

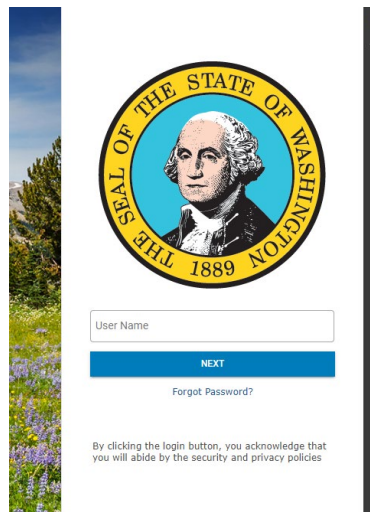
WaTech Managed File Transfer (MFT) Access Instructions

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

First you will need to set your password.

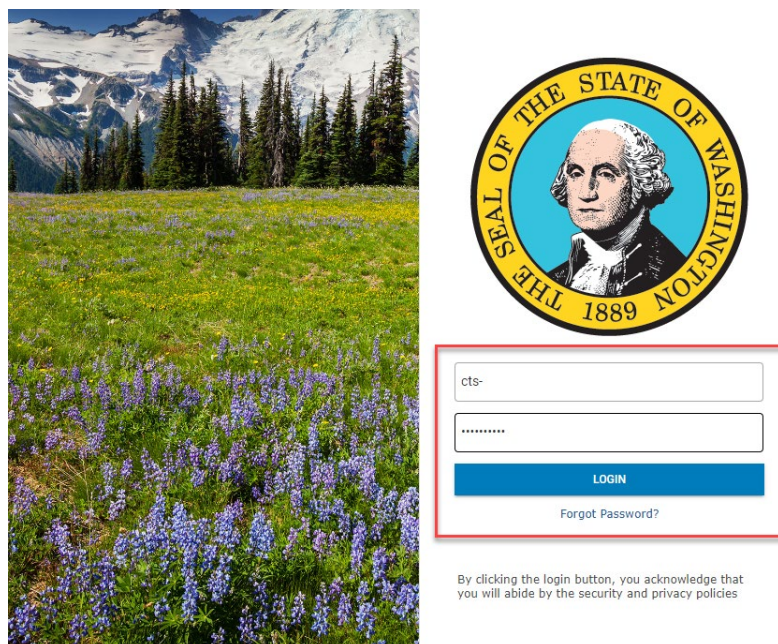
Visit [State of Washington - MFT Site - Login](http://mft.wa.gov) (mft.wa.gov)

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




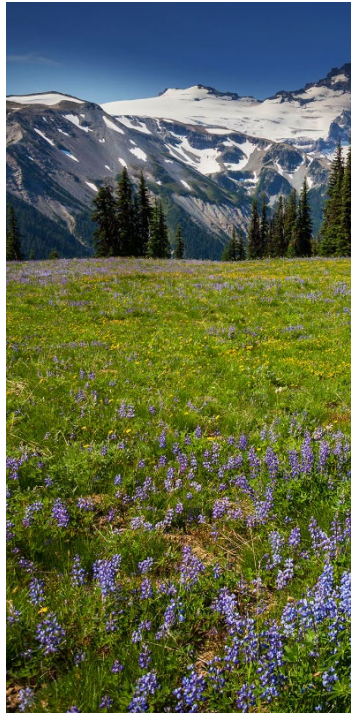
The screenshot shows the login interface for the MFT site. At the top is the Seal of the State of Washington, featuring George Washington's portrait and the text 'THE SEAL OF THE STATE OF WASHINGTON THE 1889'. Below the seal is a text input field labeled 'User Name'. Underneath the field is a blue button labeled 'NEXT'. Below the button is a link for 'Forgot Password?'. At the bottom, there is a disclaimer: 'By clicking the login button, you acknowledge that you will abide by the security and privacy policies'. The background of the page is a scenic image of a mountain range with green fields and purple flowers in the foreground.

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.



