

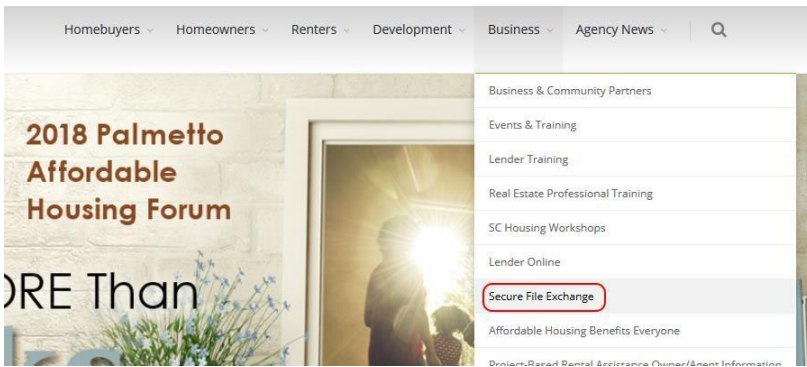
South Carolina State Housing Finance and Development Authority

Secure File Exchange

The SC Housing online file exchange is a secure and encrypted method to transfer files between external clients and the agency. Available 24 hours for your convenience, this system replaces the Extranet on SC Housing's previous website. To access the system, each user must first register a new account.

Accessing the Secure File Exchange

To begin exchanging files, select Secure File Exchange from the Business menu:



You may also select Secure File Exchange from the SC Housing Partners page:



Selecting Secure File Exchange, opens the login page.

Secure File Exchange Login

You will need to log in using your account information before you can submit files. Please use the email address and password you submitted when you registered your account and select **Login**.

Secure File Exchange Login

Email Address

Password

 [Register New Account](#)

[Login](#)

If you have not registered an account, select **Register New Account** to start the process.

Account Registration

On the Secure File Exchange Registration page, fill in your name, mail address, phone number, email address and password fields. Your email address will be used to log in. Please be sure to select a password that is both secure and easy for you to remember. If your password is lost, contact SC Housing's Information Technology at ITC@schousing.com to request a password reset.

Secure File Gateway Registration

Name

Company

Address

City

State

Zip Code

Phone

Fax

Email Address

Password

[Register](#)

After completing your registration, you will be taken to the Secure File Exchange Dashboard.

Secure File Exchange Dashboard

After you log in or successfully register a new account, you will be taken to the Secure File Exchange Dashboard. This page will display a greeting and any new messages.

Secure File Exchange Dashboard

Welcome, John Doe!



On the Dashboard, select **Submit File** to send a new file or **Logout** to return to the log in screen. A message will appear indicating you have logged out.

File size must be 500 megabytes or less. Recommend that all image files do not exceed a resolution of 2048 by 1024. See instructions below on how to create a pdf with all of the images that need to be uploaded as well as instructions on how to create a Zip File.

File Submission

When you select **Submit File** on the Dashboard, the Secure File Upload page will open:

Secure File Upload

Department



File

No file selected.

Document Title

Note

ID Number (Contract/Customer/Loan/Project)



The File field may look different depending on your browser. In all cases, clicking on the field will display a File Upload dialog. Select the file that you need to submit.

You must also select the SC Housing department that should receive your document. Please

include a document title and any notes or identifiers that will be helpful. This information will be forwarded to that department after the file is received.

After filling in the required fields, to finalize the exchange click **Upload** to send the file. The submission may take a few minutes depending on the file size. **Do not close your browser** until you are returned to the Dashboard. Once the file has been successfully received, the file name and size of the file will be displayed:

Secure File Exchange Dashboard

Welcome, John Doe!

File File Upload to SC Housing.pdf (258918 bytes) was successfully uploaded.



Logout

You may now submit additional files or log out when you are finished.

