

Instructions to Upload Files for Interstate Endorsement to NA Registry

General Description

The MDH File Upload Application is for use by the public. No login is necessary but you must send to a specified email address. Registry staff will be notified by email when a file is uploaded to the registry. This web application requires no extra hardware or software by you. Only a web browser is needed.

Upload Portion

The upload application is located at URL: https://apps.health.state.mn.us/mdh_upload/

1. Upon opening the page in a browser, a word must be typed in from the image displayed. No spaces are used even if it looks like there should be one.
2. Enter email address (must be this specific email address: health.narinterstate@state.mn.us)
3. Type in a short, simple explanation of the file uploaded. Please include the name of your facility. These comments will appear in the email notification of the uploaded file to help the registry staff identify the context of the upload.
4. Enter the sender's (your) email address. This sender email address will appear in the email notification of an uploaded file and will help the registry staff identify the file.
5. Select a file from your local computer by clicking the "Browse" button. Multiple files can be sent by selecting them one at a time and adding them to the web list.
6. Click "Continue".

A confirmation page will appear with the date displayed. You should print this page for your records. The upload portion of the application will send an email to the registry staff.