

EPASS 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 one of the first to be secured by ePass Montana, 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 ePass customer you must create an ePass Montana 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. Customers can upload files into MT Drive totaling 20 GB and files are scanned for viruses during transfer.

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 can also be emailed to our Division email address at <u>banking@mt.gov</u>.

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

FIRST TIME USERS: CREATING AN EPASS ACCOUNT & ASSOCIATING IT WITH THE FILE TRANSFER SERVICE

1. Go to <u>www.epass.mt.gov</u> and click on the **Login** button in the ePass Montana Login box.



2. Click the Create an Account button on the right hand side. Existing Users: Login and skip to step 4.

Existing User	New User
Username: Password: Forgot your Username or Password? Login	Create an ePass Montana account by selecting the button below: Create an Account
	ome

3. Complete the required fields and click the Save Changes button at the bottom of the page. *Suggestion:* Since this account will be connected to the Institution's account in BOLD, consider using the Institution's general email address rather than a personal email address.



4. The ePass Montana homepage will appear. Scroll down to the "Add a Service?" column heading on the right hand side. Click on the File Transfer Service link.



5. After you are logged into ePass and selected the File Transfer Link, you will be asked to validate your account. Check the email address associated to the account to validate.

MONTANA FILE TRANSFER SERVICE			
Validate Account	Logout	Instructions	Feedback
You must validate your account with your ePass Montana account: hkh86753 You must validate your account to continue. A validation email was sent to the email address associated with your ePass Montana account: hkh86753 * If you do not receive the validation message within a few minutes, please check your Junk E-mail folder just in case the email got delivered there instead of in your inbox.	.com.		

6. Validation emails can take up to 2 hours to receive. Click the link within the email which will redirect you back to the File Transfer Service page.

If you have not received a validation 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 validation email.

TransferService@	mt.gov	11:58 AM (12 minutes ago) 📩	*	
	You must validate your account in order to use			
	https://transfer.mt.gov/Home/Validate?validationToken=626c266c-			
	Replies to this email are not monitored.			
	https://transfer.mt.gov/			

7. To access your institution's folder in MT Drive, click on the MT Drive tab.

MONTAN	IA FILE TRANSFE	R SERVICE			a designed as	Logged in as. Heatme Logout ePass Montana
Sent Transfers						Instructions Feedb
Z Sent Files Z Receive	ed Files 🕹 MT Drive 🔷 User	Preferences				
Remove Selected File	(s) + Send a New File(s)					
Select All	Name \$	Size 🖨	Sent 4	¢.	Recipients 🕈	Status \$

8. Click on the folder to which you will upload files.

VII DIIVE				Instructions
Z Sent Files Z Recei	ved Files	Ouser Preferences		
My Folders				
Remove Selected Fo	Ider(s) 🕇 Add New Fold	er		
Select 🗘 Name 🗘	_		Size ♥	
	ABC Financial Institution		0 Bytes	
		«< < 1 > »		
				0 GB Used of 20 GB Available

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

ABC Financial Ins	stitution	
Shared With ?	+ Add New File(s)	- 🛱 Remove Selected File(s)
Invite -		File Nome A

10. Drag and drop files into or click anywhere in the gray box on the page 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.

Select Files To Upload	nstructions	Feedback
Drop Files Here or Click to Upload		
* Uploading folders is not supported.		
∢ Back Continue >		

11. Once the document uploads, you will briefly see a green check mark as well as the ability to remove the file. Click the Continue button to complete the upload.

Select Files To Upload		Instructions Feedback
	TEST DOCUMENT.Ir C > 1.7 KB Remove File	
	* Uploading folders is not supported.	
	< Back Continue >	

12. You will then be returned to the MT Drive homepage to continue uploading additional documents or you can logout by clicking the Logout link in the upper right hand corner when finished.