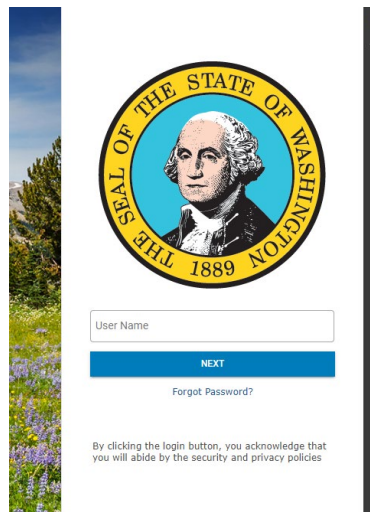# WaTech Managed File Transfer (MFT) Access Instructions

It is recommended that you use Edge, Firefox, or Chrome to access this site.

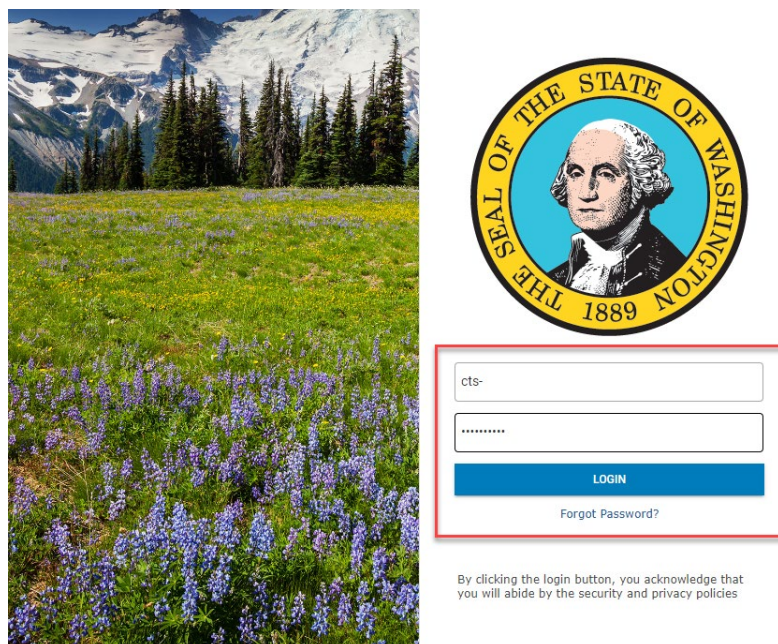**<u>First you will need to set your password.</u>**

Visit <u>State of Washington - MFT Site - Login</u> (mft.wa.gov)

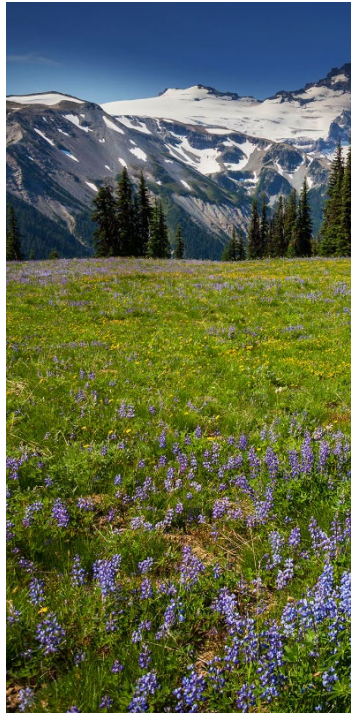1. Enter your provided **username** from your email in the User Name textbox and click next.

2. Enter the provided **temporary password** from your email in the Password field and click "Log In".
   a. Your temporary password is case sensitive and should only be 10 characters long.

3. At this point, you will be prompted to set a new password.

4. Enter the temporary password from your email as the "Old Password" then enter a password of your own choosing as the "New Password"

5. You will then be prompted with the "Password was changed successfully," message.

6. Enter in your MFT username and your newly chosen password.

Password Policy

The password policy includes the following syntactical requirement:

The password minimum length is 10 characters

At least two of those characters must be alphabetic - lower

At least two of the characters must be numeric

At least two of the characters must be a symbol (~@#$%^&*-_=+<>?/\;:[]{},.)

