

The Montana Department of Administration provides a file transfer service to share files between state employees and external entities.

You can share files with state employees using this service.

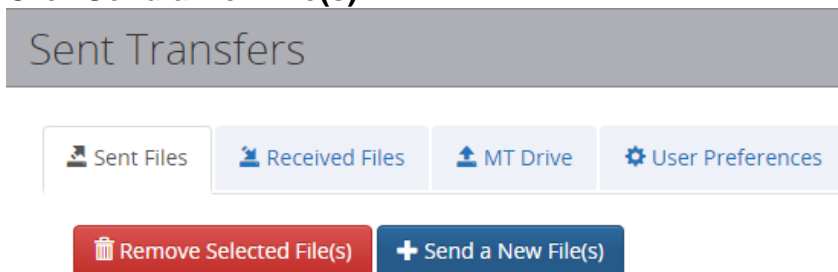
Sending Files to a State Employee

If you need to send files to a state employee:

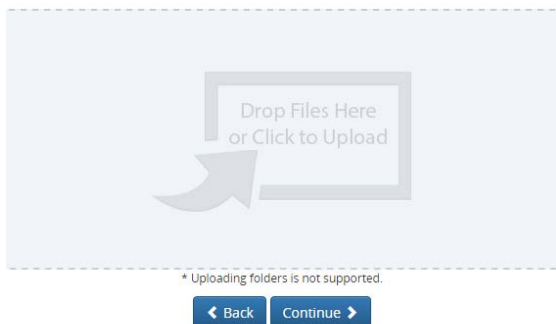
1. Go to the following web page:
<https://epass.mt.gov>
2. Select Login using ePass Montana
*If this is your first time using the service, you can **Create an ePass Account**
3. At the “Welcome to the ePass Montana Dashboard” screen choose File Transfer Service (you may have to scroll down to under “Add a Service?” on the right side to find File Transfer Service. After using the File Transfer Service, it will display under the “Your Services” section)



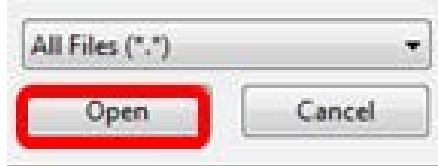
4. Click **Send a New file(s)**



5. **Drag and drop files** to the window or click “Drop Files Here or Click to Upload” to browse.



6. If you browse, highlight desired files and click **Open**



7. Select **Continue**



NOTE: If you go **Back**, you will lose the selected files and will have to select any/all files again. Files are not committed until you choose **Continue**

8. Select the option **State Employee or ePass Montana Customer** under General



[State Employee or ePass Montana Customer](#)

9. Search for a state employee or enter an email to send to. Press **Send** to complete the transfer. Files remain available for download for 15 days.

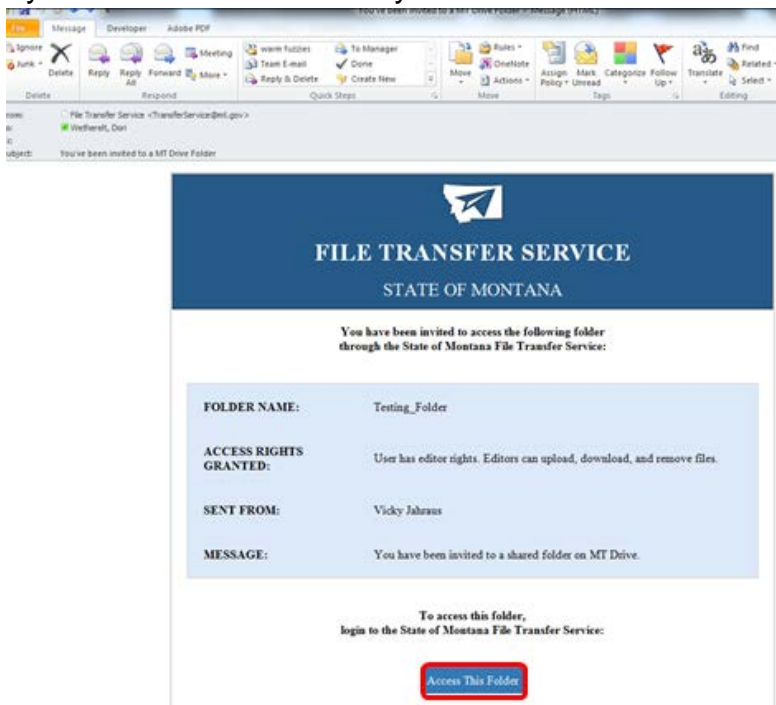


State of Montana File Transfer Service

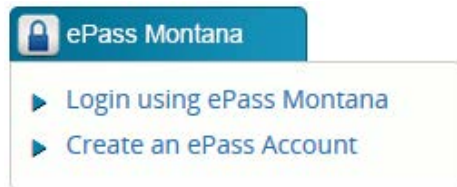
9/13/2015

Working with shared folders

If you are invited to a folder you will receive an email from TransferService@mt.gov.



1. Click **Access this Folder**
2. Choose **Login using ePass Montana**



3. If you are an Editor of the folder you can add and remove files. If you are a viewer you will be only be able to select files for download. To download, click on the file and choose save.

