

DOH Managed File Transfer (MFT) Access Instructions

In Feb 2023, DOH moved from Secure File Transfer (SFT) services to Managed File Transfer (MFT) services. MFT services exist so that agency authorized users have an approved secure means of transmitting and receiving confidential and restricted information. DOH brokers MFT service from WaTech. This service is not intended for transfer of non-confidential data or information.

1. First request access to MFT via DOH's Home Visiting Team

To request access to MFT, please email homevisiting@doh.wa.gov with the following information.

- First and Last Name
- Email address
- Program name

2. You will receive an email from WaTech informing you of your username and temporary password.

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

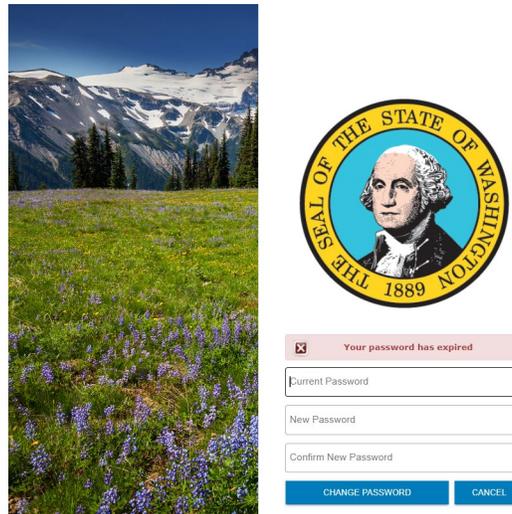
It is recommended that you use Edge, Firefox, or Chrome to access this site.

3. Enter your provided **username** and **temporary password** from your email in the corresponding fields and click "Log In".
 - a. Note: Username and Password are **both** case sensitive.

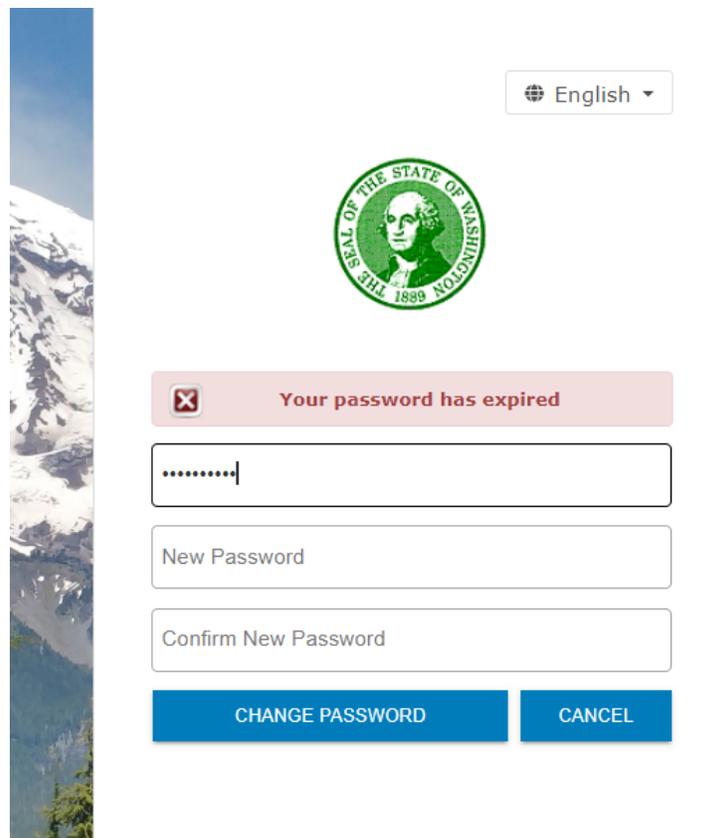


[Forgot Password?](#)

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



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



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



 Password was changed successfully

[Forgot Password?](#)

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



 Password was changed successfully

[Forgot Password?](#)

Password Policy

The password policy includes the following syntactical requirement:

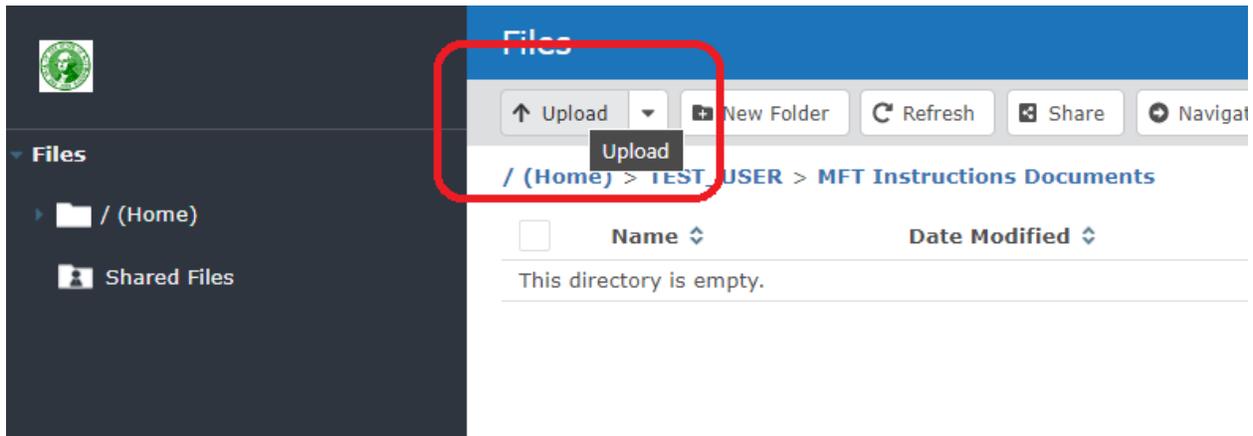
- The password **minimum length is 10 characters**
- At **least two** of those characters must be **alphabetic - lower**
- At **least two** of the characters must be **numeric**
- At **least two** of the characters must be a **symbol** (~@#\$\$%^&*()-_+=<>?/\;:[]{}.,)

