

Montana File Transfer Service

Go to the [State of Montana File Transfer Service](#) (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.

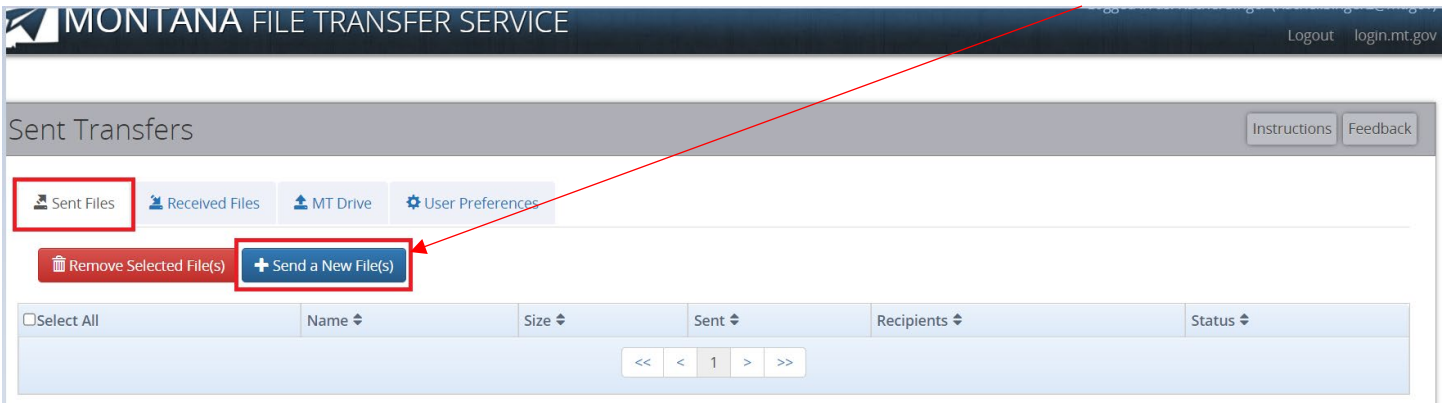


4. You will be directed to a web page. Enter New Password, Choose a forgot password question and Click a picture to choose a security image, then select **Create My Account** at the bottom of the screen.

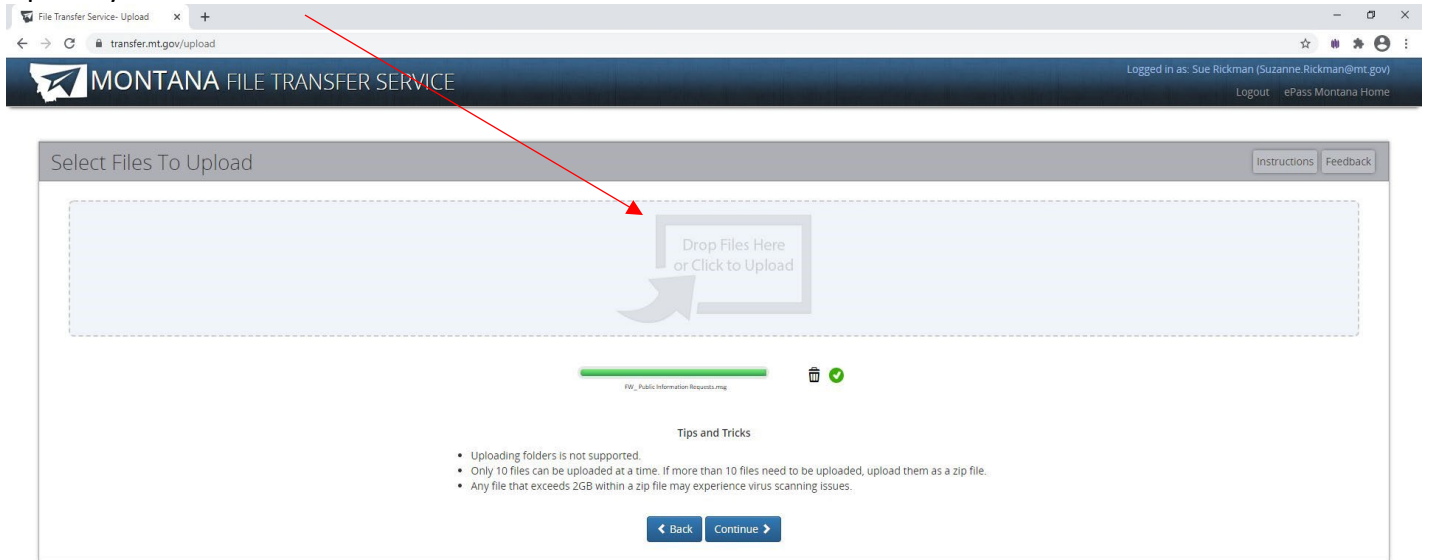
The screenshot shows a three-step account creation form. Step 1: 'Enter new password' with a password input field, a list of requirements (at least 8 characters, lowercase letter, uppercase letter, number, no parts of username, and not a previous password), and a 'Repeat new password' field. Step 2: 'Choose a forgot password question' with a dropdown menu showing 'What is the food you least liked as a child?' and an 'Answer' input field. Step 3: 'Click a picture to choose a security image' with a note that 'Your security image gives you additional assurance that you are logging in'.

