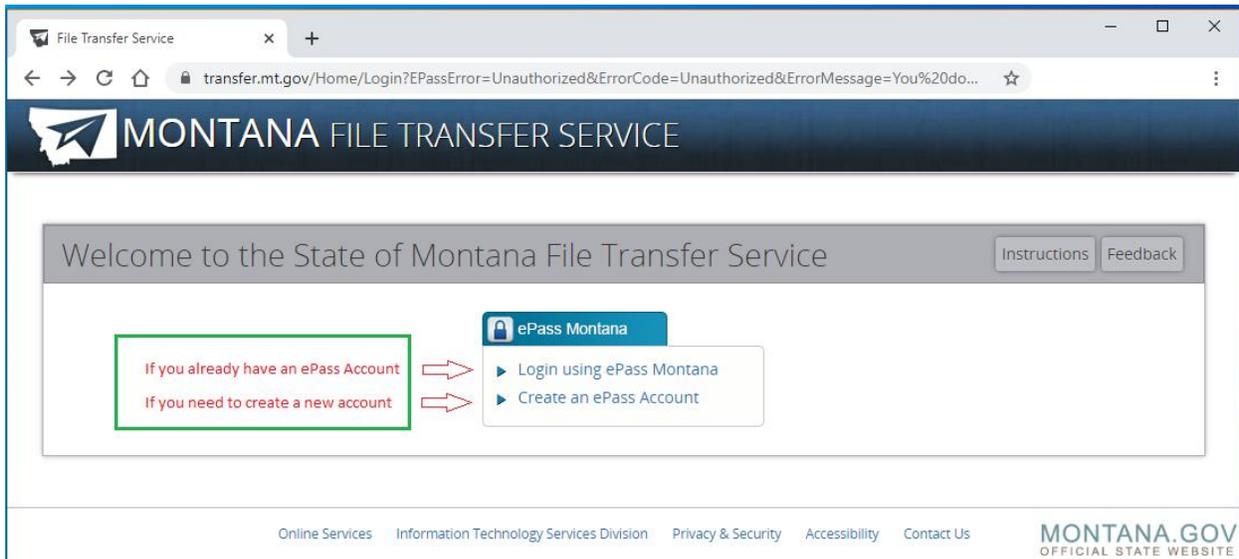
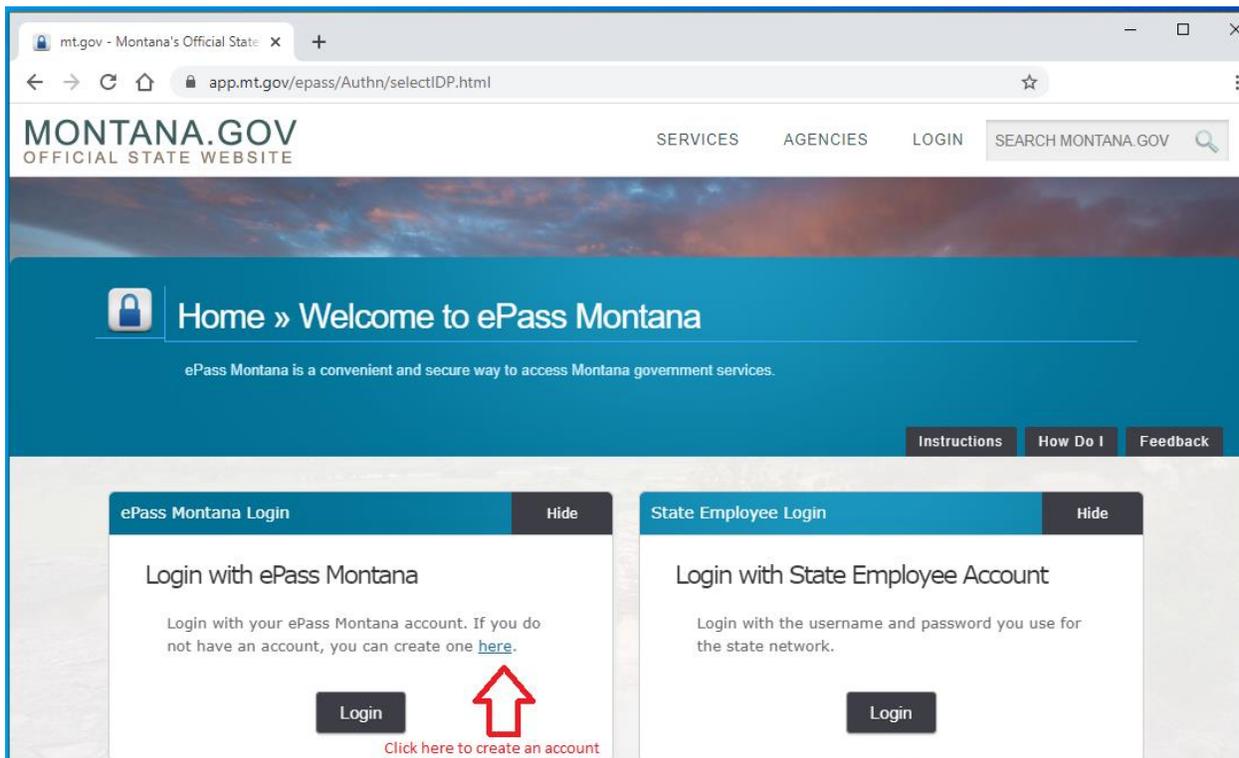