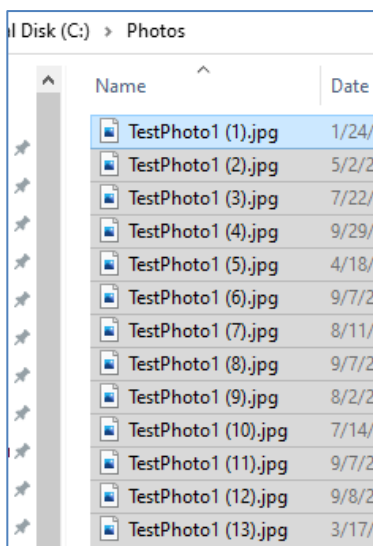
Creating a PDF with all of the Photos

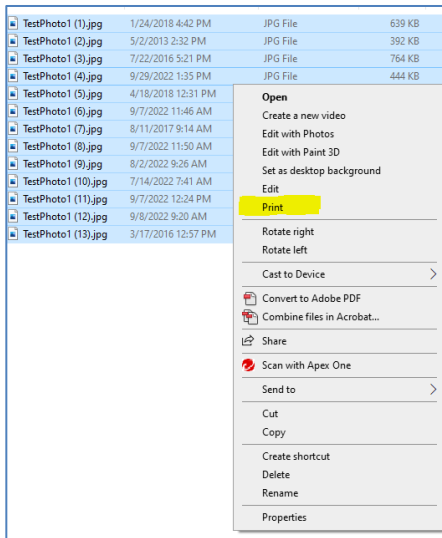
The instructions that follow do not require a full version of Adobe to create a pdf with multiple photos. It does require Microsoft Windows.

Images (JPG, GIF, TGA, etc) should not have a resolution greater than 2048 by 1024.

Locate your photos on your pc and highlight all off the pictures you need to include in the pdf.

Using your right mouse button open the mouse menu and select Print.





For Printer select Microsoft Print to PDF

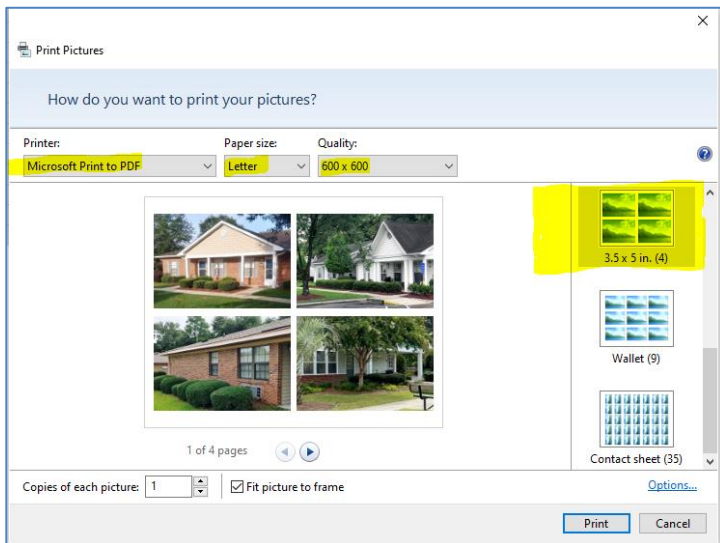
Paper Size = Letter

Quality = 600 x 600

Choose the 3x5 x 5in. (4) layout

Copies of each picture = 1

Check the Fit Picture to frame box.



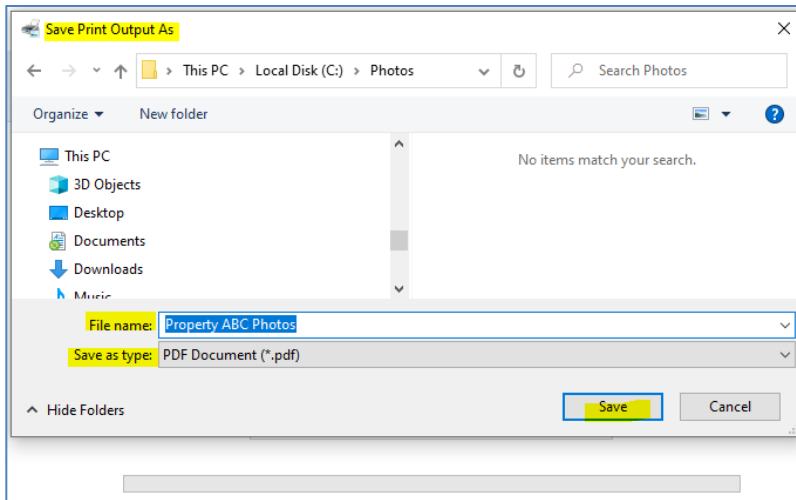
Select Print

When the Save Print Output As Windows dialog box opens navigate to the folder on your pc where you wish to store the file.

