

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. Files are scanned for viruses during transfer. An automated reminder system notifies the recipient of files they have available for download, and the system tracks receipts for all transfers, showing detailed information about when a file is uploaded as well as when it is downloaded. Customers can upload files as large as 2GB. Files must be downloaded within fifteen days, after which the transfer expires, and the files are automatically removed from the service.

Since the Division office is a paperless office, we encourage institutions to utilize the File Transfer Service / MT Drive 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!

CREATING A LOGIN.MT.GOV ACCOUNT & ACCESSING THE FILE TRANSFER SERVICE

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](#).

MONTANA.GOV
OFFICIAL STATE WEBSITE

SIGN IN
Formerly ePass Montana

Username
State Employees use your state network username, all others use email address

Remember me

Next

OR

Sign in with Facebook

Sign in with Google

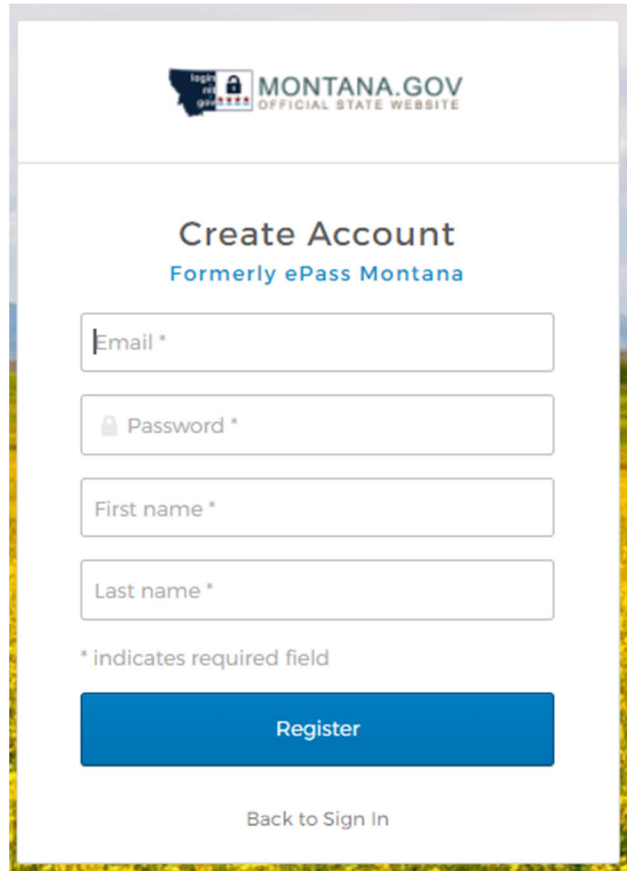
Sign in with Microsoft

Employee Sign-In

Need help signing in?

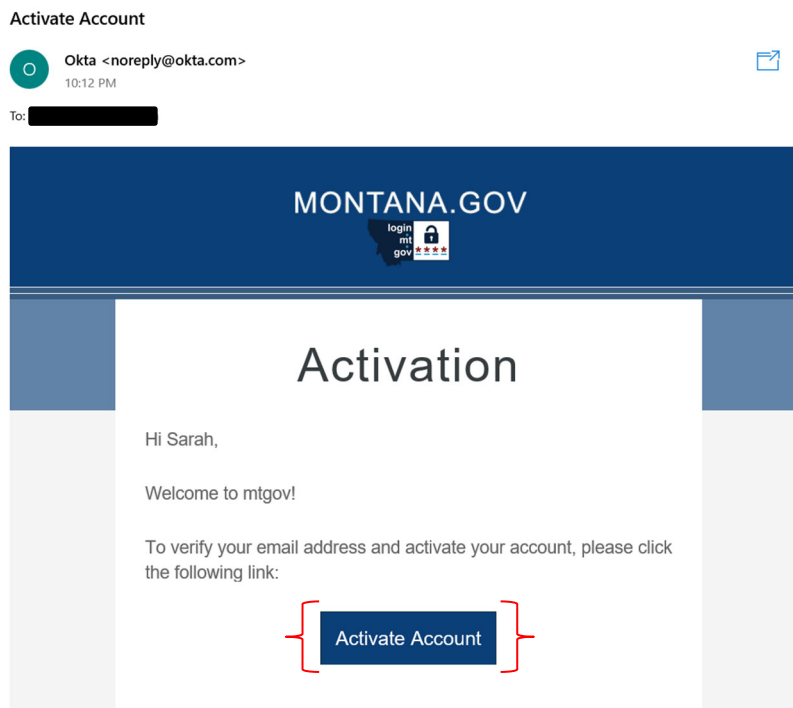
Don't have an account? **Sign up**

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.