The screenshot shows the login interface for the MFT site. At the top is the Seal of the State of Washington, featuring George Washington's portrait and the text 'THE SEAL OF THE STATE OF WASHINGTON THE 1889'. Below the seal are two text input fields: the first is labeled 'cts-' and the second contains a series of asterisks. Below the fields is a blue button labeled 'LOGIN'. Below the button is a link for 'Forgot Password?'. At the bottom, there is a disclaimer: 'By clicking the login button, you acknowledge that you will abide by the security and privacy policies'. The background of the page is a scenic image of a mountain range with green fields and purple flowers in the foreground.

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



Your password has expired


Current Password

New Password


Confirm New Password

CHANGE PASSWORD CANCEL

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



English



Your password has expired

.....|

New Password

Confirm New Password

CHANGE PASSWORD CANCEL

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



i Password was changed successfully

LOGIN
[Forgot Password?](#)

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



i Password was changed successfully

LOGIN
[Forgot 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 (~@#%&*-_+=<>?/\;:[]{}.,)

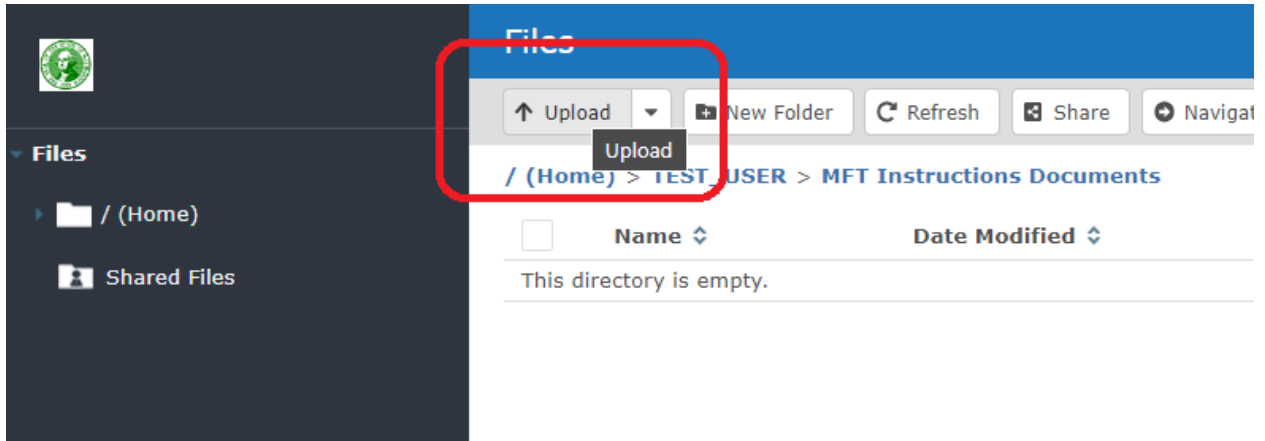
So by that logic... here is an example of a password that meets the above listed criteria:

GHtu78%^vv

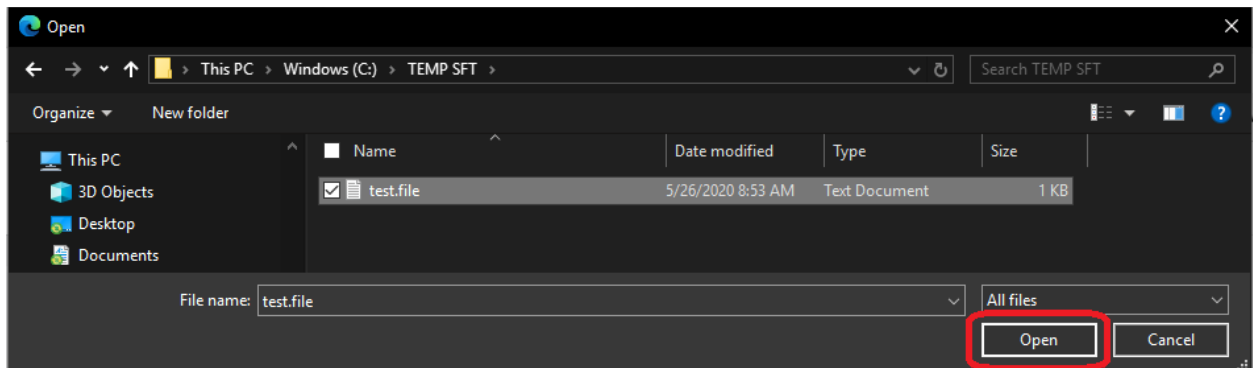
X Password does not conform to policy. The current policy requirements are:
Must be at least 10 character(s) long
Must have at least 2 lower case letter(s)
Must have at least 2 digit(s)
Must have at least 2 special character(s)
The only special characters allowed are ~@#%&*()-_+=<>?/\;:[]{}.,

