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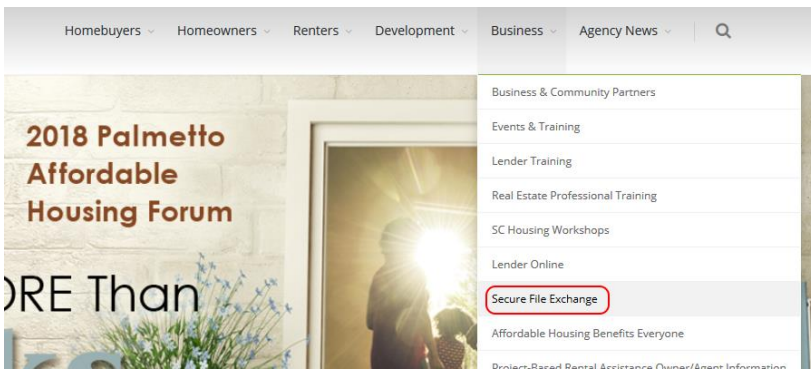
You may also select Secure File Exchange from the SC Housing Partners page:

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!

Submit File   **Logout**

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 Submission

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

Secure File Upload

Department

Development - CHDO Submission

File

Browse...   No file selected.

Document Title

Note

ID Number (Contract/Customer/Loan/Project)

Upload   **Cancel**

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.

Submit File   Logout

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