So by that logic… here is an example of a password that meets the above listed criteria:

GHtu78%^vv

> ❌ **Password does not conform to policy. The current policy requirements are:**
> **Must be at least 10 character(s) long**
> **Must have at least 2 lower case letter(s)**
> **Must have at least 2 digit(s)**
> **Must have at least 2 special character(s)**
> **The only special characters allowed are ~@#$%^&*()-_=+<>?/\;:[]{},.**

Uploading a File

Click "Upload".
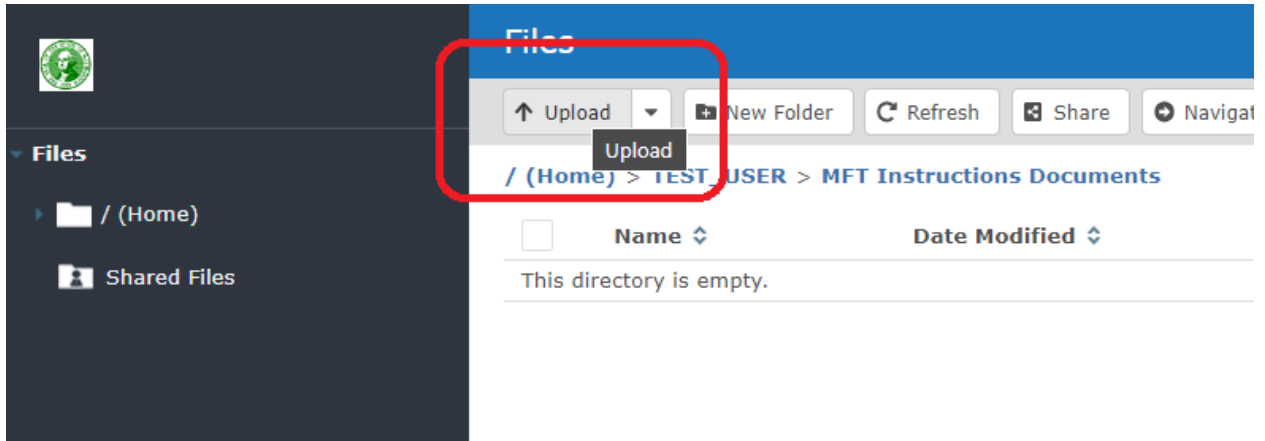
Navigate to your file. Once you select the file you want to upload, click "Open".
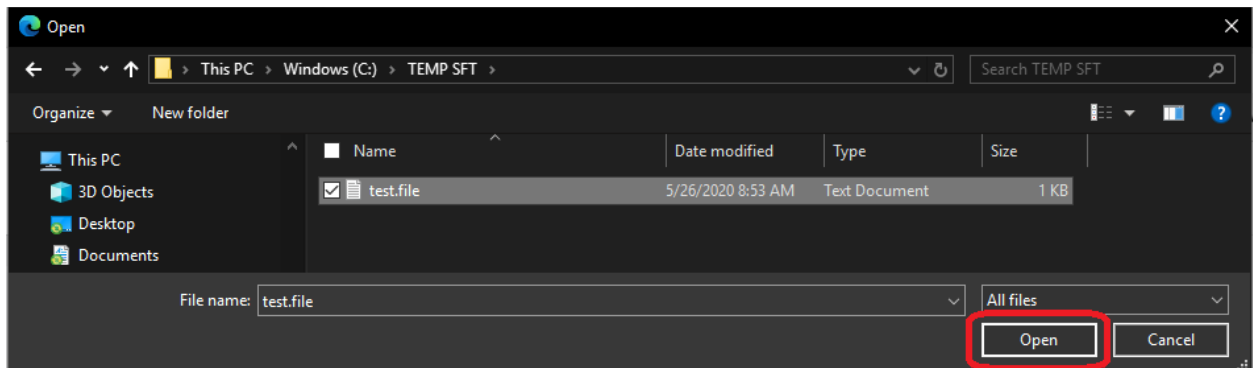
The new upload process is automatic. Once your file has been uploaded, an "Upload Complete" message will display at the bottom of the page. Clicking "Show Details" will display information about the upload process.
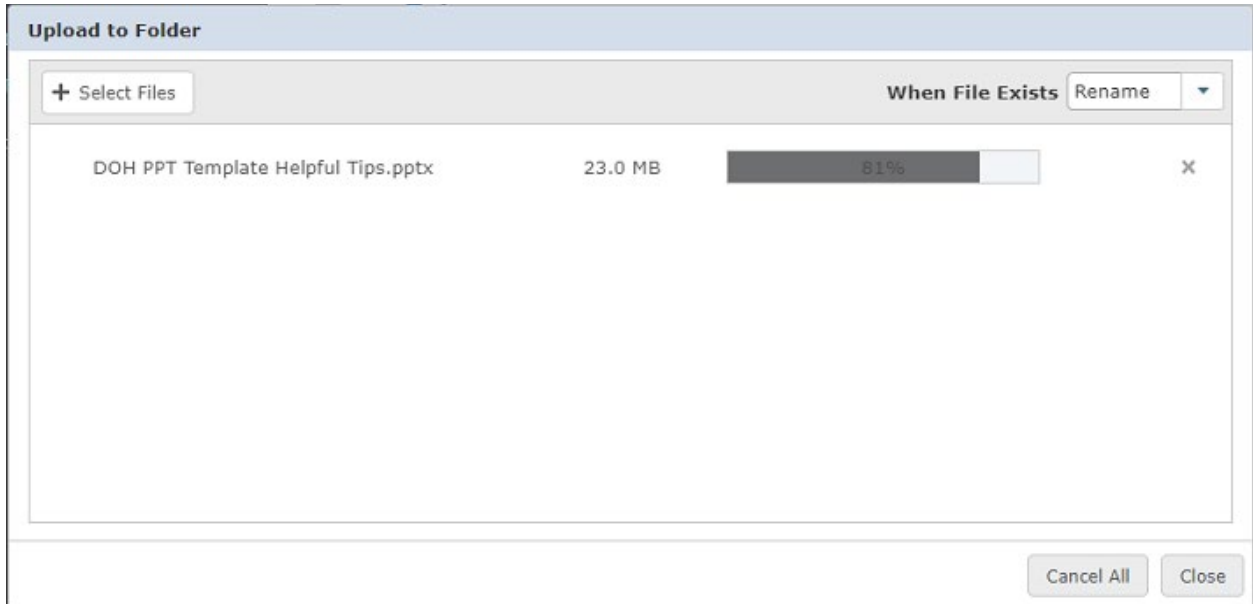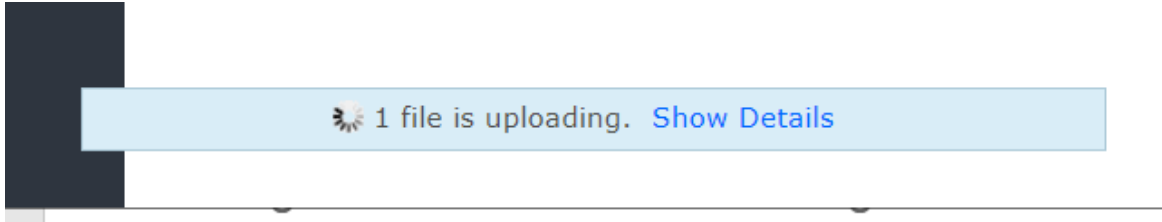
On larger files, a progress bar may be found when you click "Show Details" at the bottom of the page.
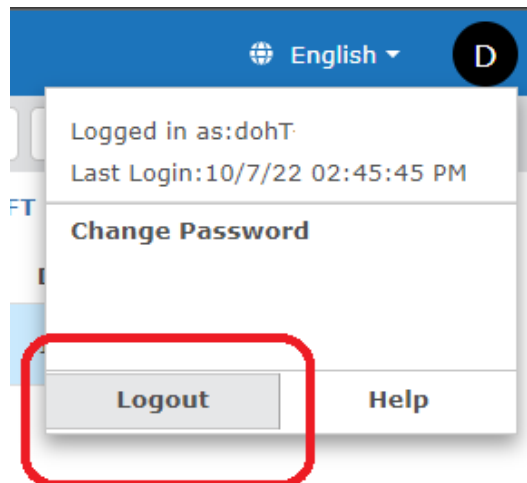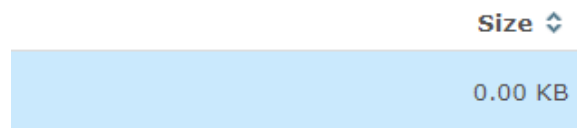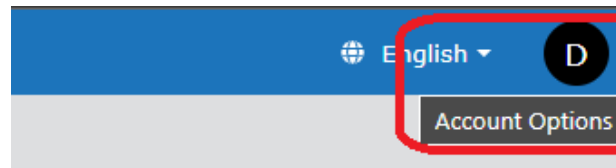

