

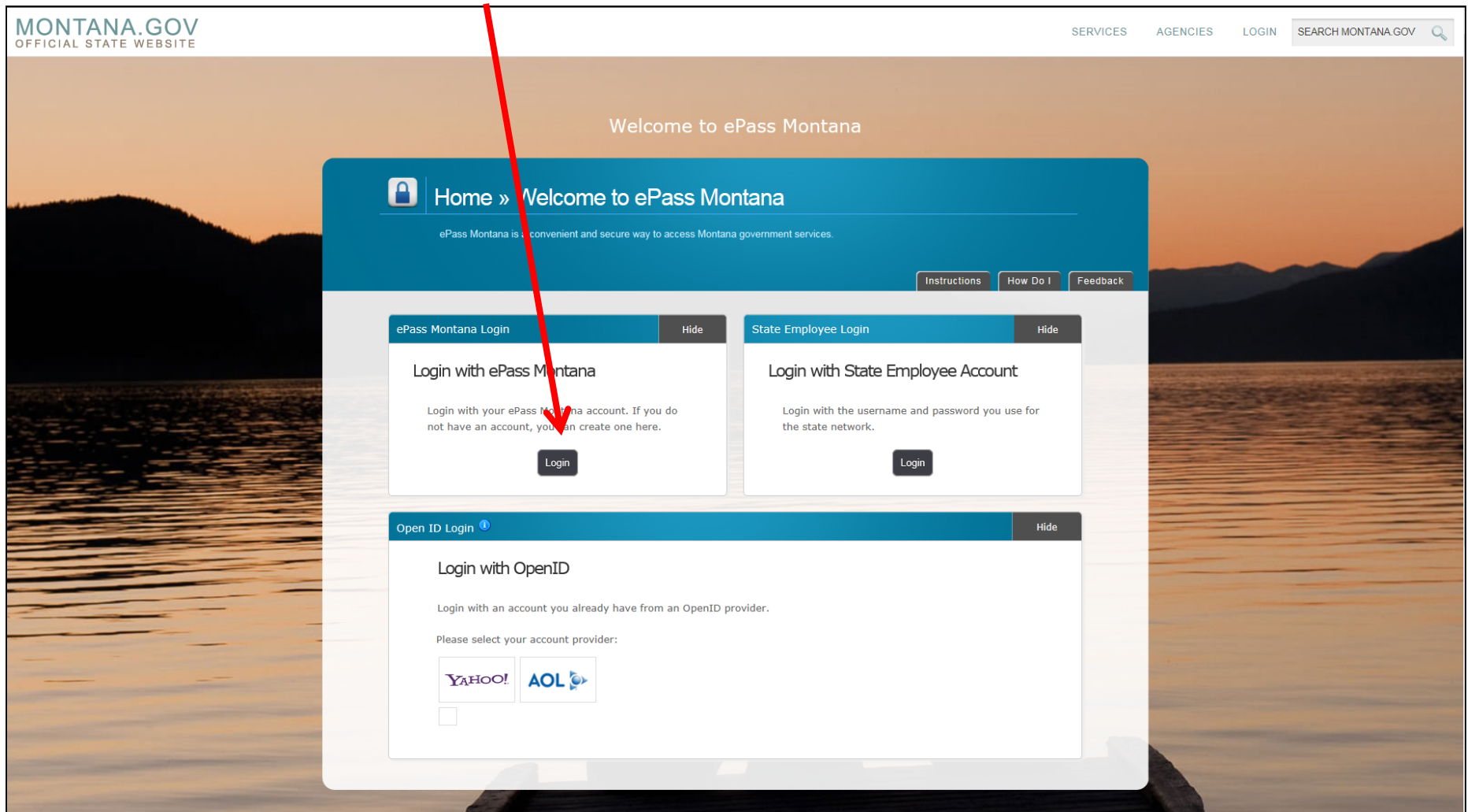
Opencut FTS Instructions



Go to <https://app.mt.gov/epass/Authn/selectIDP.html>

Note: you can also “Google” search – Montana ePass, it will be the top result

Click on “Login” Button under Login with ePass Montana



If you do not have an ePass Login, you will need to Create an Account
Click on the “Create an Account” Button

ePass Montana

Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Existing User

Username:

Password:

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Home

Fill In all the information and click “Save Changes” Button

Note: Be sure to write down your Login Information somewhere safe.