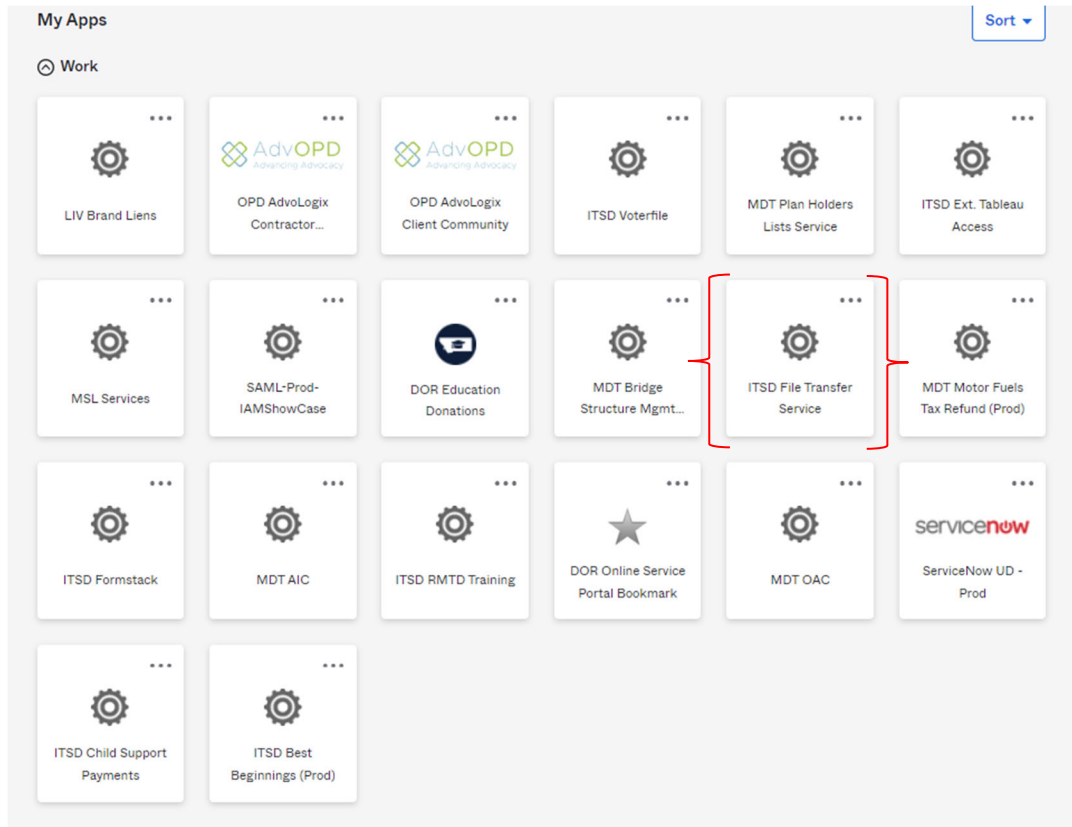


The screenshot shows the 'Create Account' page on Montana.gov. At the top, there is a logo for 'MONTANA.GOV OFFICIAL STATE WEBSITE' with a 'login mt gov' icon. Below the logo, the heading reads 'Create Account' with the subtext 'Formerly ePass Montana'. The form contains four input fields: 'Email *', 'Password *', 'First name *', and 'Last name *'. Below these fields is a note: '* indicates required field'. At the bottom of the form is a large blue 'Register' button and a link that says 'Back to Sign In'.

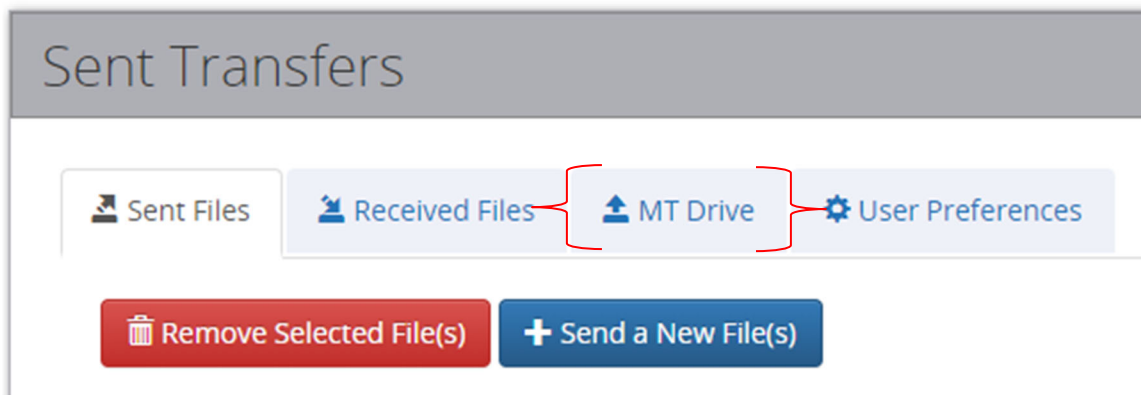
3. Okta will automatically send you an authentication email. Click **Activate Account**.
If you have not received the authentication email, and it is not in your SPAM/Junk email folder, contact the State of Montana IT Department at 406-444-2000 to have them manually send the email.



