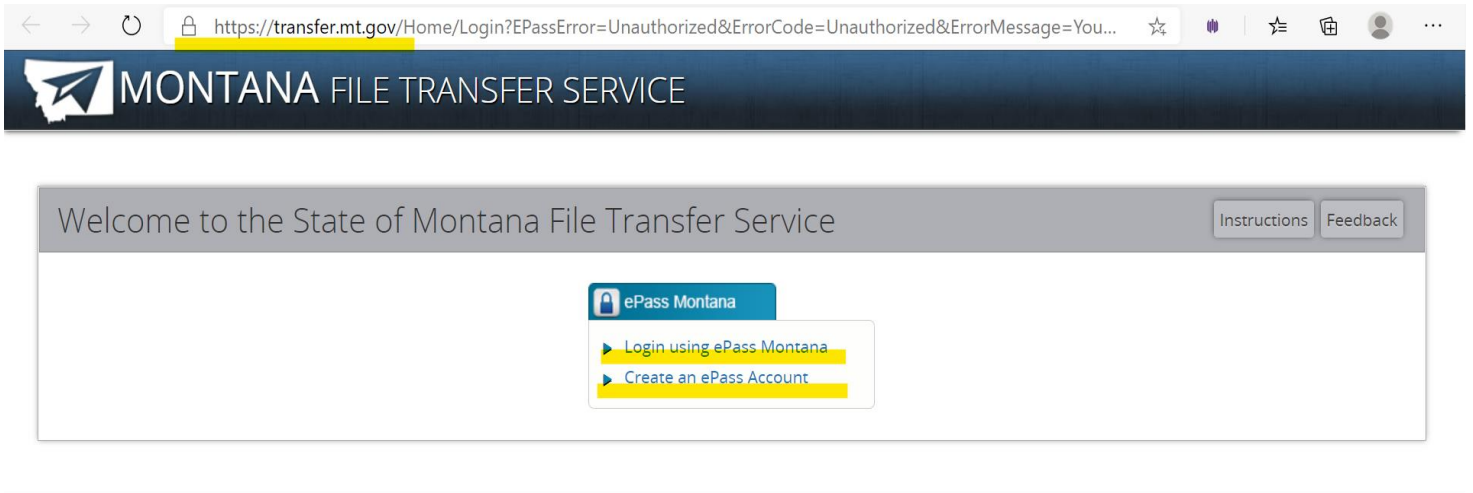


# Using the State File Transfer Service

If you need to send information that is HIPPA protected or too large for the State email system. Please use the State File Transfer Service to securely send documents. It is a free service.

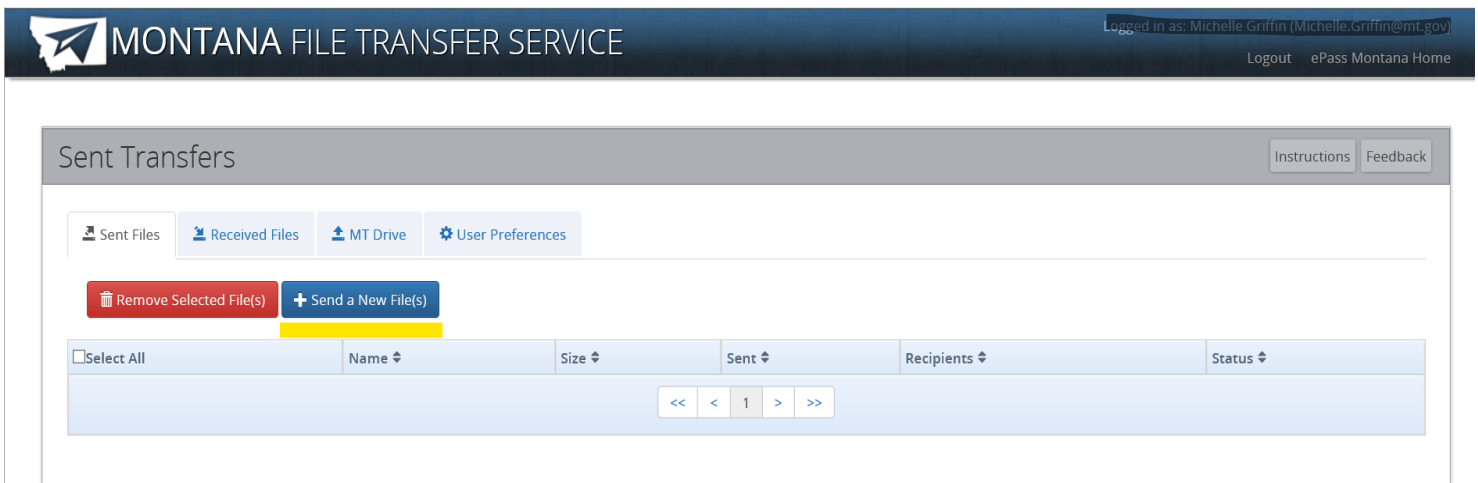
Access the file transfer service: <https://transfer.mt.gov>



