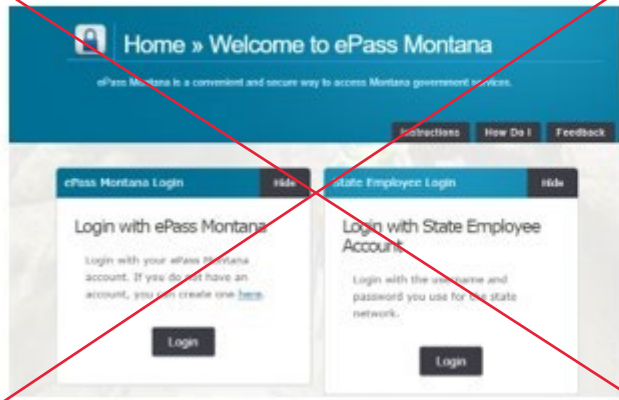


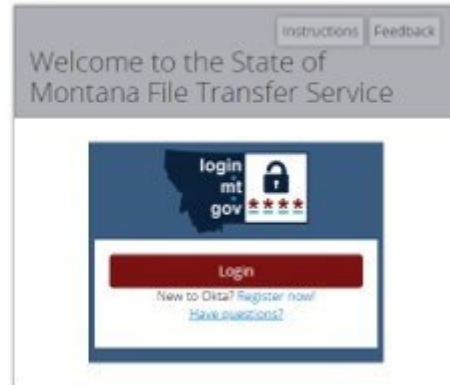
Montana File Transfer Service

Go to the State of Montana File Transfer Service (FTS) - <https://transfer.mt.gov> to upload your documents. The state is converting from ePass single sign on to OKTA single sign on March 22, 2022 which is used to access this service.

ePass Single Sign On (SSO)

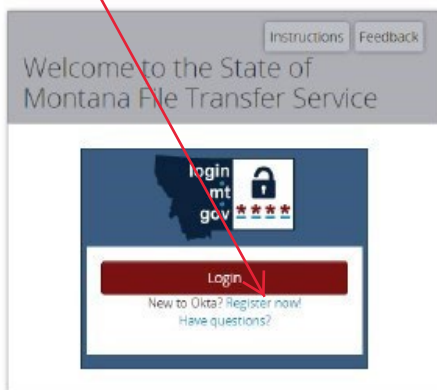


OKTA SSO



Creating an OKTA account:

1. Select [Register now!](#) from the Login screen.
2. Enter your Email, First Name, Last Name, then click on >Submit.
3. Check your Email and click on the link that will be provided to validate your OKTA account.



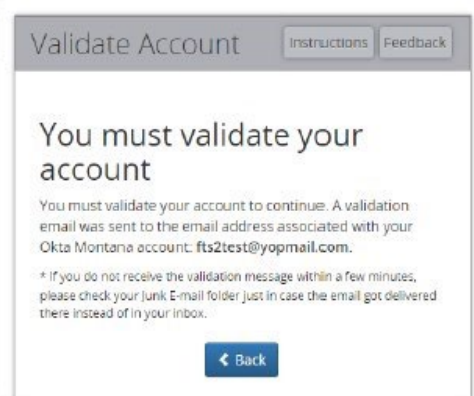
Please enter the following information.

* Email:

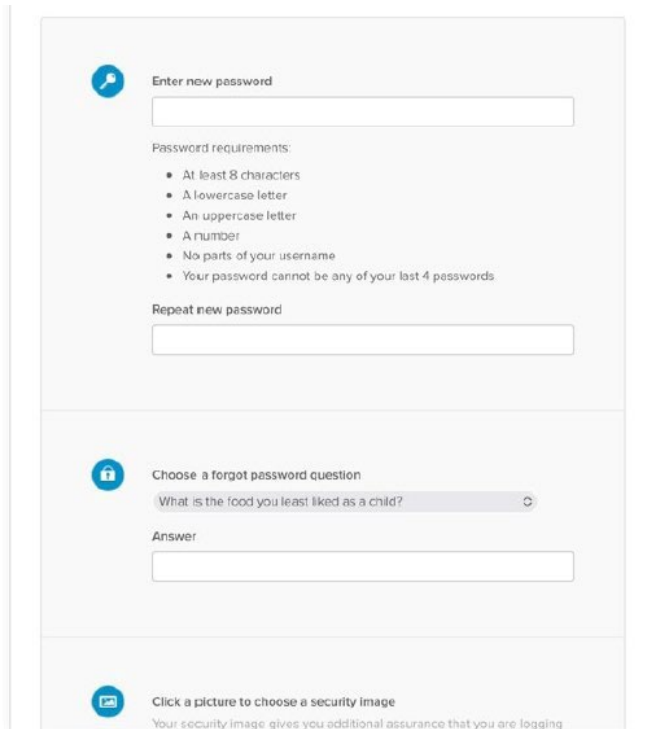
* First Name:

* Last Name:

< Back > Submit



4. You will be directed to a web page. Enter a new password, Choose a forgot password question and click on a picture security image, then select **Create My Account** at the bottom of the screen.



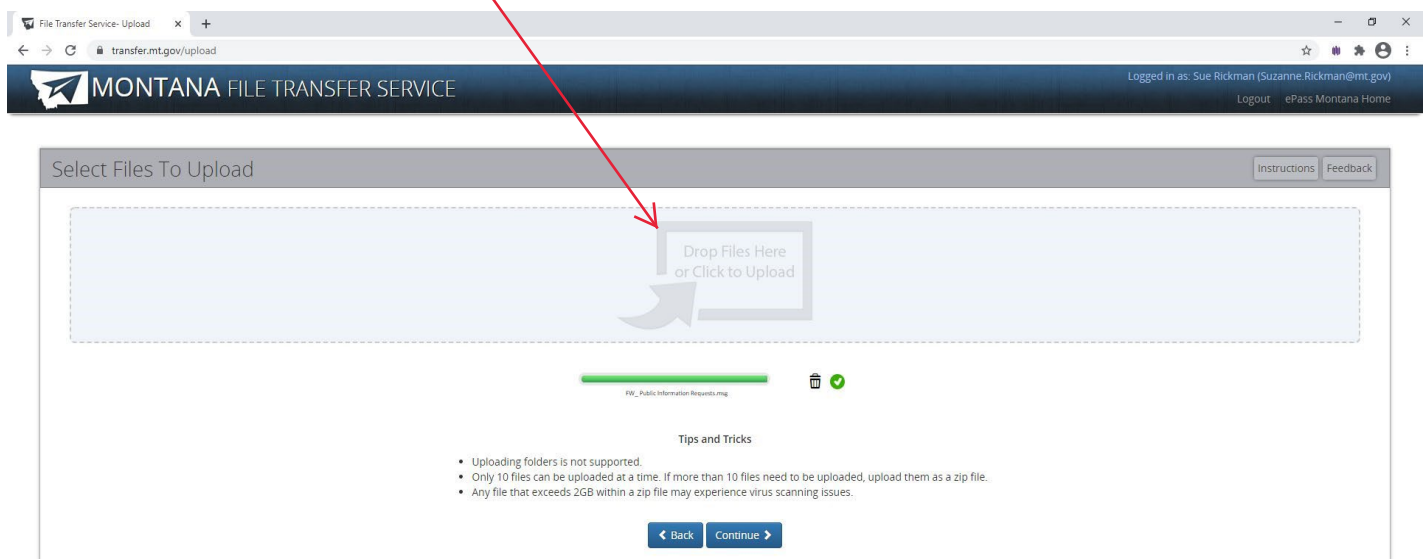
The image shows a web form for account creation. It is divided into three main sections. The first section is titled 'Enter new password' and includes a text input field, a list of password requirements (At least 8 characters, A lowercase letter, An uppercase letter, A number, No parts of your username, Your password cannot be any of your last 4 passwords), and a 'Repeat new password' text input field. The second section is titled 'Choose a forgot password question' and includes a dropdown menu with the selected option 'What is the food you least liked as a child?' and an 'Answer' text input field. The third section is titled 'Click a picture to choose a security image' and includes a note: 'Your security image gives you additional assurance that you are logging'.

