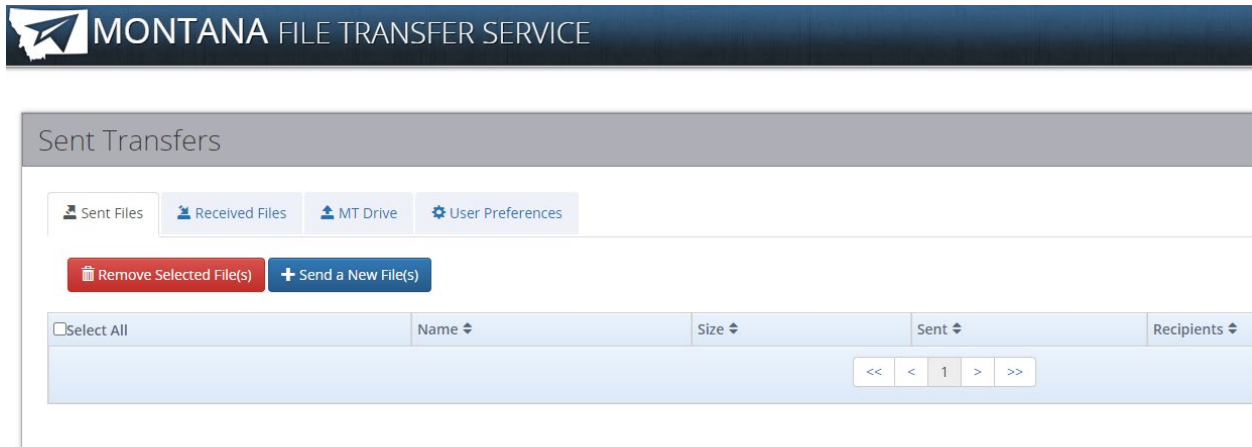


NOTE ON SUBMITTING: If you are submitting your application after March 14, 2022 AND already have an account with the File Transfer Service, you will need to create a new password on logging in. If you have not created an account yet, please follow the instructions below. For technical assistance with the File Transfer Service contact DOA IT at 406-444-2000.

Submit Application Using the Secure File Transfer Service

1. Go to [Montana File Transfer Service](https://transfer.mt.gov) (transfer.mt.gov).
2. Login with ePass Montana or create an account if you have not already done so. If you are a current state employee, login as a state employee and continue to step 5.
3. Once logged in, scroll down to the 'Add a Service' box > click on File Transfer Service.
4. Verify account via email > click on the verification link in the email.

After verifying, you will be taken directly to the file transfer site. The page should look like this:



5. click on Send a New File(s).
6. Upload Application files.
7. Click Continue.
8. Click on General > State Employee or ePass Montana Customer.
9. Send to Tina.bateman@mt.gov or Find a State Employee: Tina Bateman-Schlepp.
10. Click Send.

You will receive an upload receipt immediately.

For technical assistance with the File Transfer Service contact DOA IT at 406-444-2000