Montana File Transfer Service

Go to the <u>State of Montana File Transfer Service</u> (FTS) to upload your secured file documents.

Creating an OKTA account: (You must be registered in order to send FTS documents)

- 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.

Welcome to the State of	Registration measurements	Validate Account Instruction Treetback
Montana File Transfer Service	Press entry the following information * Email	You must validate your
	* First Name:	You must validate your account to continue. A validation email was sent to the email address associated with your Okta Montana account: Bu2test@yapmail.com.
LANN AN UNDER STREET FROM	Cash Surier,	 You do no more the valuesion rescape where a few minutes, prace sheak-you just is man hoter just in case the email got delivered there instead of in your moo.
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4. You will be directed to a web page. Enter New Password, Choose a forgot password question and Click a picture to choose a security image, then select *Create My Account* at the bottom of the screen.

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	An uppercase letter	
	A number	
	 No parts of your username 	
	Your password cannot be any of your last 4 passwords	
	Repeat new password	
•	Choose a forgot password question	
•	What is the food you least liked as a child?	0
		-
	Answer	

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

Once you are logged in to Montana FTS, go to the Sent Files tab and click on +Send a New File(s)

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Remove Selected Fil	e(s) + Send a New File(s) Name +	Size 🗢	Sent 🗢	Recipients 🗢	Status 🗢
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Upload your selected files. Then select Continue> button.

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	gged in as: Sue Rickman (Suzanne.Rickman@mt.gov)
	Logout ePass Montana Home
Select Files To Upload	Instructions Feedback
Drop Files Here	
or Click to Upload	
1912, Palic Marrador Reservation	
Tips and Tricks Unloading folders is not supported	
 Only 10 flips can be uploaded at a time. If more than 10 flips need to be uploaded, upload them as a zip file. 	
 Any me unaconcessized Within a 2tp me may experience with socialiting issues. 	
♦ Back Continue >	

Under General

Select "State Employee or login.mt.gov Customer"

Recipient Options	Instructions Feedbar
Please select the appropriate link below:	
General	Tax Forms
State Employee or login.mt.gov Customer	Withholding Reporting
	Tax Reporting Services moved to the TransAction Portal as of September 1st, 2023!
Work Opportunity Tax Credit (WOTC) Uploads	W-2 & 1099 reporting is now available in our TransAction Portal (TAP).
DLI WOTC Documents Only	For more information see Electronic Filing Of MW-3s, 1099s, And W2s Instructions .
	<u>A login is required</u> to submit your w-2's & 1099's. To setup your TAP account please see the attached instructions.
	Submit now at https://tap.dor.mt.gov
	Unclaimed Property Reports
	Tax Reporting Services moved to the TransAction Portal as of September 1st, 2023!
	Unclaimed Property Holder Reporting is now available in our TransAction Portal (TAP).
	For additional information see How to Report Unclaimed Property
	A login is not required, submit now at https://tap.dor.mt.gov/
	Allerer & Back

Select "Find a State Group". In the Search box - type in **DOC CDD FTS** then hit "Search"

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← → C 🔒 transfer.mt.gov/Upload/ChooseRecipients	* * * 8
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	Logout ePass Montana Home
Recipients	Instructions Feedback
Recipients	File(s)
To: Enter the email address or use the search below	FW_Public Information Requests.msg
Find a State Employee Find a State Group	Message
Please contact the recipient if you are unsure of the name of the email group.	Enter a message for the Recipient(s)
♠ Нотте	 ✓ Back ✓ Send

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

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To: Enter the email address or use the search below	FW_Public Information Requests msg
A Find a State Employee	Message
DOC CDD FTS Q search * Please contact the recipient if you are unsure of the name of the email group. Existing Groups (1 found) + DOC CDD FTS	Enter a message for the Recipient(s)
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When "group" name **DOC CDD FTS** appears in the "To:" box; select "Send"

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MONTANA FILE TRANSFER SERVICE	Logged in as: Sue Rickman (Suzanne Rickman@mt.gov)
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Recipients	File(s)
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Enter the email address or use the search below	Message
L Find a State Employee	Enter a message for the Recipient(s)
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✓ Upload success! The files(s) will be delivered to: * DOC CDD FTS (DOC CDD FTS) will be final screen.

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