# OKTA MONTANA
## FILE TRANSFER SERVICE / MT DRIVE
### INSTRUCTIONS

The State of Montana's File Transfer Service allows for easy transfer of large electronic files to and from customers of state government. It is designed to facilitate file exchange when files are too large for email. It also allows for secure transfer of sensitive data.

The File Transfer Service is secured by login.mt.gov, the state's single login service. The transfer of files must include a state email address either on the sending or receiving end.

To become a registered login.mt.gov customer you must create an account.

The service requires no software except for a web browser. All aspects of the transfer are securely encrypted, ensuring that customers meet all security requirements under state and federal information privacy regulations.

Since the Division office is a paperless office, we encourage institutions to utilize the File Transfer Service for sensitive or large file transfers.  General correspondence not of a sensitive nature can be emailed to our Division email address at banking@mt.gov.

Please contact our office if you have any questions at 406-841-2920 or banking@mt.gov.  Thank you!

1. Go to login.mt.gov.
    a. First-Time Users:  Click the **Sign Up** link at the bottom of the Sign In box.
    b. Existing Users: Sign in and skip to step 4.
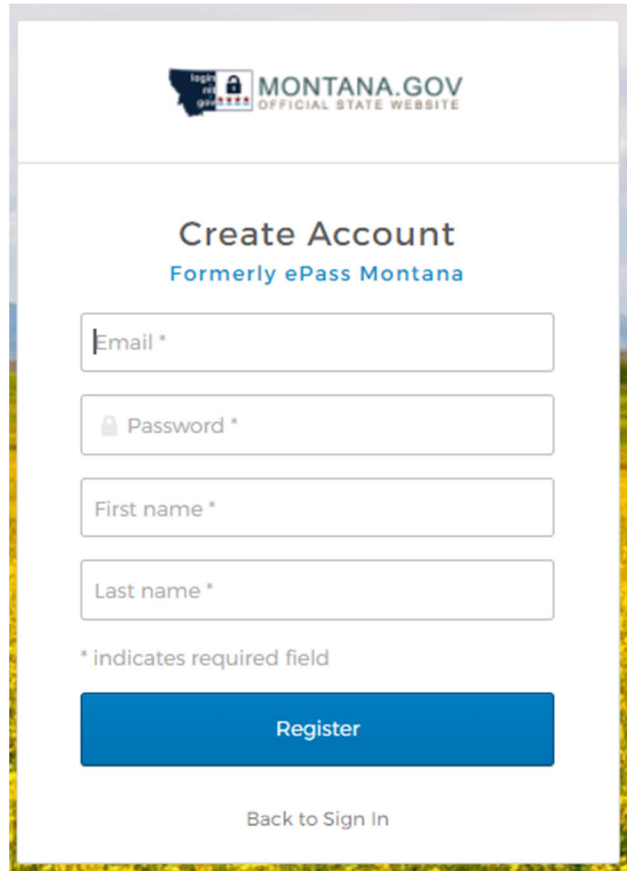
2.  Complete the required fields and click the **Register** button at the bottom of the page.
    *Suggestion:* Consider using the institution's general email address rather than a personal email address.
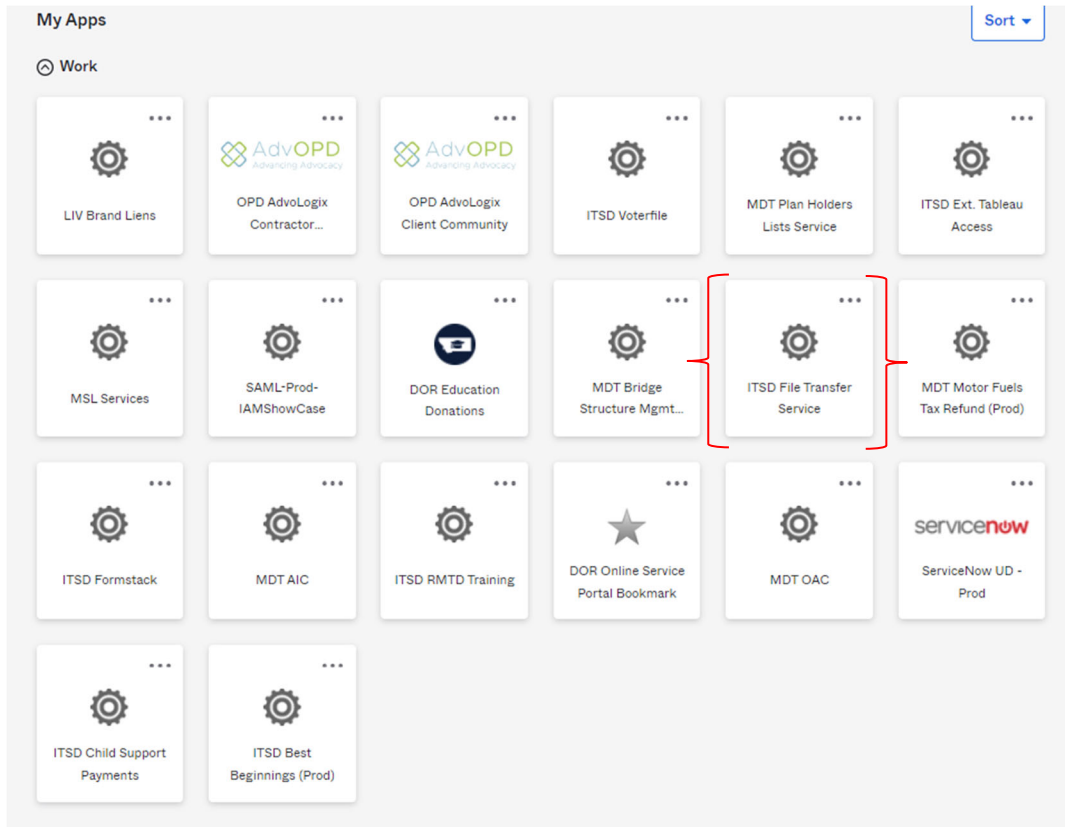