4. The login.mt.gov homepage will appear. Select ITSD File Transfer Service¹.

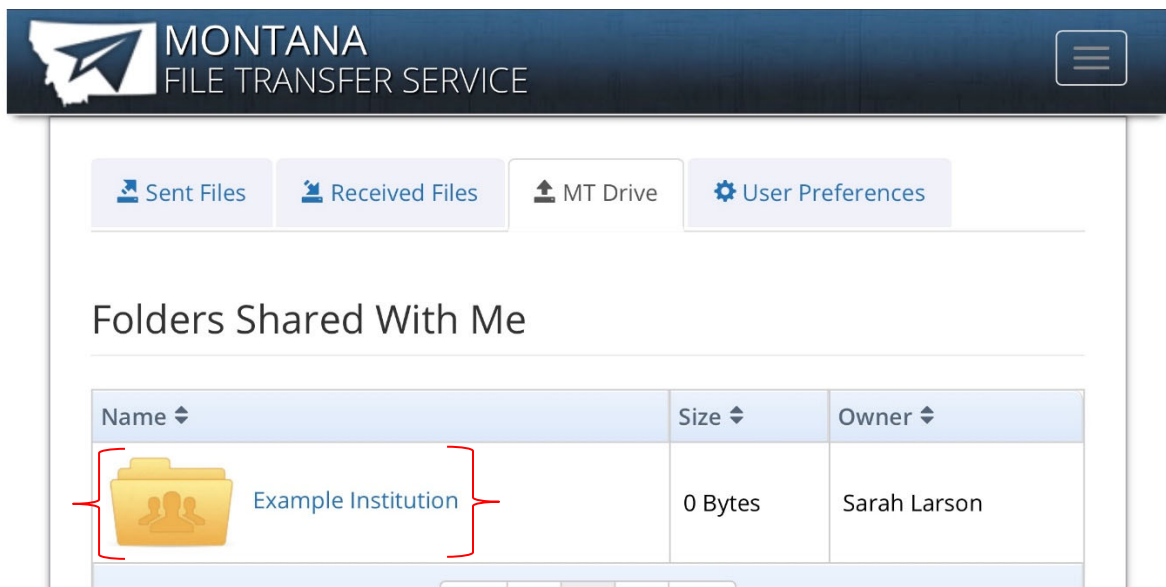


5. You will then see options to send a file, view received a file, or access MT Drive. To access your institution's folder in MT Drive, click on the **MT Drive** tab.

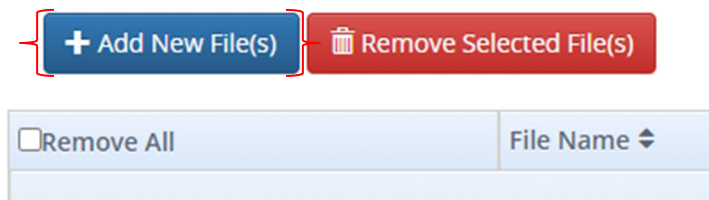


¹ If you want FTS to automatically open when you login in the future, click the triple dot on the ITSD File Transfer Service icon. Select edit on the side bar that opens, then check the box for "Auto-launch this app when I sign in" and click Save.

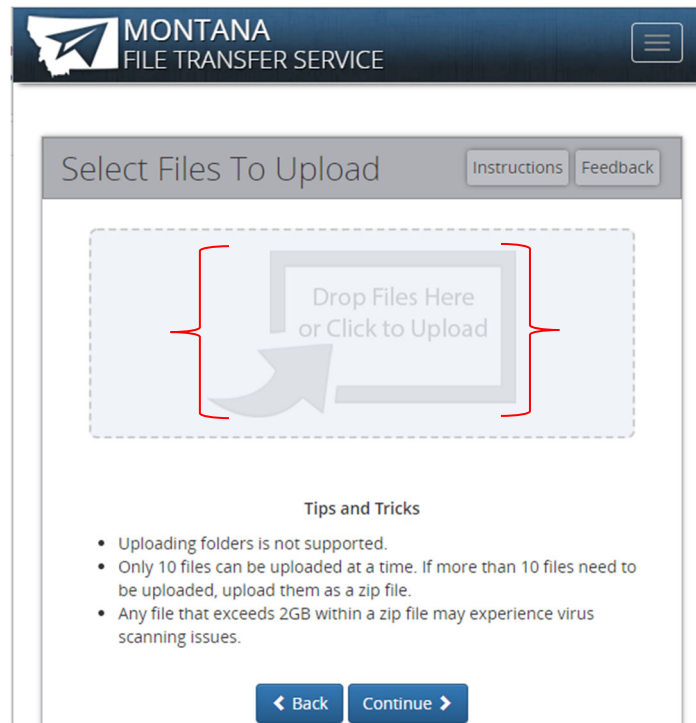
6. Click on your institution's folder.