Open the Montana File Transfer Service web page (<https://transfer.mt.gov>) in your browser.



Log in using ePass. If you do not have an ePass account, you can create one following the steps on the next page.



Fill out form below:

Cancel Save Changes

**Personal Information** 1

\*First Name:

\*Last Name:

Daytime Phone:

\*Primary Email:

\*Verify Primary Email:

Alternate Email:

**ePass Montana ID Details** 2

\*Username:  
(minimum 6 characters)

\*Password:  
(minimum 8 characters; must use letters and numbers)

\*Verify Password:

\*Password Hint:

**Security Info** 3

For your protection, these questions will help us verify your identity in the future. You must select 3 different questions.

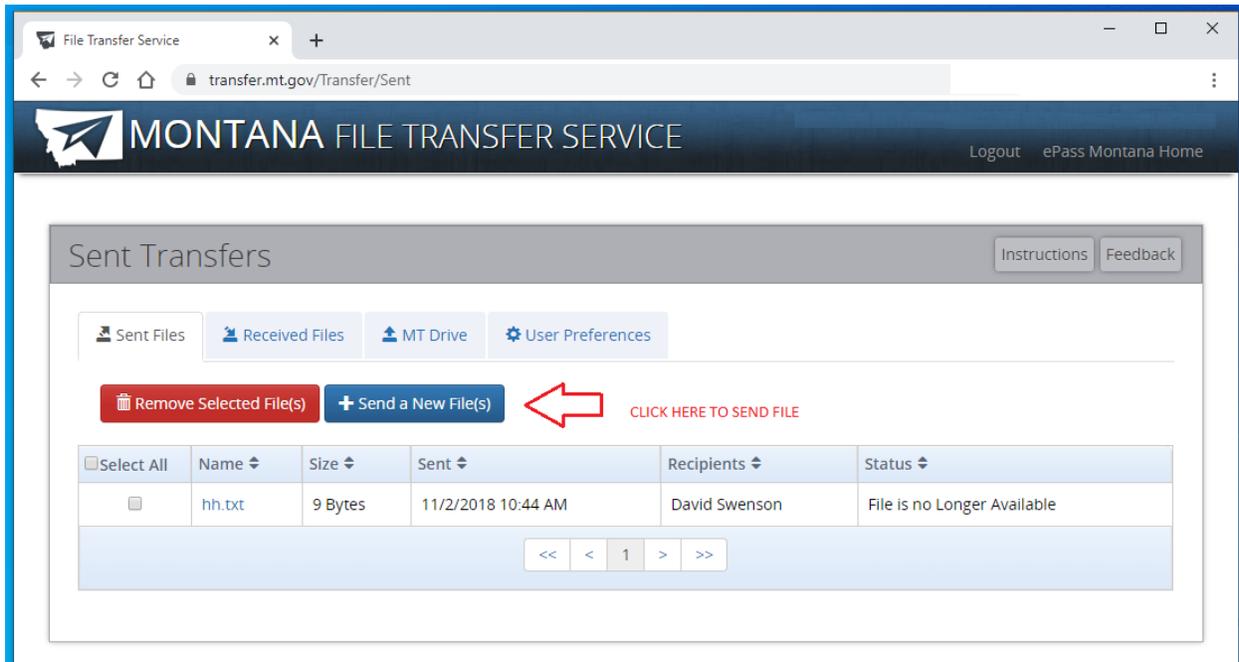
\*1. Security Question:  
 ▼

\*2. Security Question:  
 ▼

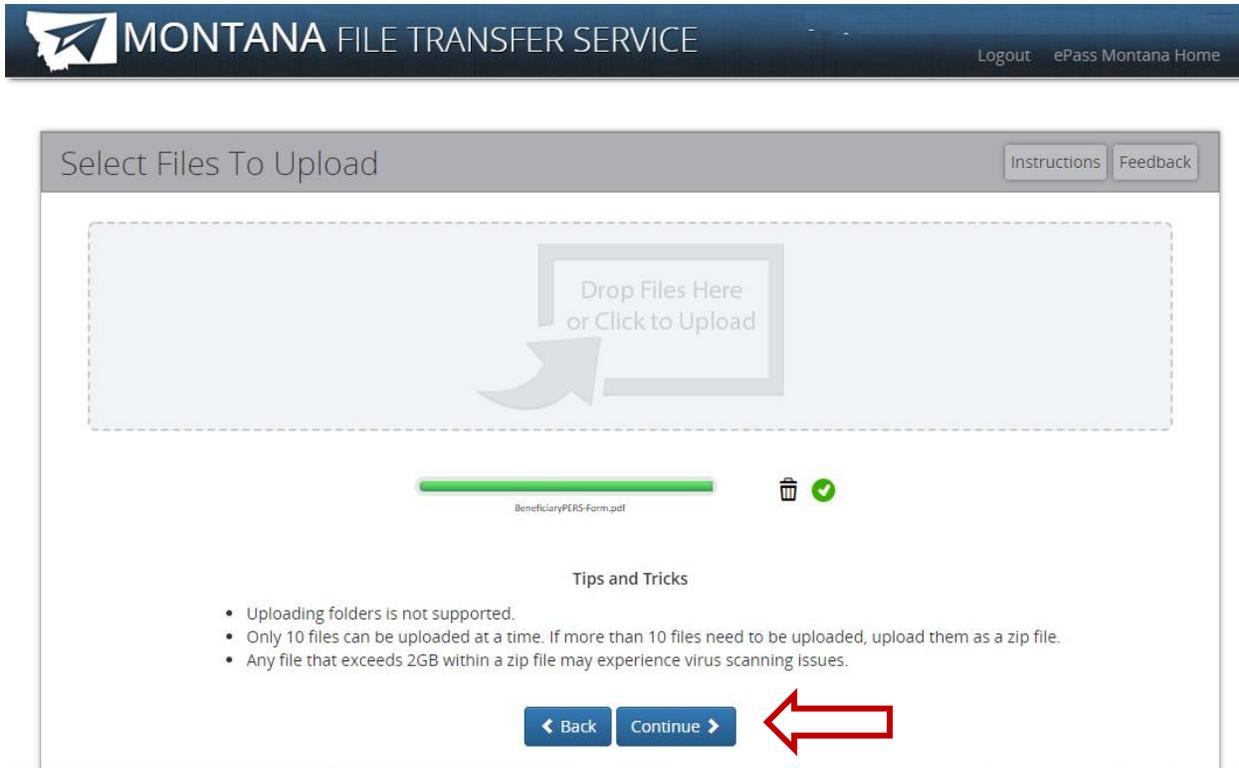
\*3. Security Question:  
 ▼

Cancel Save Changes

Return to Login Page and use your ePass ID to log in. After logging in, you can then upload file



Then drag/drop file here (or click to upload). **Please note: the file type must be a pdf file.**



After the file has uploaded, click Continue button.

