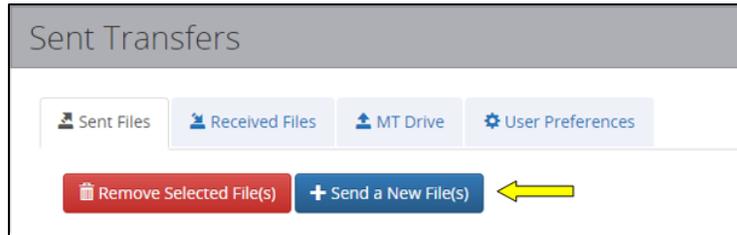


Montana ELDT File Transfer Service Instructions

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



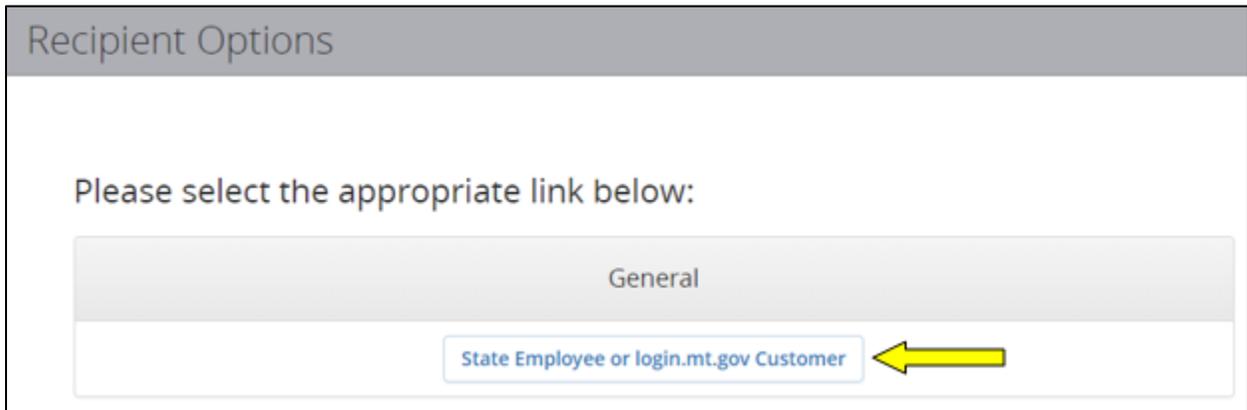
3. Drag and drop files to the window or click “Drop Files Here or Click to Upload” to browse; the file will upload (NOTE: the document must not be password protected in order to upload)



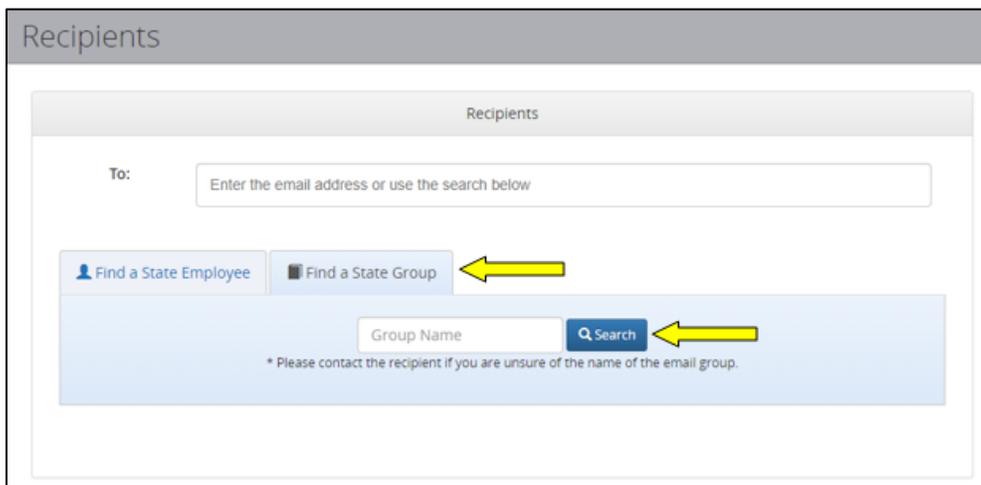
4. Once your file has uploaded select “Continue”
NOTE: If you select “Back” you will lose the selected file(s) and will have to select any / all files again. *Files are not committed until you choose **Continue**.*



- In Recipient Options select “State Employee or login.mt.gov Customer”



- In Recipients select the “Find a State Group” tab and then select “Search”

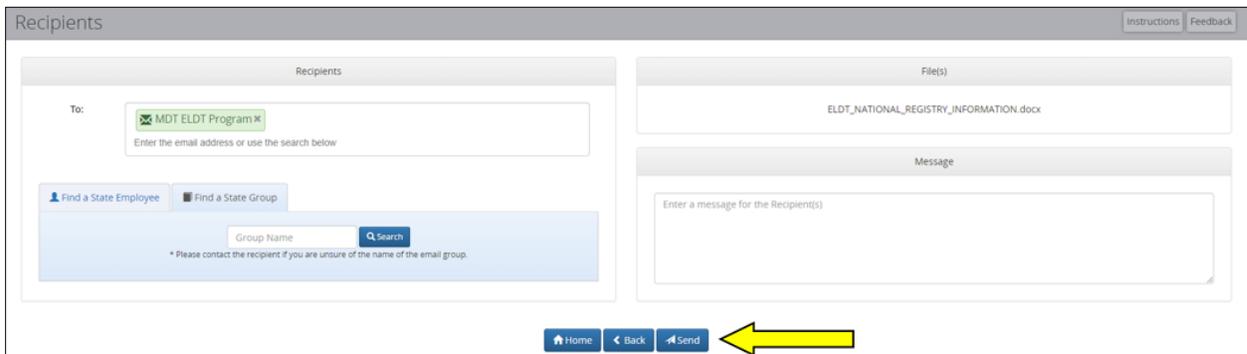


- In the search select the tile labeled “MDT ELDT Program”



- 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.



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.