



File Transfer
HD
Login User Manual

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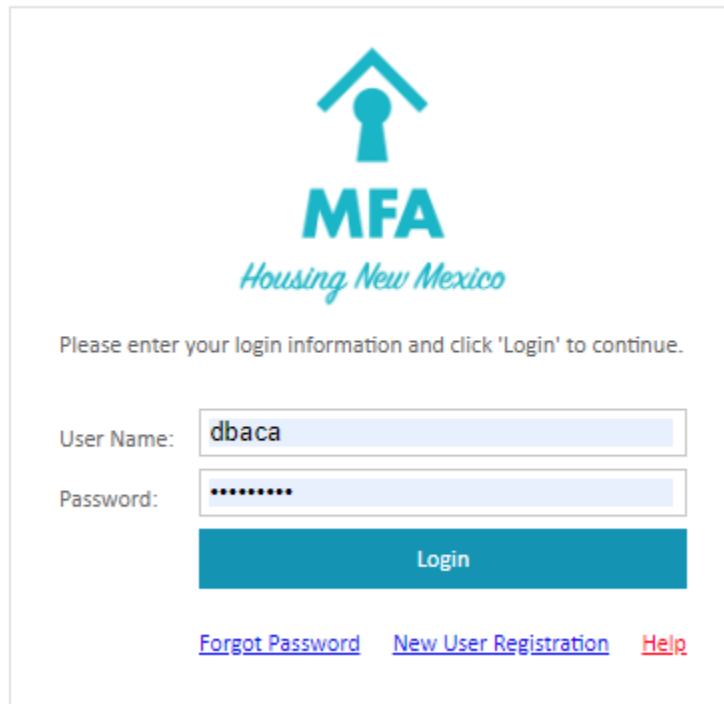
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A. LOGIN

Logging In

The login page has a field for your username and password. It also has links to create a new user or to recover your password if you may have forgotten it. If you do know your username and password, enter both and press login.

Secure File Transfer - Housing Development




The screenshot shows the login interface for MFA Housing New Mexico. At the top center is a logo consisting of a teal house icon with a keyhole, the letters 'MFA' in a bold teal font, and the text 'Housing New Mexico' in a teal script font below it. Below the logo, the text 'Please enter your login information and click 'Login' to continue.' is displayed. There are two input fields: 'User Name:' with the value 'dbaca' and 'Password:' with a masked password of seven dots. A teal 'Login' button is positioned below the password field. At the bottom, there are three links: 'Forgot Password' (teal), 'New User Registration' (teal), and 'Help' (red).

Figure A.1 – Login page

Forgot Password

If you have forgotten your password, you need to enter in your username and then click on the “Forgot Password” link. Then you will be taken to a screen that will present you with the security question that you chose when you first registered. Enter in the answer, also which you entered when you first registered and you will receive an email with a temporary password to access your account.

Forgot Password



Security Question: What is your favorite drink?

Answer:

[Back to login](#)

Figure A.2 – Forgot Password

New User Registration

To register a new user account all fields must be filled out.

The password must be greater than 8 characters, and must contain at least one upper case letter, one number, and one special character. Accepted special characters: ! @ # \$ % ^ & *. Example: Passw0rd!

New User Registration

The screenshot shows a web form for new user registration. It is divided into two main sections: "User Information" and "Security".

User Information:

- Login Name:** A text input field with a red error message: "Please enter a login name". Above the field is the instruction: "Please choose a login name with no spaces and Symbols (15 character max)". Below the field is the example: "ex: First Initial, Last Name".
- First Name:** A text input field.
- Last Name:** A text input field.
- Phone Number:** A text input field with a placeholder "() - - -".
- Email:** A text input field.
- Project:** A button labeled "Click here to select projects".

Security:

- Password:** A text input field with a red error message: "Please enter a password". Above the field is the instruction: "The password must be greater than 8 characters, and must contain at least one upper case letter, one number, and one special character".
- Confirm Password:** A text input field.
- Security Question:** A dropdown menu with the text "Choose a Security Question".
- Answer:** A text input field.
- CAPTCHA:** A section with the text "Type the code shown:" above a CAPTCHA image. Below the image is a red error message: "Please enter the CAPTCHA code". The CAPTCHA image shows the word "SAPPHIRE" in a stylized font. Below the image is a "Show another code" button.

At the bottom of the form, there is a blue "Submit" button and a "Back to login" link.

Figure A.3 – New user registration

Click on the project section to see a dropdown list of all of the available projects to upload to. Clicking on a project will add them to the list and you will be able to add as many as you require.

The screenshot shows the "Project" field of the registration form. The field is currently displaying a list of selected projects: "Desert Hope", "Canyon Walk", and "JLG North". Each item has a small 'x' icon to its right, indicating it can be removed. A dropdown menu is open, showing a list of available projects:

- 1115 Calle La Resolana
- Ceja Vista
- Generations at West Mesa
- JLG Central (highlighted)
- JLG South
- La Vida Nueva
- Marbella

The "Project" label is on the left side of the form, and the "CAPTCHA" label is also visible on the left side.

Figure A.4 – Project Selection