3.  Okta will automatically send you an authentication email.  Click **Activate Account**.
    If you have not received the authentication email, and it is not in your SPAM/Junk email folder, contact the State of Montana IT Department at 406-444-2000 to have them manually send the email.
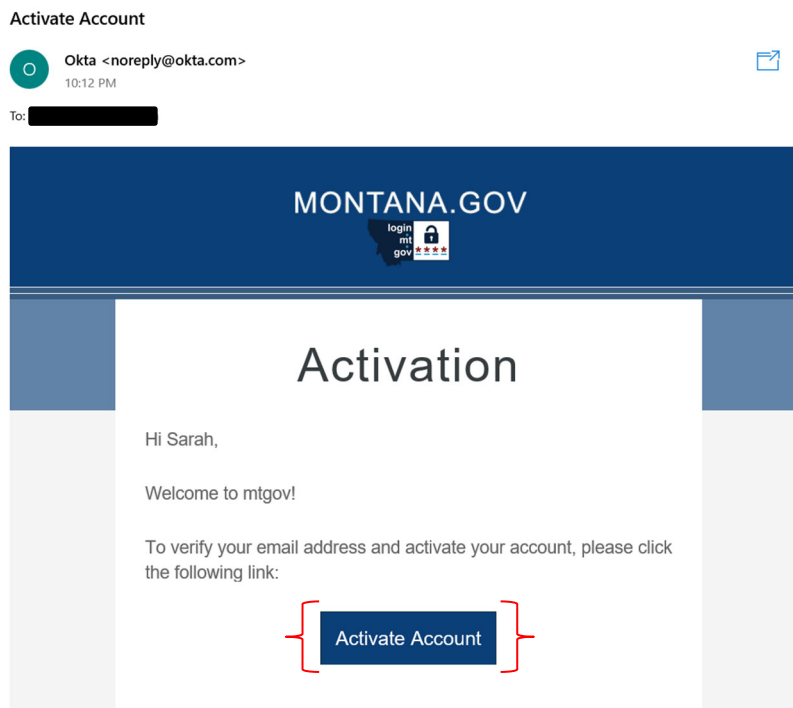
4. The login.mt.gov homepage will appear. Select ITSD File Transfer Service[1].



5. You will then see options to send a file or view received a file. To send a file, click the "Send a New File(s)" button.