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.

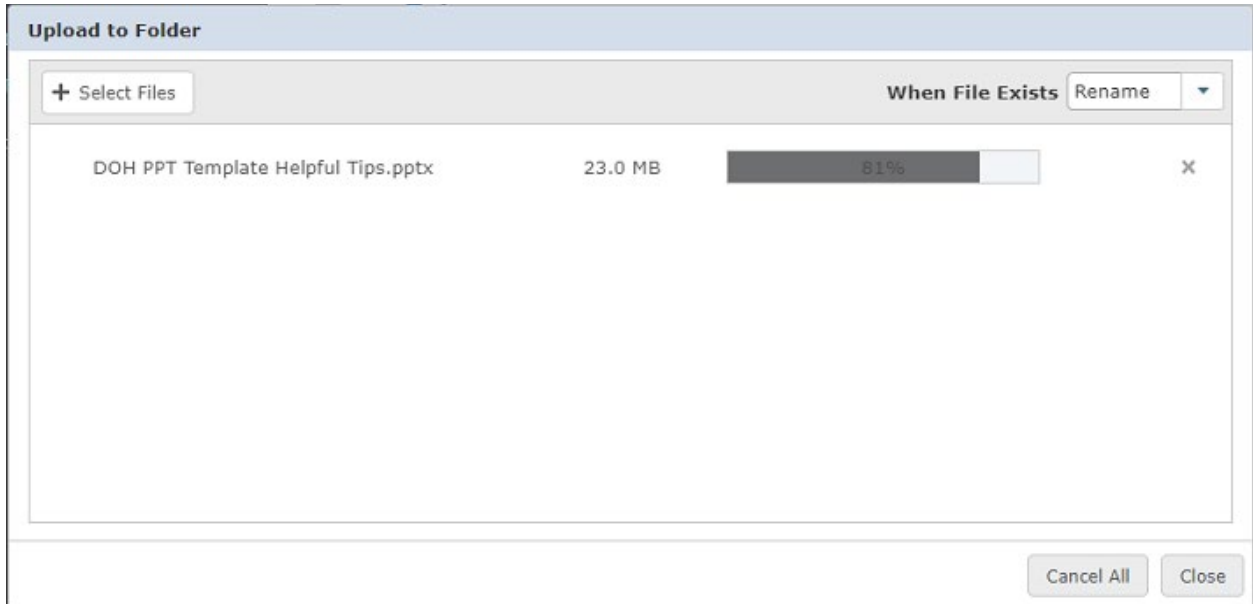
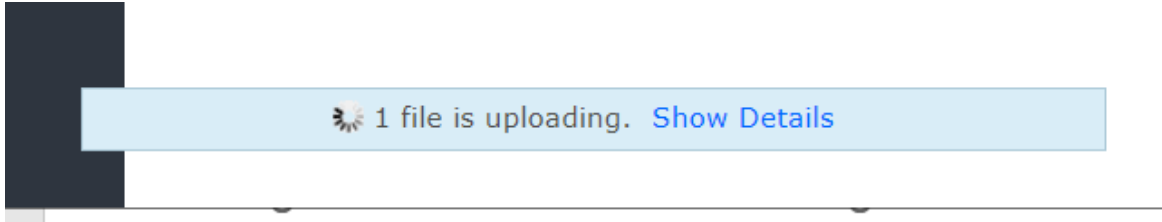
The screenshot shows a file management interface with a dark sidebar on the left and a main content area. The sidebar contains a 'Files' section with sub-items for '(Home)' and 'Shared Files'. The main content area has a blue header with the word 'Files' and a language dropdown set to 'English'. Below the header is a toolbar with buttons for 'Upload', 'New Folder', 'Refresh', 'Share', and 'Navigate'. The breadcrumb path is '/ (Home) > TEST_USER > MFT Instructions Documents'. A table lists a file named 'testfile.txt' with a date modified of '10/7/22 03:17:52 PM' and a size of '0.00 KB'. At the bottom of the interface, a green notification bar displays a checkmark icon, the text 'Upload Complete', and a link 'Show Details'.