*You may need to Validate your account through e-mail before you can use it.

ePass Montana

Home » Create ePass Montana Account

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Important – About your username and password: Username must be at least 6 characters long, password must be at least 8 characters long, password must use both letters and numbers, password must be different than your username, password is case sensitive.

Cancel Save Changes

Personal Information ⓘ

*First Name:

*Last Name:

Daytime Phone:

*Primary Email:

*Verify Primary Email:

ePass Montana ID Details ⓘ

*Username:

*Password:

*Verify Password:

*Password Hint:

Once you have an Account
Enter your Username and Password and click the “Login” Button

ePass Montana

Home » ePass Montana Login

ePass Montana provides access to all authorized eGovernment services using one username and password.

Instructions How Do I Feedback

Existing User

Username:

Password:

[Forgot your Username or Password?](#)

Login

New User

Create an ePass Montana account by selecting the button below:

Create an Account

Home

This will bring you to the Welcome Page

Note: If you have issues with your Login information (user name and/or Password) you will need to contact ITSD (406-449-3468), we will **not** be able to help you.

The screenshot displays the ePass Montana dashboard. At the top left is the logo for MONTANA.GOV OFFICIAL STATE WEBSITE. On the top right are navigation links for SERVICES, AGENCIES, LOGIN, and a search bar labeled SEARCH MONTANA.GOV. The main heading reads "Welcome to ePass Montana". Below this is a blue navigation bar with "Home » Welcome to the ePass Montana Dashboard" and a sub-heading: "Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information." There are three buttons: "Instructions", "How Do I", and "Feedback".

The "Account Information" section shows the user is logged in as "DEQ Opencut" and provides links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account". It also includes a "Logout From All Accounts" link under the "Other Accounts" section, which offers "OpenID" and "State" login options.

The "News and Information" section features a prominent announcement: "ePass Montana 2.33.0 Release Completed Announcement". The text of the announcement states: "Please be advised of the maintenance activities for DOA's ePass Montana (Release 2.33.0) have been completed. This maintenance occurred on Sunday, December 27, 2015 at 9:00 AM MST. Details for this release can be found under Release Notes on the ePass Developer Toolkit site at - https://app.mt.gov/toolkit/Releases/ReleaseHistory. Should you have any questions and/or encounter any issues following the close of the maintenance window please send a detailed write up containing all applicable details to helpdesk@egovmt.com." To the right of the main announcement are three smaller links: "ePass Montana 2.33.0 Release Completed Announcement", "ePass Montana 2.32.0 Release Completed Announcement", and "ePass Montana 2.28 Release Completed Announcement".