5. Return to the login screen and log in with your email address and password.

Once you are logged in to Montana FTS, the file transfer process will look the same – please see below for FTS instructions.

Download your selected files

Select Continue>



Under General

Select blue box “State Employee or ePass Montana Customer”

File Transfer Service

transfer.mt.gov/Upload/RecipientOptions

MONTANA FILE TRANSFER SERVICE

Logged in as: Sue Rickman (Suzanne.Rickman@mt.gov)
Logout ePass Montana Home

Instructions Feedback

Recipient Options

Please select the appropriate link below:

General

State Employee or ePass Montana Customer

Unclaimed Property Reports

Holder Reports Unlocatable Mineral Holder Reports Audit Holder Reports

Audit Unlocatable Mineral Holder Reports State Reciprocity Reports

Unclaimed Property Holder Reporting is now available in our TransAction Portal (TAP), letting you submit your reports and make e-check payments in one place. Files submitted through TAP are checked for formatting as you submit them, saving you time.

Tax Forms

Income Tax Refund

Refund Verification

Withholding Reporting

W-2 Forms 1099 Forms

Warning! .PDF .XLS .XLSX .XLSM .DOCX .JPG files cannot be processed.

You can file your W-2s, 1099s & the MW-3 (Annual Reconciliation) online using the Transaction Portal (TAP).
More information is available online at revenue.mt.gov or email DORE-services@mt.gov for assistance.

Home Back

Select “Find a State Group”

In Search box type in **DOC CDD FTS** and hit “Search”

File Transfer Service

transfer.mt.gov/Upload/ChooseRecipients

MONTANA FILE TRANSFER SERVICE

Logged in as: Sue Rickman (Suzanne.Rickman@mt.gov)
Logout ePass Montana Home

Instructions Feedback

Recipients

To: Enter the email address or use the search below

Find a State Employee Find a State Group

DOC CDD FTS Search

* Please contact the recipient if you are unsure of the name of the email group.

File(s)

FW_Public Information Requests.msg

Message

Enter a message for the Recipient(s)

Home Back Send

Select the button under Existing Groups (1 found): +DOC CDD FTS

File Transfer Service

transfer.mt.gov/Upload/ChooseRecipients

Logged in as: Sue Rickman (Suzanne.Rickman@mt.gov)

Logout ePass Montana Home

Recipients

Instructions Feedback

To: Enter the email address or use the search below

Find a State Employee Find a State Group

DOC CDD FTS Search

* Please contact the recipient if you are unsure of the name of the email group.

Existing Groups (1 found)

+ DOC CDD FTS

File(s)

FW_ Public Information Requests.msg

Message

Enter a message for the Recipient(s)

Home Back Send

When "group" name **DOC CDD FTS** appears in the "To:" box; select "Send"

File Transfer Service

transfer.mt.gov/Upload/ChooseRecipients

Logged in as: Sue Rickman (Suzanne.Rickman@mt.gov)

Logout ePass Montana Home

Recipients

Instructions Feedback

To: DOC CDD FTS

Find a State Employee Find a State Group

Group Name Search

* Please contact the recipient if you are unsure of the name of the email group.

File(s)

FW_ Public Information Requests.msg

Message

Enter a message for the Recipient(s)

Home Back Send

✓ **Upload success!** The file(s) will be delivered to: * DOC CDD FTS (DOC CDD FTS) will be final screen.

File Transfer Service

transfer.mt.gov/Send/Status

Sent Receipt

Instructions Feedback

✓ Upload success!

The below files have been uploaded:

- FW_ Public Information Requests.msg

The file(s) will be delivered* to:

- DOC CDD FTS (DOC CDD FTS)

* Pending a successful virus scan.
Check the file(s) status by referring to your sent box.

Print Continue