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)

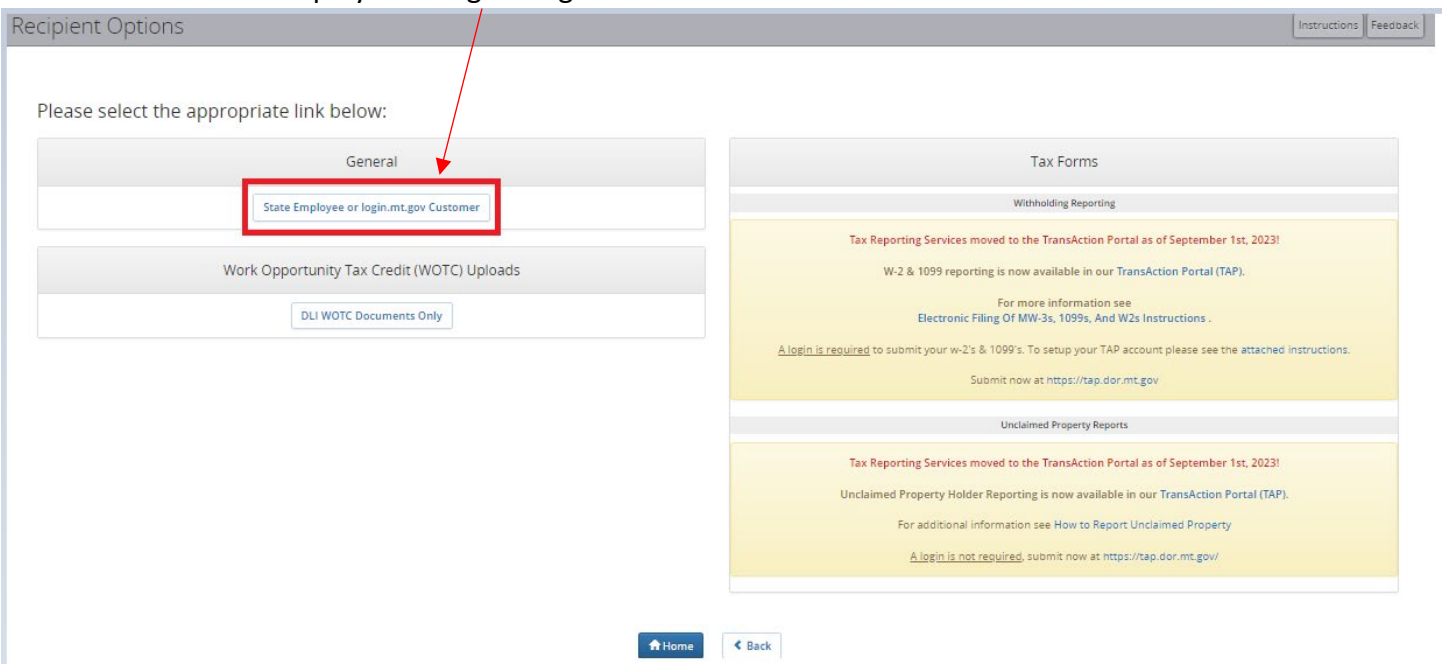


Upload your selected files. Then select Continue> button.