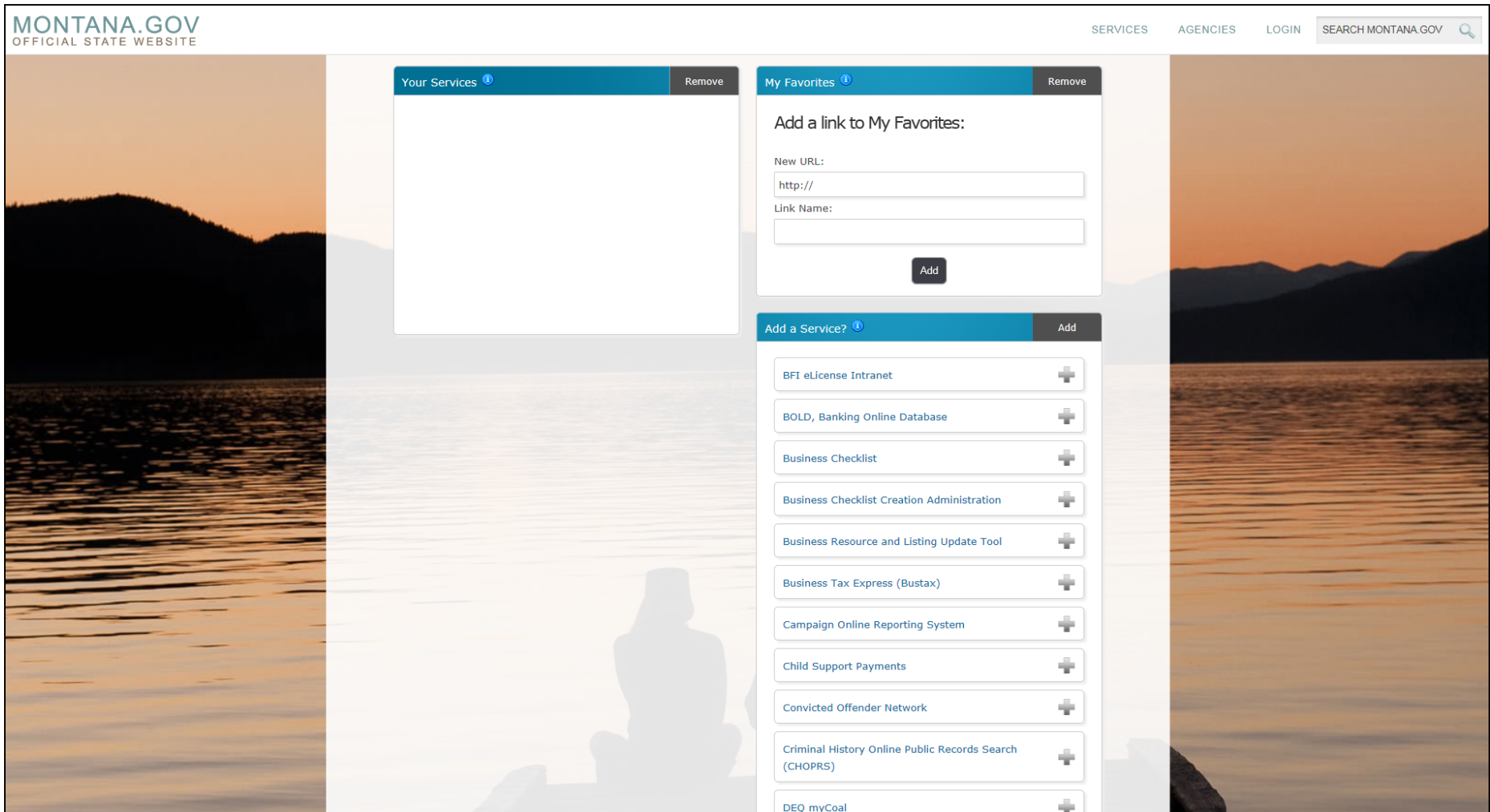
Scroll down the page until you see the “Your Services” Box

The screenshot shows the Montana.gov website interface. At the top left, the logo reads "MONTANA.GOV OFFICIAL STATE WEBSITE". On the top right, there are navigation links for "SERVICES", "AGENCIES", "LOGIN", and a search bar labeled "SEARCH MONTANA.GOV". Below the header, a contact email "helpdesk@egovmt.com." is visible. The main content area features a "Your Services" box, which is highlighted with a red rectangle. This box has a blue header with the text "Your Services" and an "Edit" button. To the right of the "Your Services" box, there are two sections: "Most Popular" and "Add a Service?". The "Most Popular" section lists services such as "Business Tax Express (Bustax)", "Criminal History Online Public Records Search (CHOPRS)", "Montana SNAP, TANF, and Health Coverage Assistance Application", and "File Transfer Service". The "Add a Service?" section lists a much longer list of services, including "BFI eLicense Intranet", "BOLD, Banking Online Database", "Business Checklist", "Business Checklist Creation Administration", "Business Resource and Listing Update Tool", "Business Tax Express (Bustax)", "Campaign Online Reporting System", "Child Support Payments", "Convicted Offender Network", "Criminal History Online Public Records Search (CHOPRS)", "DEQ myCoal", "DOJ Driver Record Search - Prod", "Education Donations and Student Scholarship Organizations", "eMACS", "eStop Licensing Portal", "Facility Licensing and CNA Certification Online (NEW)", and "File Transfer Service". A red arrow points from the text above to the "Your Services" box.