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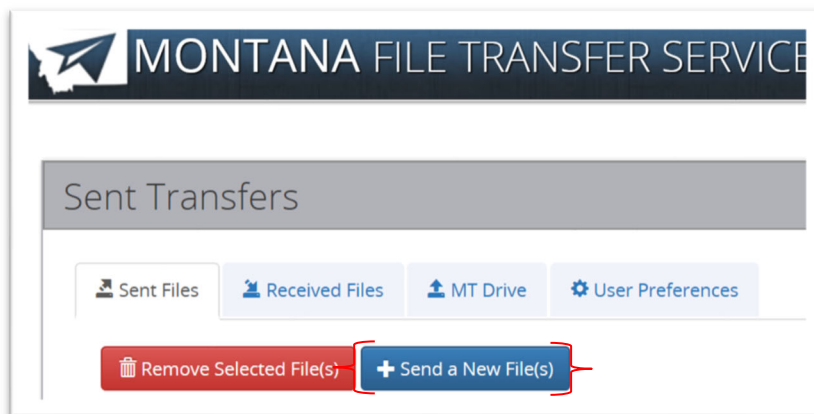
[1] If you want FTS to automatically open when you login in the future, click the triple dot on the ITSD File Transfer Service icon. Select edit on the side bar that opens, then check the box for "Auto-launch this app when I sign in" and click Save.

6. Drag and drop files into the gray area or to navigate and select a file, you can click anywhere in the gray area to select your files. If you would like to add more files, then simply drag and drop more files or click in the gray area of the screen again. To remove a file, click the "Remove File" button. When satisfied with file selection(s), click the "Continue" button.
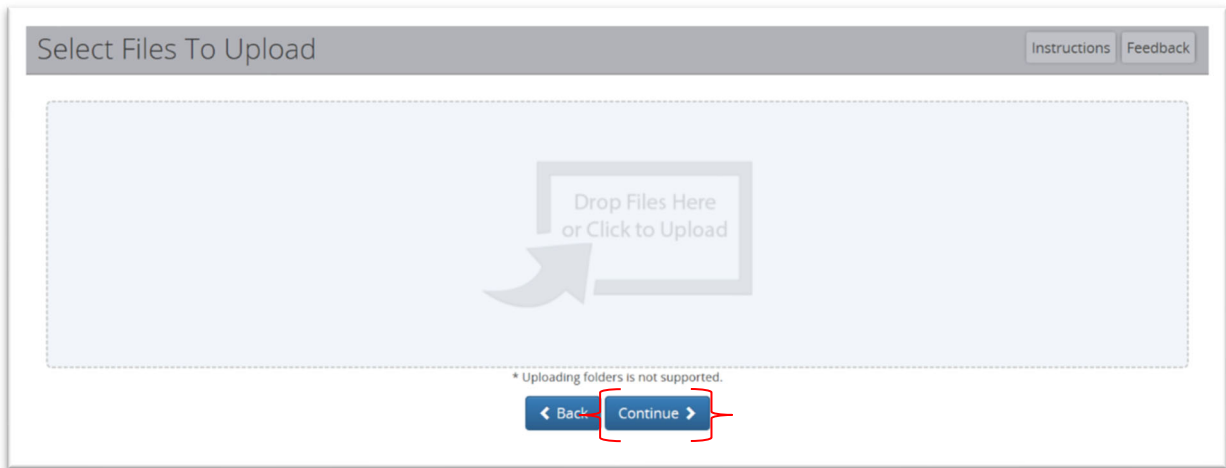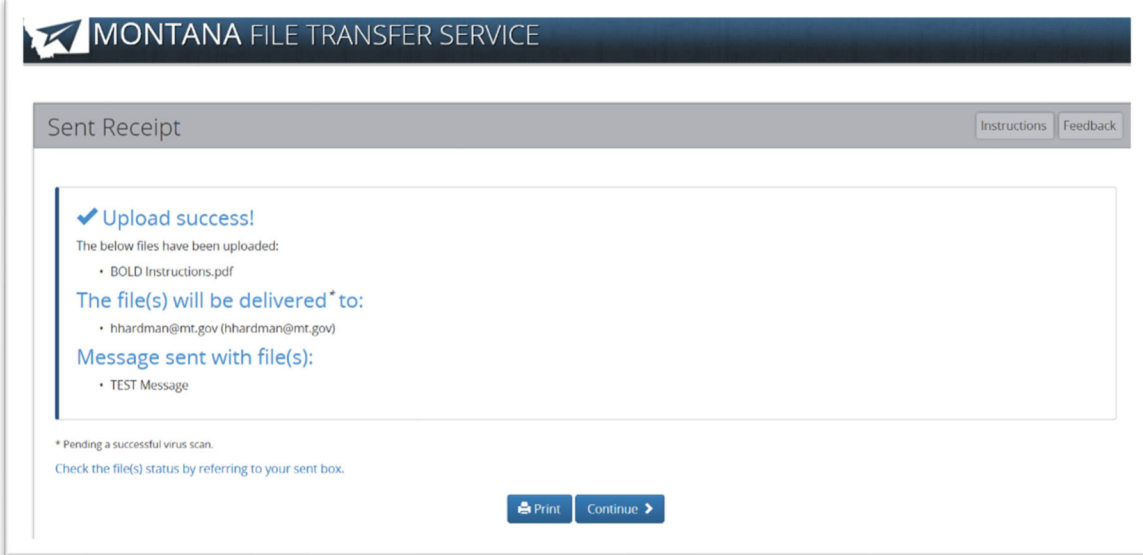