The screenshot shows an 'Upload to Folder' dialog box. At the top left is a '+ Select Files' button. At the top right is a 'When File Exists' dropdown menu set to 'Rename'. The main area contains a table with the following data:

File Name	When File Exists	Status
testfile.txt	N/A	Successful

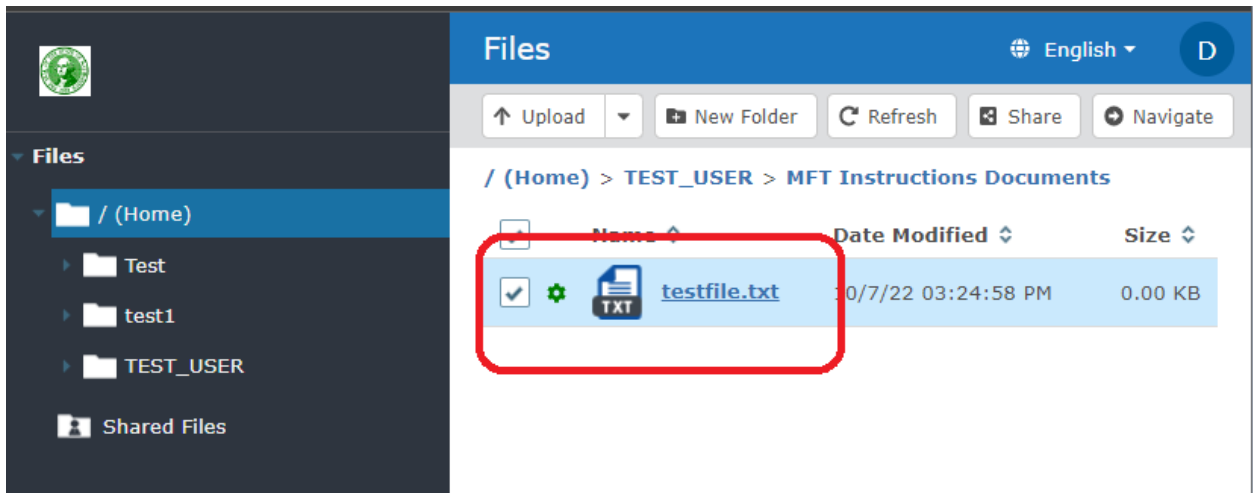
At the bottom right of the dialog are 'Clear' and 'Close' buttons.

On larger files, a progress bar may be found when you click “Show Details” at the bottom of the page.