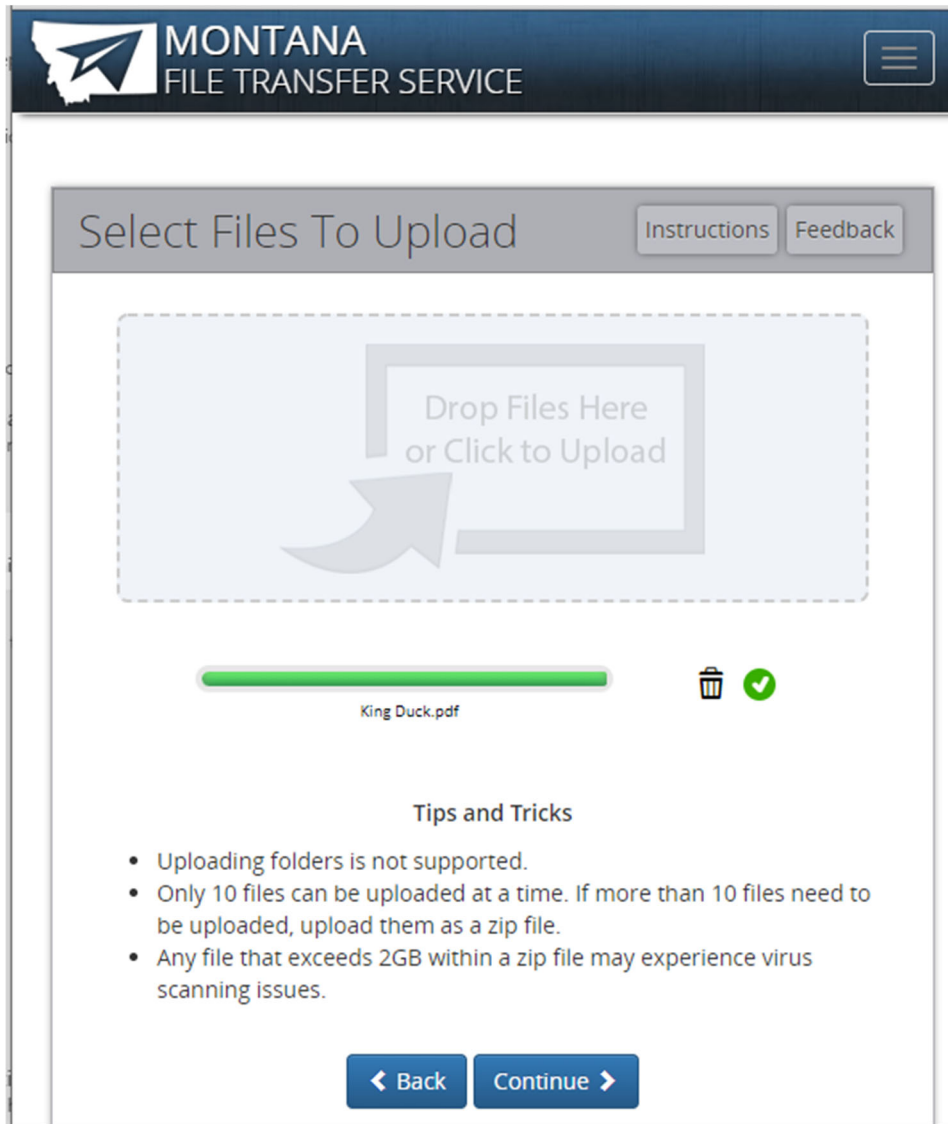
7. To add a document or a ZIP file of documents, click on the **Add New File(s)** button.



8. 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 or click in the gray area of the screen again.



9. Once the document loads successfully, you will see a green check mark.
 - a. Click the trash can to remove the file.
 - b. Click the **Continue** button to complete the upload.



10. You will then be returned to the MT Drive folder. You may continue to upload additional documents or, if you are finished, you can logout by clicking the Logout link in the upper right-hand corner.