Montana ELDT File Transfer Service Instructions

- 1. Go to the following web page: <u>https://transfer.mt.gov</u>
 - a. * If this is your first time using the File Transfer Service, select **New to login.mt.gov?** <u>Register Here</u>
- 2. Click "Send a New File(s)"



3. Drag and drop files to the window or click "Drop Files Here or Click to Upload" to browse; the file will upload (NOTE: the document must not be password protected in order to upload)

Select Files To Upload	(Contractions) (Constructs)
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Tips and Tricks • Uptracting folders in runs supported • Only 50 first care for explorated at a sime. If mean event to be optimated uptroad there as a up file. • Any file that increases additions is optime may experience strus summing stores. • Any file that increases additions and the file optime may experience strus summing to care.	

4. Once your file has uploaded select "Continue"

NOTE: If you select "Back" you will lose the selected file(s) and will have to select any / all files again. *Files are not committed until you choose Continue.*

Select Files To Upload		Torration Feedback
	Tips and tricks	
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5. In Recipient Options select "State Employee or login.mt.gov Customer"

Recipient Options	
Please select the approp	riate link below:
	General
	State Employee or login.mt.gov Customer

6. In Recipients select the "Find a State Group" tab and then select "Search"

Recipients				
	Recipients			
To:	Enter the email address or use the search below			
L Find a State E	mployee Find a State Group			
Group Name Search Search Please contact the recipient if you are unsure of the name of the email group.				

7. In the search select the tile labeled "MDT ELDT Program"



 Once the email distribution list has populated select "Send" NOTE: If you want to send a message, click in the filed under "Message", type in the desired message.

Recipients	Instructions Feedback	
Recipients	File(s)	
To:	ELDT_NATIONAL_REGISTRY_INFORMATION.docx	
Enter the email address or use the search below	Message	
Find a State Employee Find a State Group	Enter a message for the Recipient(s)	
Group Name Q Search + Please contact the recipient if you are unsure of the name of the email group.		
thome < Back send		

9. The ELDT Coordinator will email you to let you know that the file was successfully received, and you are registered in the ELDT national registry.