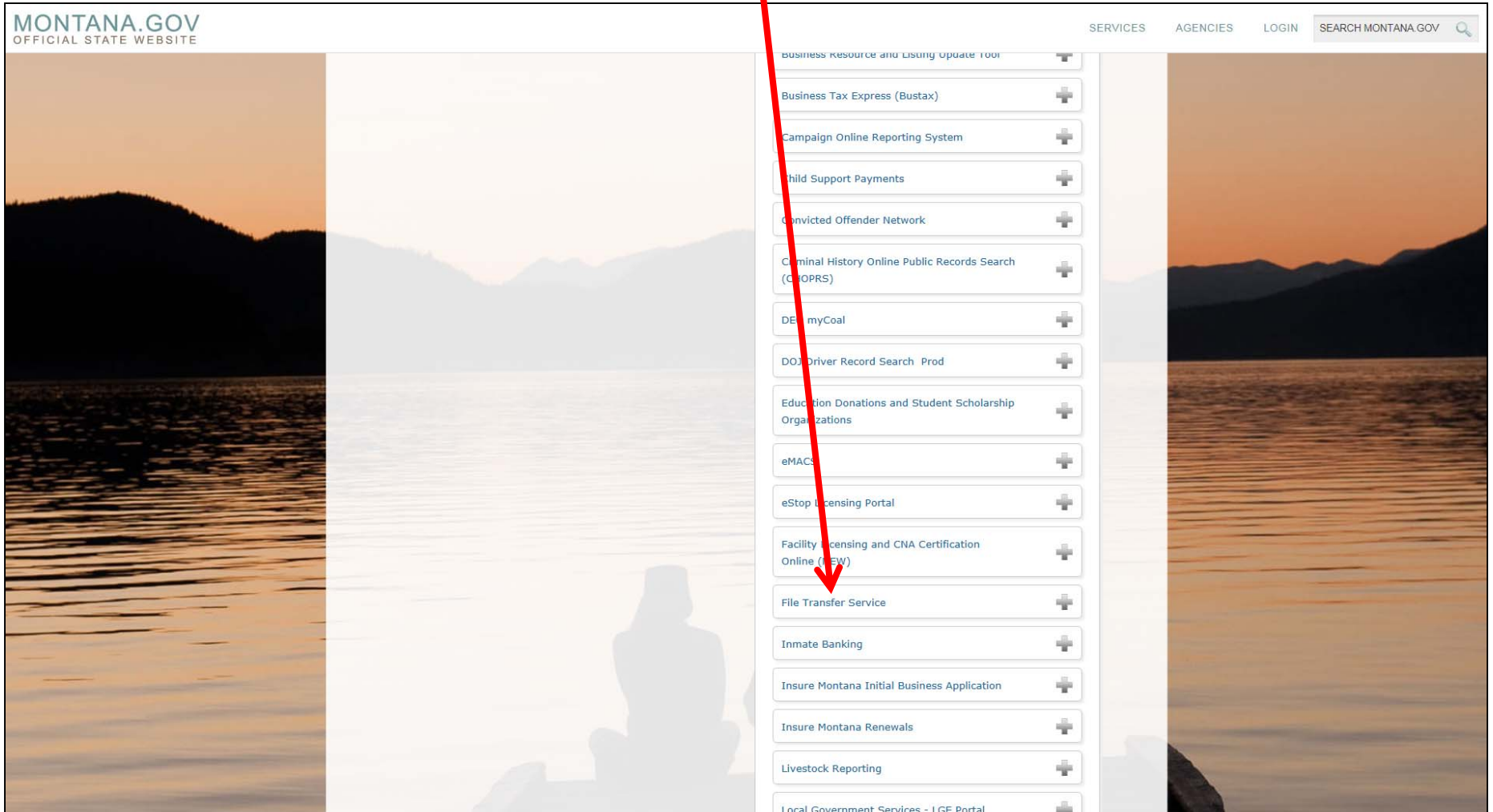
Click on the "Edit" Button

The screenshot displays the Montana.gov official state website. At the top left, the logo reads "MONTANA.GOV OFFICIAL STATE WEBSITE". The top right navigation bar includes "SERVICES", "AGENCIES", "LOGIN", and a search box labeled "SEARCH MONTANA.GOV". Below the navigation, a contact email "helpdesk@egovmt.com." is visible. The main content area is divided into two columns. The left column features a "Your Services" header with a blue background and a white "Edit" button. A red arrow points to this "Edit" button. The right column contains a "Most Popular" section with a list of services: "Business Tax Express (Bustax)", "Criminal History Online Public Records Search (CHOPRS)", "Montana SNAP, TANF, and Health Coverage Assistance Application", and "File Transfer Service". Below this is an "Add a Service?" section with its own "Edit" button and a long list of services including "BFI eLicense Intranet", "BOLD, Banking Online Database", "Business Checklist", "Business Checklist Creation Administration", "Business Resource and Listing Update Tool", "Business Tax Express (Bustax)", "Campaign Online Reporting System", "Child Support Payments", "Convicted Offender Network", "Criminal History Online Public Records Search (CHOPRS)", "DEQ myCoal", "DOJ Driver Record Search - Prod", "Education Donations and Student Scholarship Organizations", "eMACS", "eStop Licensing Portal", "Facility Licensing and CNA Certification Online (NEW)", and "File Transfer Service". The background of the page features a scenic image of a lake at sunset with mountains in the distance.

Scroll down the page until you see “File Transfer Service” in the “Add a Service” Box



Click on the “File Transfer Service” Button



Scroll to the top of the page and you will now see the
“File Transfer Service” Button listed under the “Your Services” Section
Click the “Done” Button

The screenshot shows the Montana.gov ePass Montana Dashboard. At the top left is the logo "MONTANA.GOV OFFICIAL STATE WEBSITE". At the top right are links for "SERVICES", "AGENCIES", "LOGIN", and a search bar "SEARCH MONTANA.GOV". The main heading is "Welcome to ePass Montana". Below this is a blue banner with "Home » Welcome to the ePass Montana Dashboard" and a sub-heading "Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information." There are three buttons: "Instructions", "How Do I", and "Feedback". A "Done" button is located in a blue bar above the "Your Services" section. The "Your Services" section has a "Remove" button and contains a "File Transfer Service" button, which is circled in red. To the right is the "My Favorites" section with a "Remove" button and a form to "Add a link to My Favorites:" with fields for "New URL:" (containing "http://"), "Link Name:", and an "Add" button. At the bottom is the "Add a Service?" section with an "Add" button and a list of services: "BFI eLicense Intranet", "BOLD, Banking Online Database", and "Business Checklist", each with a plus icon.