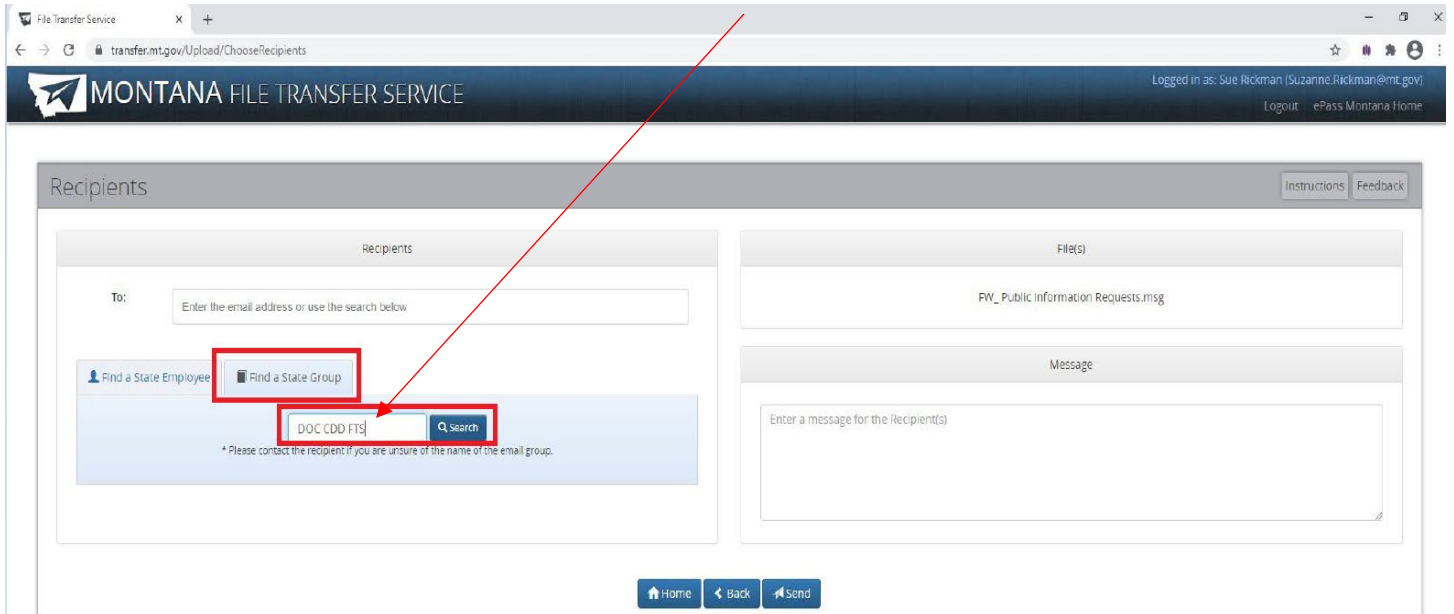


Under General

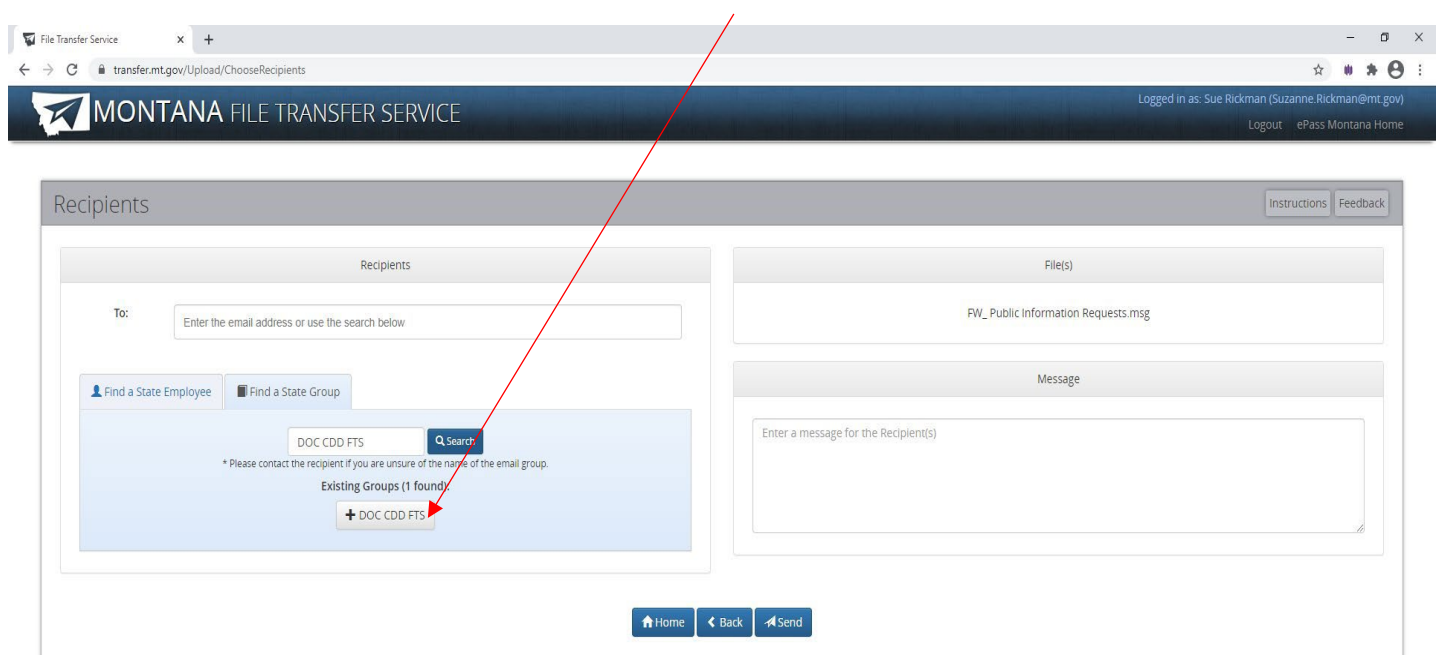
Select "State Employee or login.mt.gov Customer"