Click the State Employee or ePass Montana Customer button



Recipient Options

Instructions Feedback

Please select the appropriate link below:

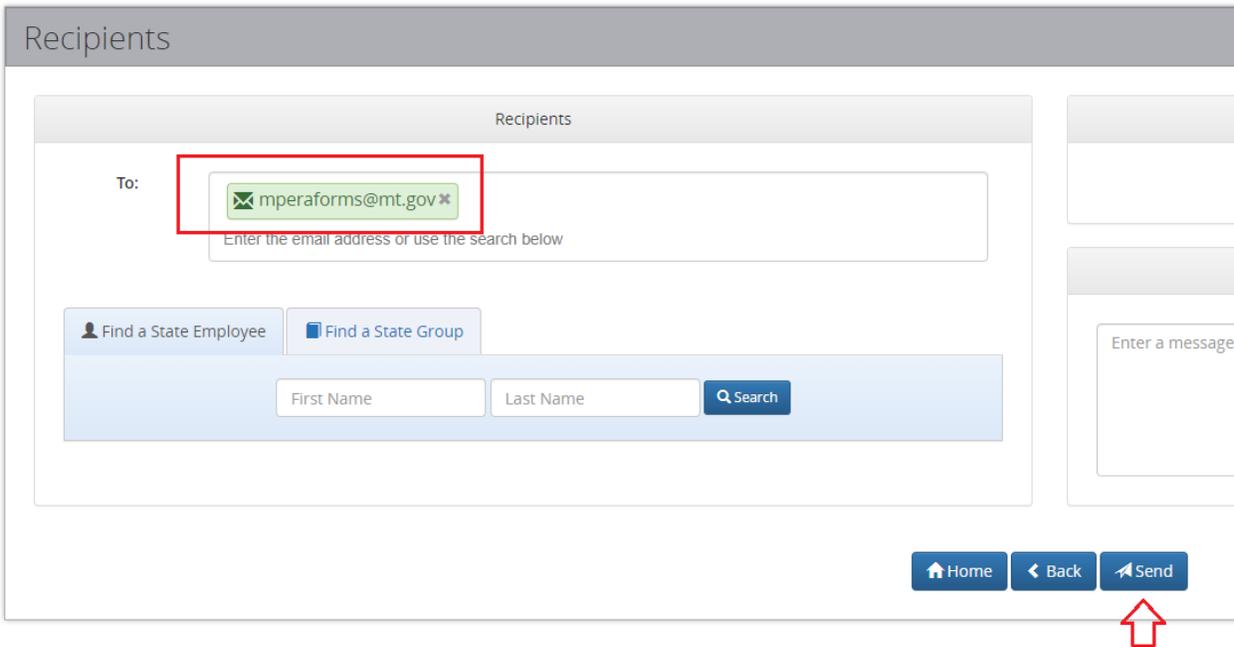
General

State Employee or ePass Montana Customer

The screenshot shows a web interface titled "Recipient Options". At the top right, there are two buttons: "Instructions" and "Feedback". Below the title, the text "Please select the appropriate link below:" is displayed. Underneath, there is a large grey button labeled "General". Below the "General" button, there is a blue button labeled "State Employee or ePass Montana Customer". A red arrow points to this button from the right.

Type in [mperaforms@mt.gov](mailto:mperaforms@mt.gov) as the recipient

Then click send:



Recipients

To: mperaforms@mt.gov

Enter the email address or use the search below

Find a State Employee Find a State Group

First Name Last Name Search

Enter a message

Home Back Send

The screenshot shows a web interface titled "Recipients". At the top, there is a grey bar with the title "Recipients". Below this, there is a form with a "To:" field. The email address "mperaforms@mt.gov" is entered in this field and is highlighted with a red box. Below the "To:" field, there is a text input field with the placeholder "Enter the email address or use the search below". Below this, there are two buttons: "Find a State Employee" and "Find a State Group". Below these buttons, there is a search bar with "First Name" and "Last Name" input fields and a "Search" button. To the right of the search bar, there is a text input field with the placeholder "Enter a message". At the bottom right of the form, there are three buttons: "Home", "Back", and "Send". A red arrow points to the "Send" button from below.

Log out when done.