Downloading a File

Simply click on any file to start a download from the server.
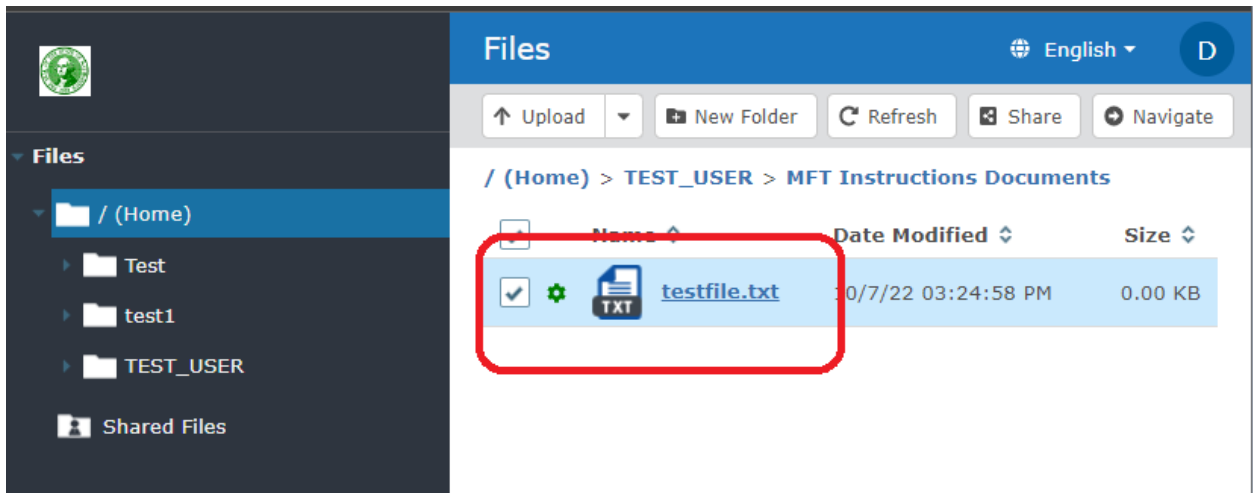
To Logout