For File Name please include the property name or address as the first part of the name.

Save as Type PDF Document (*.pdf)

Save



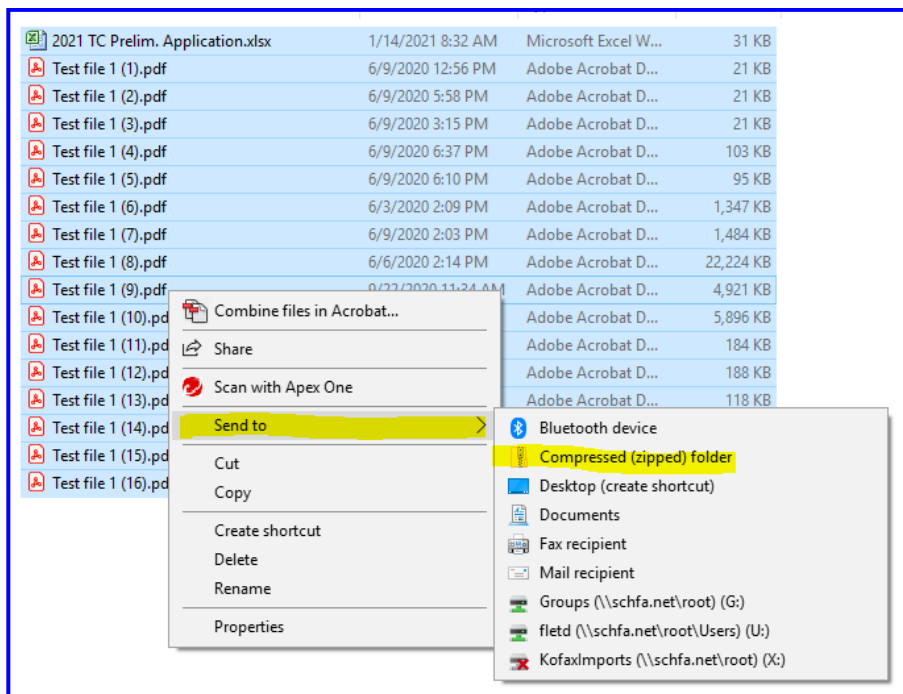
Creating and Extracting a Zip File

Creating the Zip File

Navigate to the folder where the files you wish to include in the zip file are located.

Select all files to be included.

Using the right mouse menu select Send to/Compressed (zipped) folder



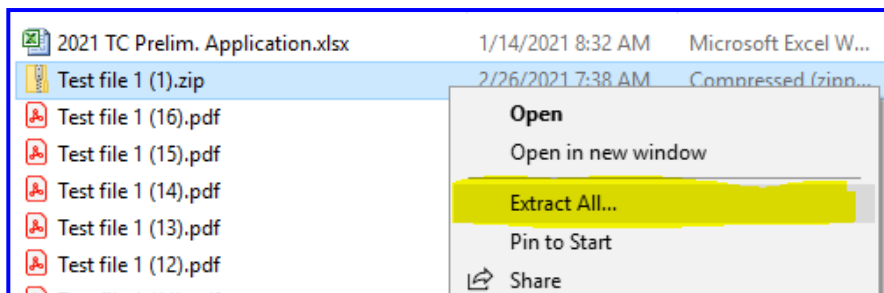
The zip file will be created in the same folder as the files are in.

Test file 1 (16).pdf	6/10/2020 8:16 AM	Adobe Acrobat D...	9,699 KB
Test file 1 (1).zip	2/26/2021 7:38 AM	Compressed (zipp...	51,008 KB
2021 TC Prelim. Application.xlsx	1/14/2021 8:32 AM	Microsoft Excel W...	31 KB

Extracting the contents of the Zip File

Select the .zip file you wish to extract.