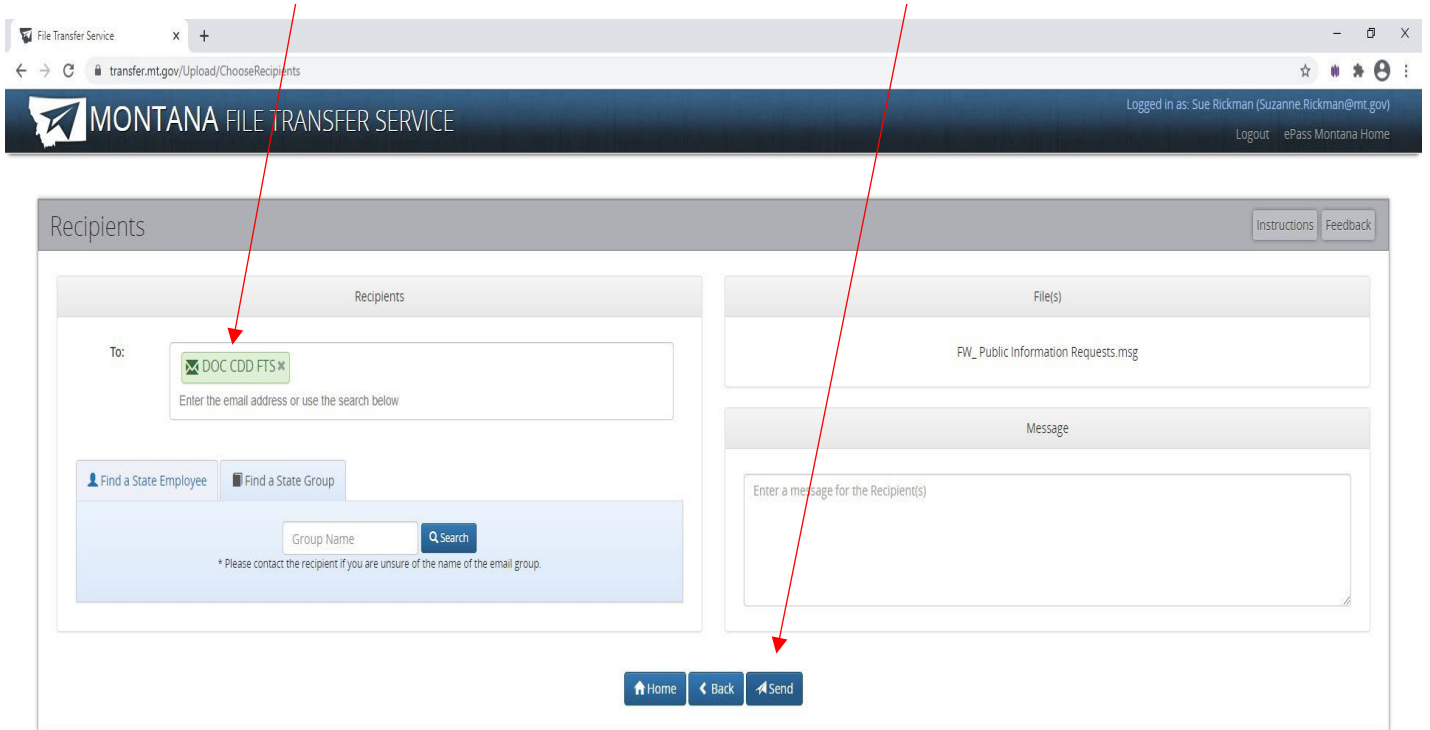
Select "Find a State Group". In the Search box - type in **DOC CDD FTS** then hit "Search"



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



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



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