Click on your username in the top right corner. This will bring up a drop-down menu. Select "Logout" from the drop-down menu.

File Retention

Files uploaded to the MFT server are kept for **14 days** before being automatically deleted by the system itself. This is not a storage solution; this is a **transfer** solution.

# How to Use WinSCP

Please log into your <u>newly</u> created DOH issued MFT account to set your permanent password before using WinSCP.

 *You can set a permanent password on WinSCP, but it is much easier on the web browser.

You can download and install the program from the Software Center or the official website here
https://winscp.net/eng/index.php
After downloading, you will have to enter in your MFT credentials on start-up.
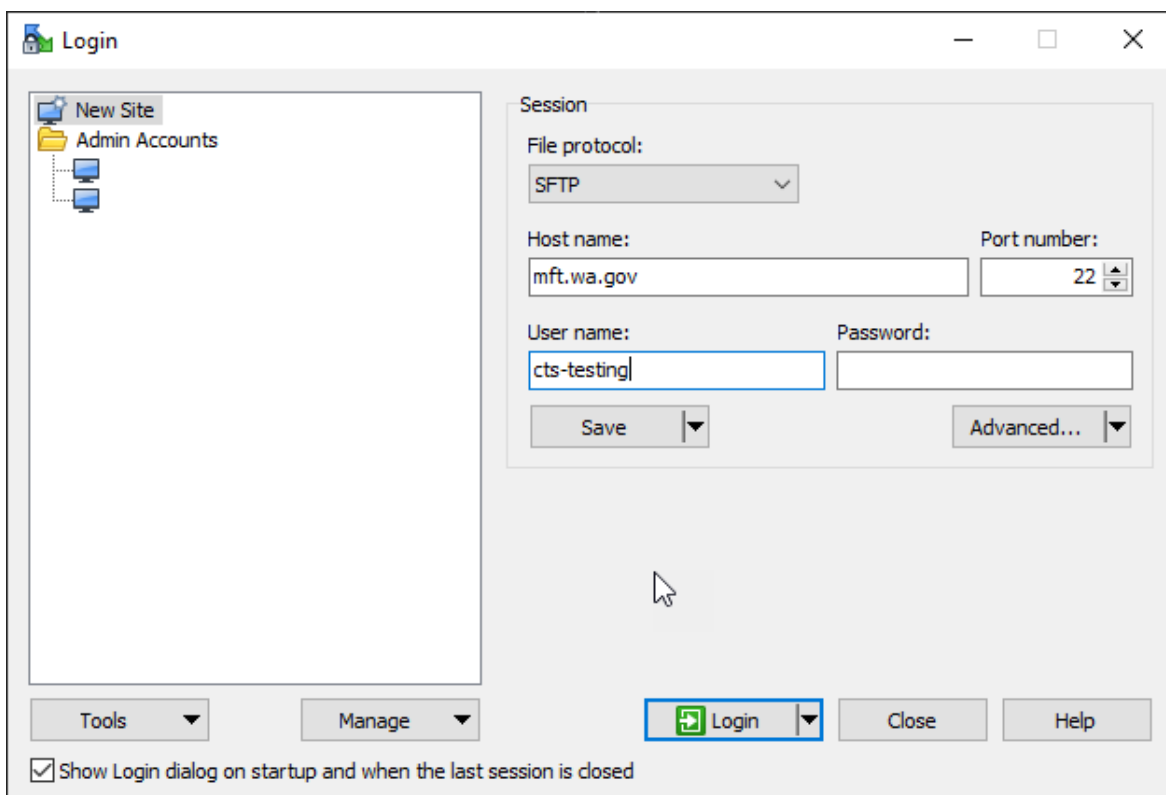
File Protocol: SFTP
Host name: mft.wa.gov
Port number: 22
Username: [Provided]
Password: [Provided]
Use the settings that are shown here in this picture and it should log you in directly to your folder.

 Have a great day!.