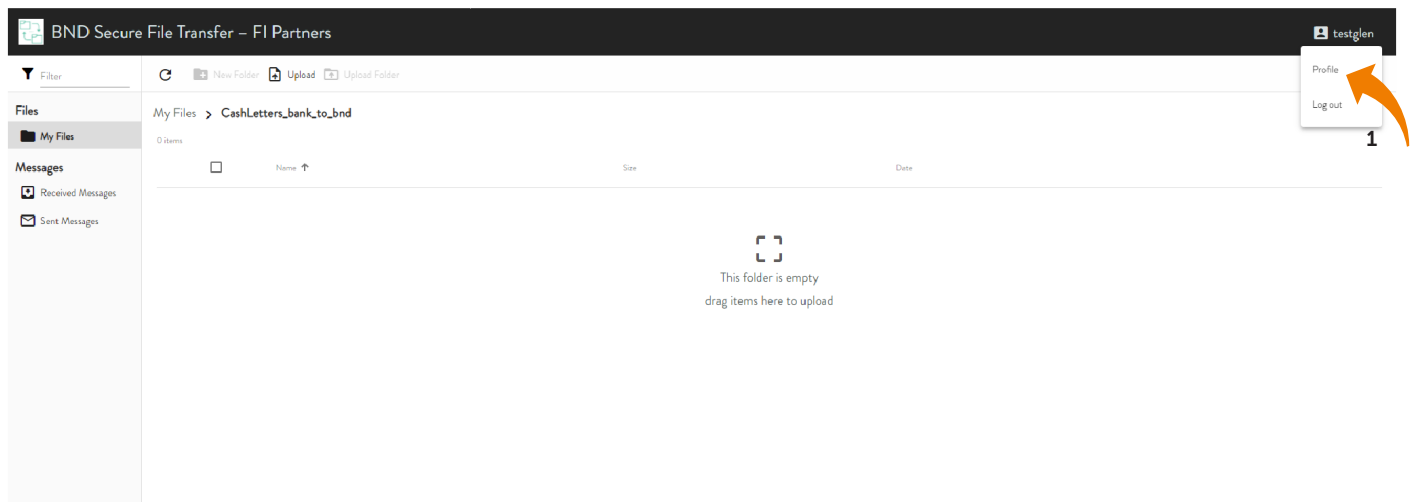
Warning

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

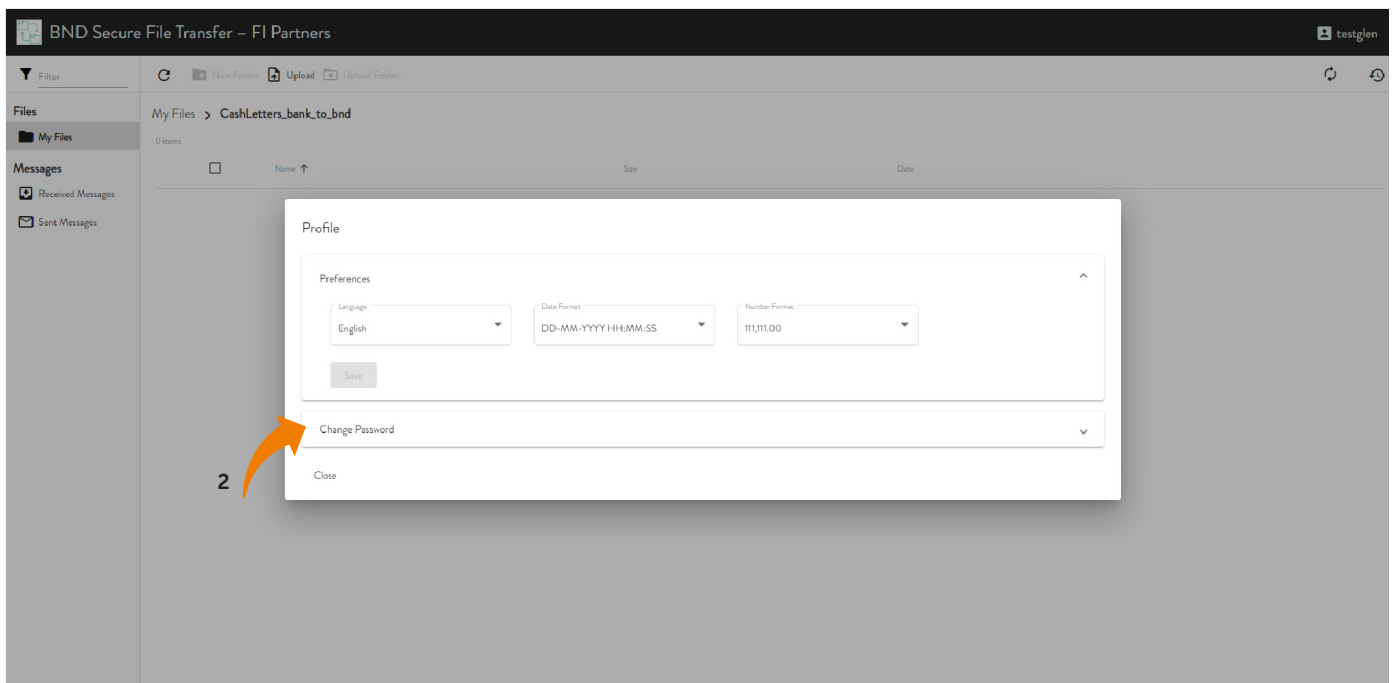


Changing password

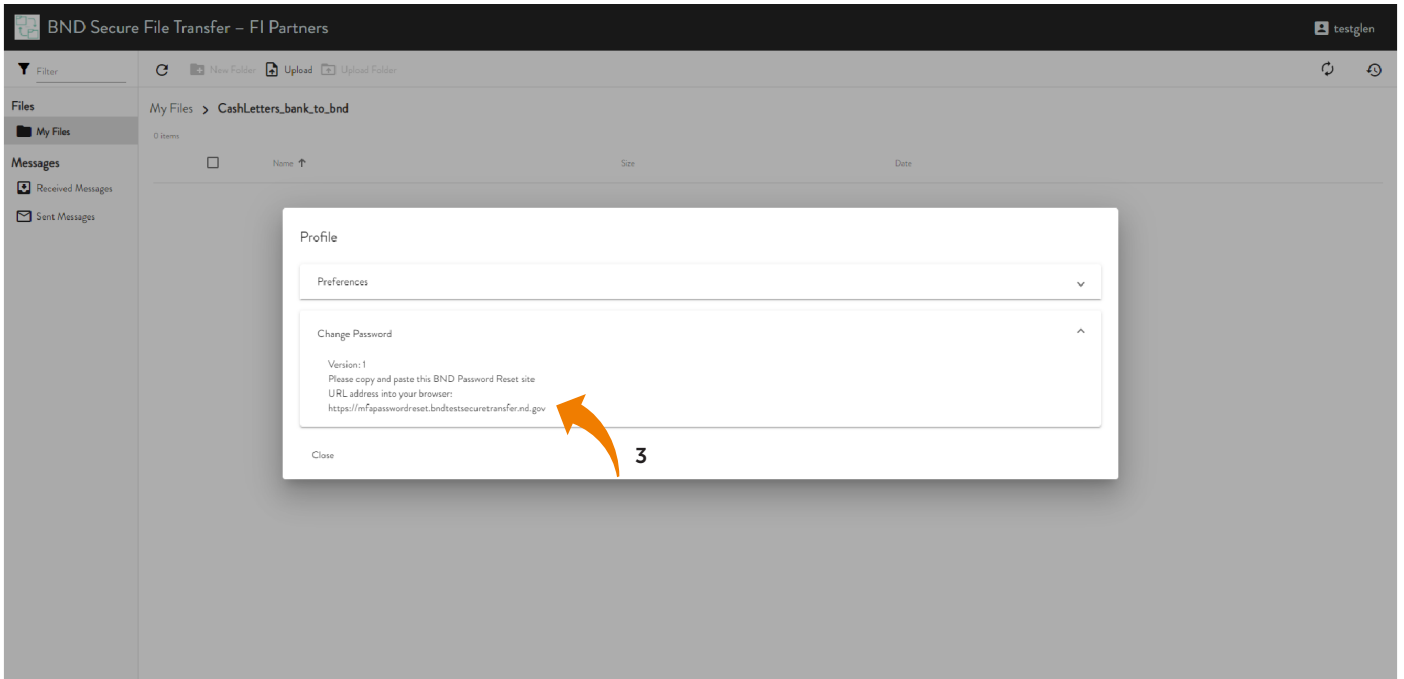
1. Click on **Account Name** and choose **Profile**.



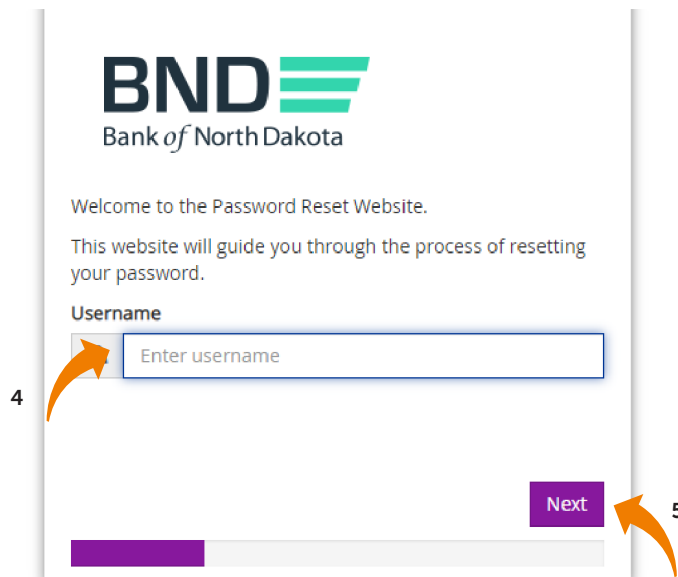
2. Click **Change Password** to open a drop-down menu.



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." The "Username" field contains "testglen". The "Existing password" field is empty and has a lock icon on the left. Below the password field is a link that says "I have forgotten my password." At the bottom right are "Cancel" and "Next" buttons. An orange arrow labeled "6" points to the password field and the "I have forgotten my password" link. Another orange arrow labeled "7" points to the "Next" button.

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." The "Username" field contains "testglen". The "Passcode" field is empty and has a speech bubble icon on the left. Below the passcode field, it says "Status: Sent" and "Remaining: 00:02:27". At the bottom right are "Cancel" and "Next" buttons. An orange arrow labeled "8" points to the "Passcode" field. Another orange arrow labeled "9" points to the "Next" button.

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