**INSTRUCTIONS FOR DATA LOAD VIA INTERCHANGE**

When you are ready to transfer a file, please log in at [**https://ics.mass.gov**](https://ics.mass.gov)with the username (your email) and password that the system has sent to you (via 2 separate emails)

Once you are logged in, please follow these steps.

1. Enter a transfer name (choose your LHA Name – ex. TAUNTON
2. Check the System Group box
3. Enter **data@lhahousing.ics.mass.gov** as the recipient email.
4. Upload your document using the Choose file button.
5. Click Send Files.
6. Check that the next screen has the words Successfully sent to data@lhahousing.ics.mass.gov.