7. Click the "State Employee or login.mt.gov Customer" link.
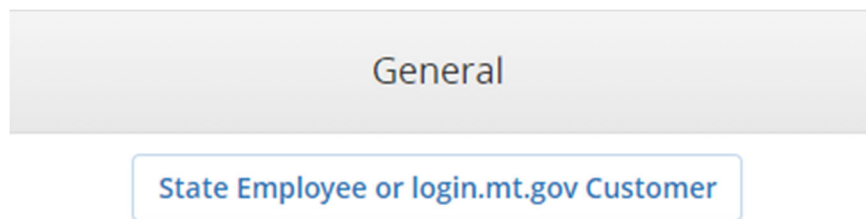


8. You can add a state employee by performing a search in the "Find a State Employee" section or you can type their email address directly inside the "To:" field. On the bottom right of the page, you can enter a message to send with the file(s). When you are satisfied with your recipients and message, click the "Send" button.
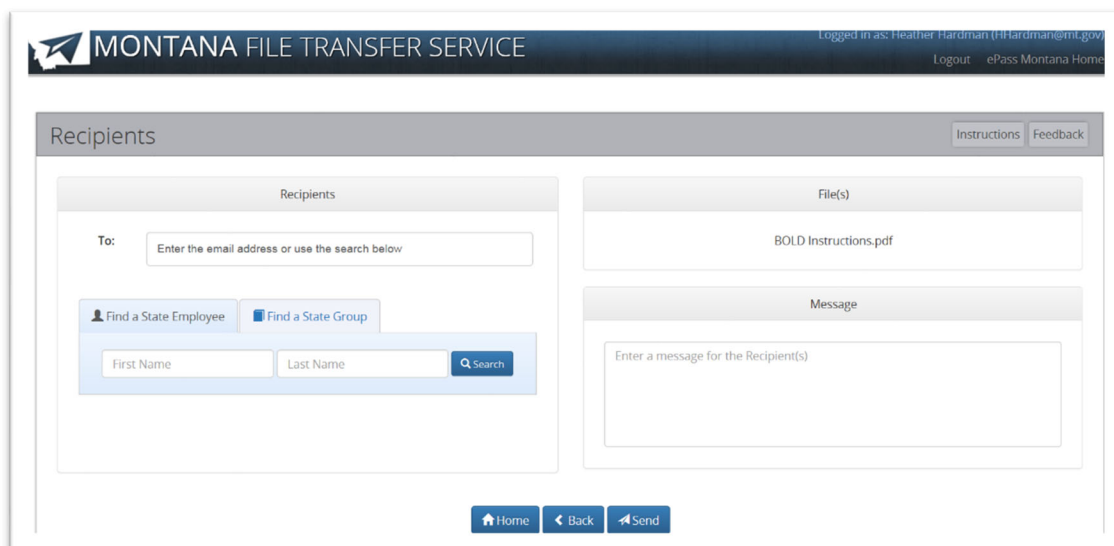
9. A receipt containing the recipient(s) and the file(s) that you sent will appear. You can print the receipt or click continue to go to the home page.

**MONTANA** FILE TRANSFER SERVICE

Sent Receipt

Instructions | Feedback

✔ Upload success!
The below files have been uploaded:
- BOLD Instructions.pdf

The file(s) will be delivered* to:
- hhardman@mt.gov (hhardman@mt.gov)

Message sent with file(s):
- TEST Message

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

🖨 Print | Continue ❯