[Online Services](#) [Information Technology Services Division](#) [Privacy & Security](#) [Accessibility](#) [Contact Us](#)


MONTANA.GOV  
OFFICIAL STATE WEBSITE

Either **Create an ePass Account** or **Login using your ePass Account** to login.





After login, you will be taken to the main page; **Select “+Send a New File(s)”**.

Drag the file you want to send from your computer to the shaded blue box on the Select Files to Upload page. You can also Click to Upload which will bring up a windows file explorer box to select files.

 MONTANA FILE TRANSFER SERVICE Logged in as

Select Files To Upload

Drop Files Here  
or Click to Upload


Examination Applicants.pdf  

**Tips and Tricks**

- Uploading folders is not supported.
- Only 10 files can be uploaded at a time. If more than 10 files need to be uploaded, upload them as a zip file.
- Any file that exceeds 2GB within a zip file may experience virus scanning issues.

[< Back](#) [Continue >](#)

Select **Continue**.

 MONTANA FILE TRANSFER SERVICE

Recipient Options

Please select the appropriate link below:

General

[State Employee or ePass Montana Customer](#)

Unclaimed Property Reports

Choose **State Employee or ePass Montana Customer**. Enter the first and last name of the recipient and click Search.

Recipients

To: Enter the email address or use the search below

Find a State Employee Find a State Group

Mich Gri Search

Existing Users (1 found):

+ Michelle Griffin

Click on the User, review the information and if everything appears as expected, select **Send**.

MONTANA FILE TRANSFER SERVICE

Logged in as: Michelle

Recipients

To: Michelle Griffin x  
Enter the email address or use the search below

Find a State Employee Find a State Group

First Name Last Name Search

File(s)

Examination Applicants.pdf

Message

This is the form you requested.  
Thank you,  
Grif

Home Back Send

### Sent Receipt

#### ✓ Upload success!

The below files have been uploaded:

- Examination Applicants.pdf

#### The file(s) will be delivered\* to:

- Michelle Griffin (Michelle.Griffin@mt.gov)

#### Message sent with file(s):

- This is the form you requested. Thank you, Grif

\* Pending a successful virus scan.

[Check the file\(s\) status by referring to your sent box.](#)

 Print

Continue 

Click **Continue** and you will return to the main page.

### Sent Transfers

[Instructions](#) [Feedback](#)

[Sent Files](#) [Received Files](#) [MT Drive](#) [User Preferences](#)

<input type="checkbox"/> Select All	Name	Size	Sent	Recipients	Status
<input type="checkbox"/>	Examination Applicants.pdf	90.7 KB	12/16/2020 4:13 PM	Michelle Griffin	Ready for Download

<< < 1 > >>

An Email will be sent to the recipient, follow up as needed.