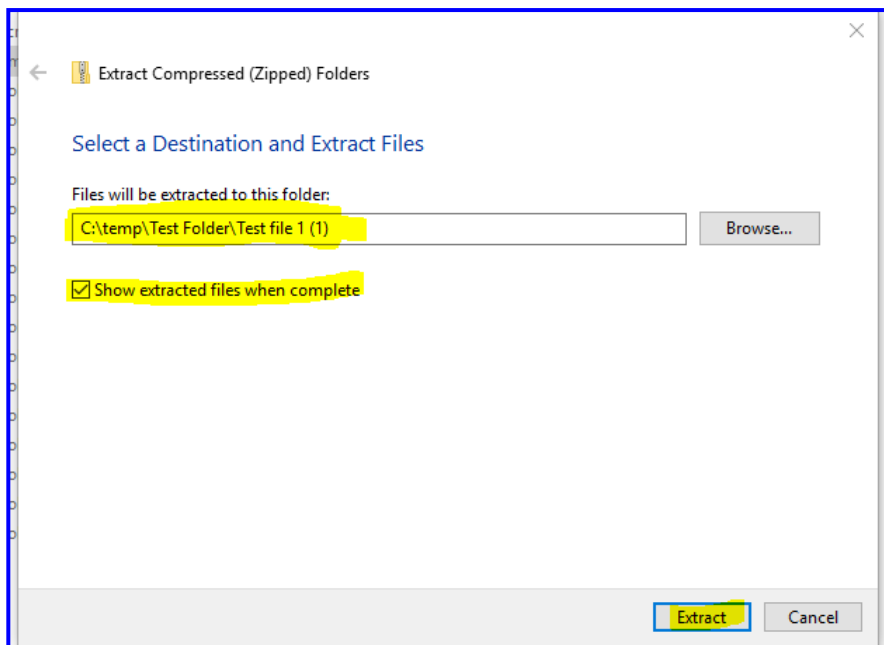
Using the right mouse menu select Extract All.



In the dialog box that displays, a location and name will be suggested. You can either accept the name and location or you can browse to a different folder. You can also update the file name.

If you wish the contents of the folder to be displayed when the process completes check the box marked Show Extracted files when complete.

Select Extract.



Displayed extracted files

Name	Date modified	Type	Size
2021 TC Prelim. Application.xlsx	1/14/2021 8:32 AM	Microsoft Excel W...	31 KB
Test file 1 (1).pdf	6/9/2020 12:56 PM	Adobe Acrobat D...	21 KB
Test file 1 (2).pdf	6/9/2020 5:58 PM	Adobe Acrobat D...	21 KB
Test file 1 (3).pdf	6/9/2020 3:15 PM	Adobe Acrobat D...	21 KB
Test file 1 (4).pdf	6/9/2020 6:37 PM	Adobe Acrobat D...	103 KB
Test file 1 (5).pdf	6/9/2020 6:10 PM	Adobe Acrobat D...	95 KB
Test file 1 (6).pdf	6/3/2020 2:09 PM	Adobe Acrobat D...	1,347 KB
Test file 1 (7).pdf	6/9/2020 2:03 PM	Adobe Acrobat D...	1,484 KB
Test file 1 (8).pdf	6/6/2020 2:14 PM	Adobe Acrobat D...	22,224 KB
Test file 1 (9).pdf	9/22/2020 11:34 AM	Adobe Acrobat D...	4,921 KB
Test file 1 (10).pdf	9/18/2020 4:55 PM	Adobe Acrobat D...	5,896 KB
Test file 1 (11).pdf	7/6/2020 4:13 PM	Adobe Acrobat D...	184 KB
Test file 1 (12).pdf	7/7/2020 5:10 PM	Adobe Acrobat D...	188 KB
Test file 1 (13).pdf	7/7/2020 4:11 PM	Adobe Acrobat D...	118 KB
Test file 1 (14).pdf	7/7/2020 3:50 PM	Adobe Acrobat D...	185 KB
Test file 1 (15).pdf	6/10/2020 8:17 AM	Adobe Acrobat D...	11,893 KB
Test file 1 (16).pdf	6/10/2020 8:16 AM	Adobe Acrobat D...	9,699 KB