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

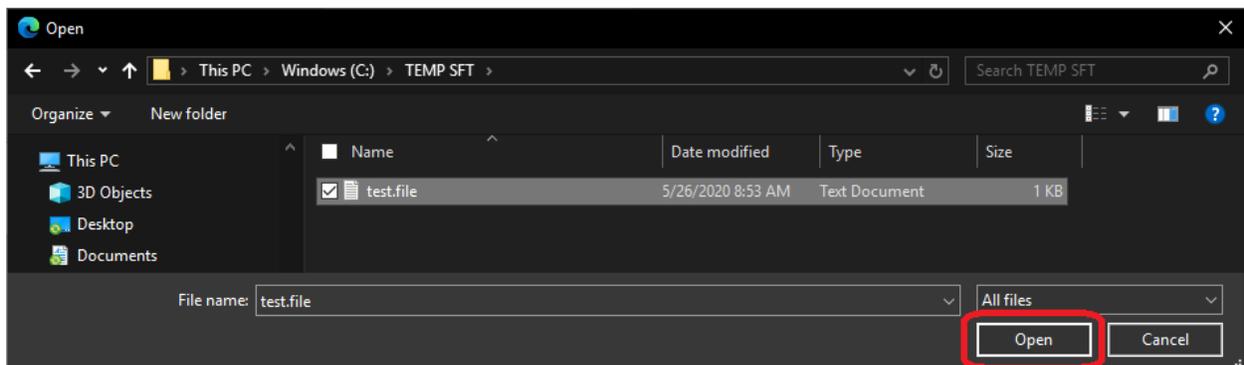
Gtu781%[^]vv

Uploading a File

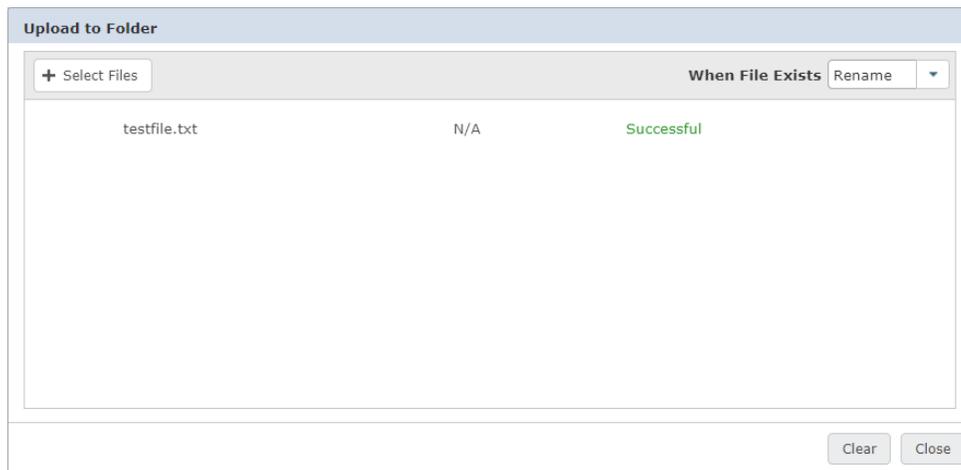
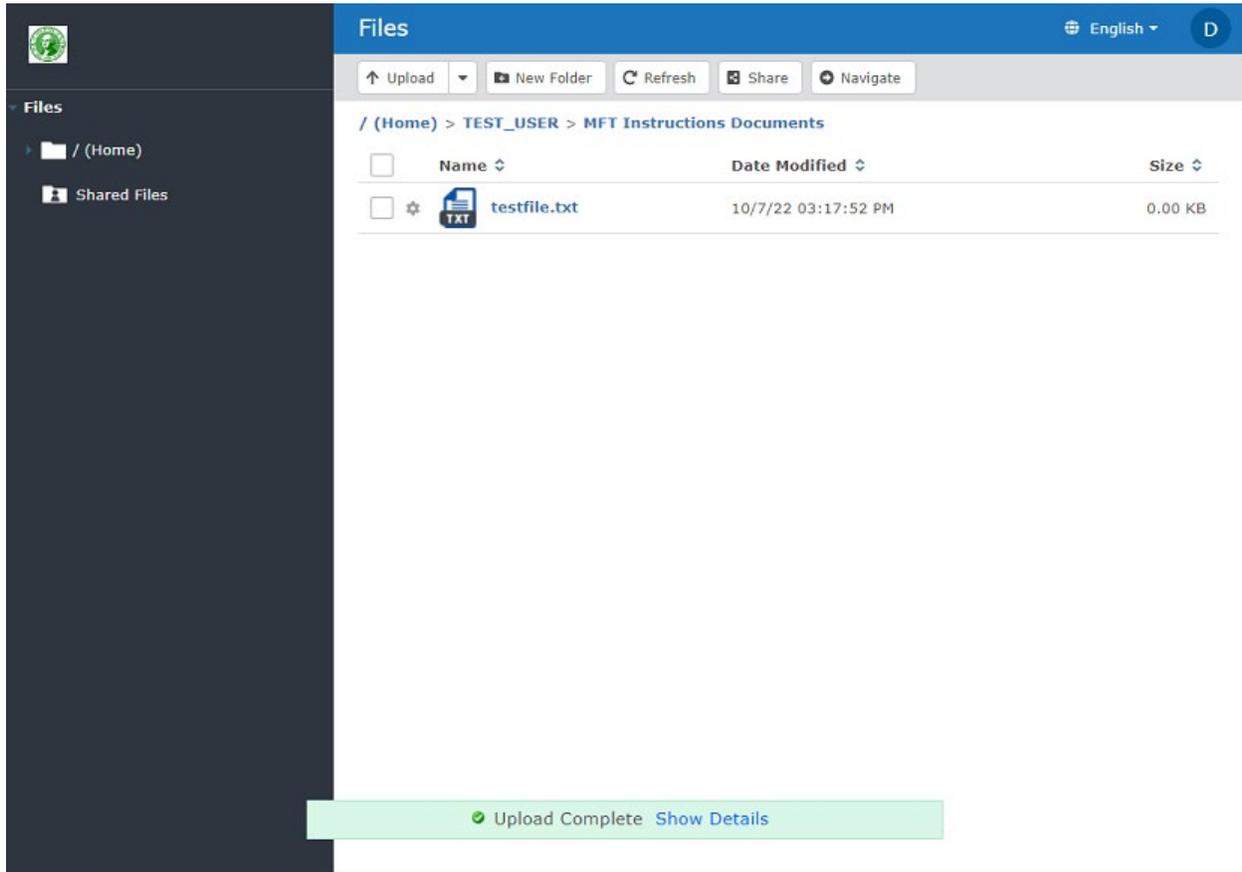
Click "Upload".



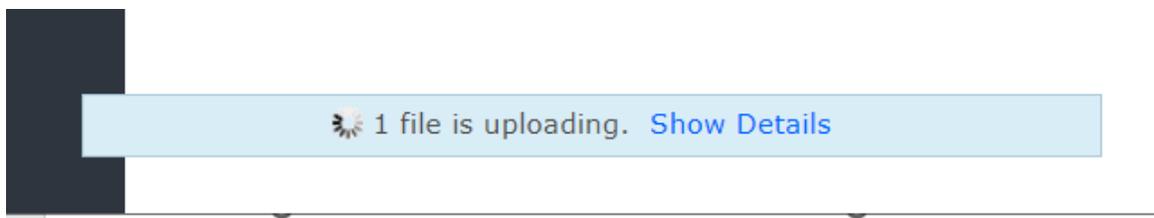
Navigate to your file. Once you select the file you want to upload, click "Open".