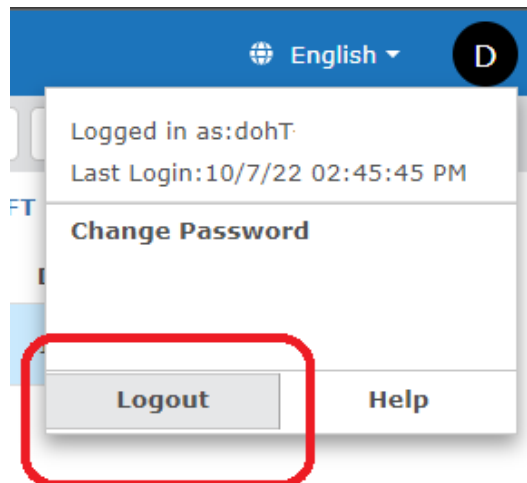
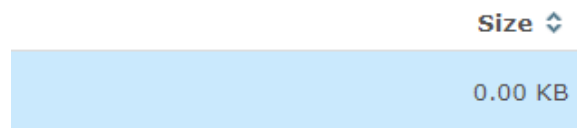
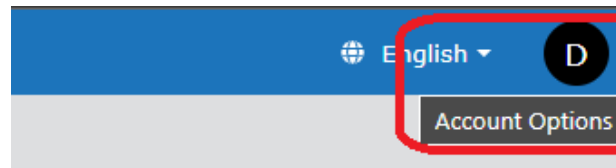
Downloading a File

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

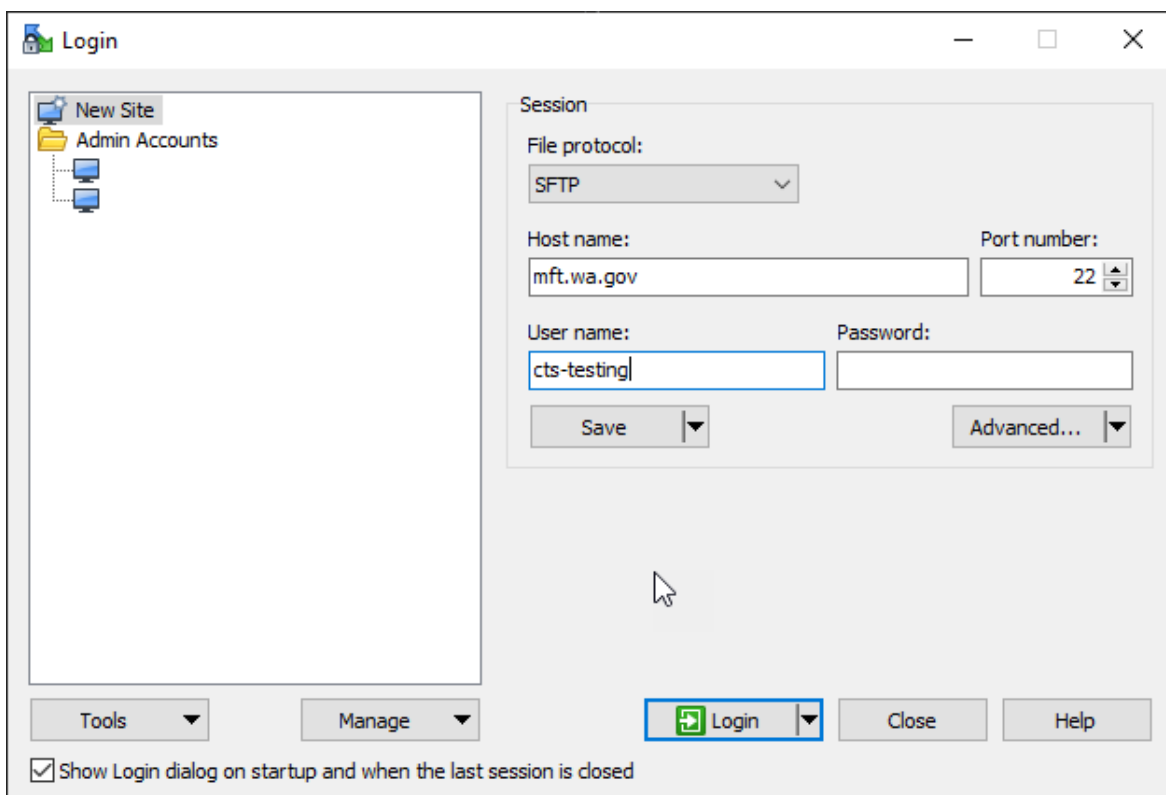
Please log into your newly created DOH issued MFT account to set your permanent password before using WinSCP.

*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!