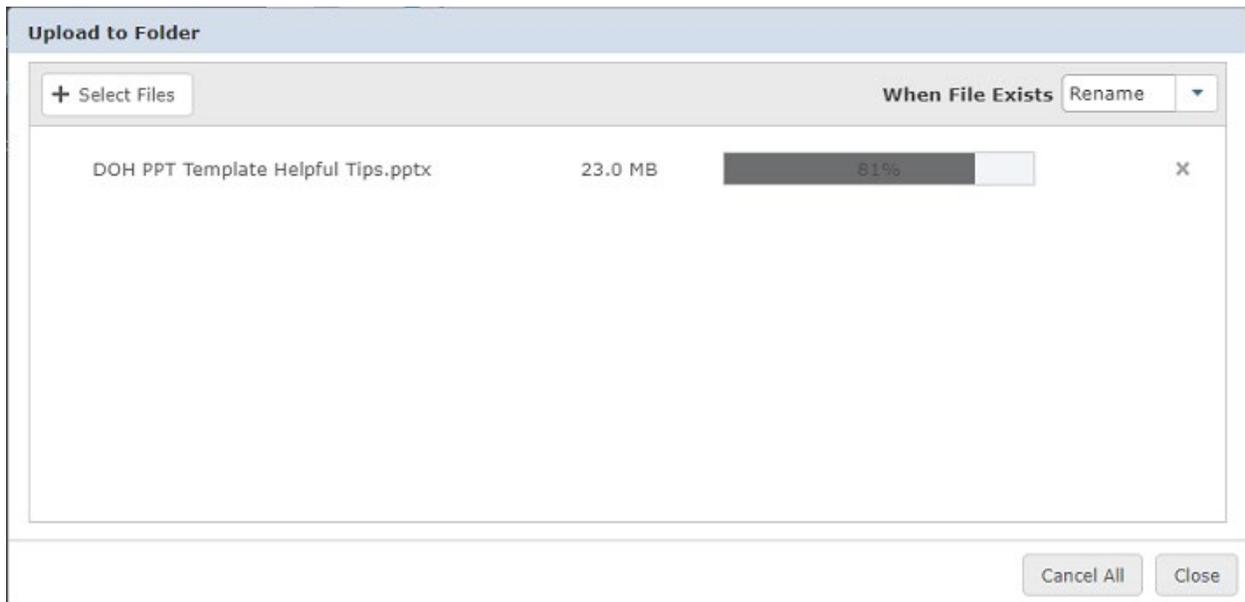


The new upload process is automatic. Once your file has been uploaded, an “Upload Complete” message will display at the bottom of the page. Clicking “Show Details” will display information about the upload process.



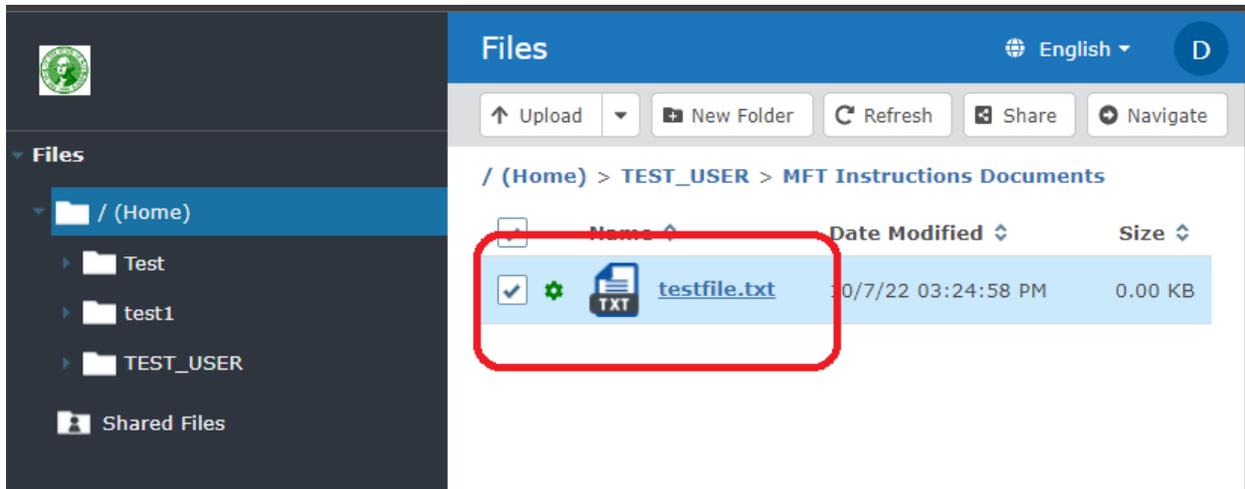
On larger files, a progress bar may be found when you click “Show Details” at the bottom of the page.





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.