You will return to the Welcome Page

The screenshot displays the ePass Montana dashboard. At the top left is the logo for MONTANA.GOV OFFICIAL STATE WEBSITE. On the top right are links for SERVICES, AGENCIES, LOGIN, and a search bar labeled SEARCH MONTANA.GOV. The main heading reads "Welcome to ePass Montana". Below this is a blue navigation bar with "Home » Welcome to the ePass Montana Dashboard" and a sub-header: "Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information." There are three buttons: "Instructions", "How Do I", and "Feedback".

The "Account Information" section shows the user is logged in as "DEQ Opencut" and provides links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account". The "Other Accounts" section offers "Login With Another Account" options for "OpenID" and "State", along with a "Logout From All Accounts" link.

The "News and Information" section features a "ePass Montana 2.33.0 Release Completed Announcement" with a detailed paragraph about maintenance activities on December 27, 2015. To the right are four links to other announcements: "ePass Montana 2.33.0 Release Completed Announcement", "ePass Montana 2.32.0 Release Completed Announcement", "ePass Montana 2.31 Release Completed Announcement", and "ePass Montana 2.28 Release Completed Announcement".

Scroll down the page until you see the “Your Services” Box
It will now contain the link for “File Transfer Service”

The screenshot displays the Montana.gov official state website. At the top left, the logo reads "MONTANA.GOV OFFICIAL STATE WEBSITE". The top right navigation bar includes "SERVICES", "AGENCIES", "LOGIN", and a search box labeled "SEARCH MONTANA.GOV".

The main content area features several sections:

- ePass Montana**: Includes links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account".
- OpenID State**: Includes a "Logout From All Accounts" link.
- News and Information**: A blue header with a "Hide" button. The main content is an announcement titled "ePass Montana 2.33.0 Release Completed Announcement". The text states: "Please be advised of the maintenance activities for DOA's ePass Montana (Release 2.33.0) have been completed. This maintenance occurred on Sunday, December 27, 2015 at 9:00 AM MST. Details for this release can be found under Release Notes on the ePass Developer Toolkit site at - https://app.mt.gov/toolkit/Release/ReleaseHistory. Should you have any questions and/or encounter any issues following the close of the maintenance window please send a detailed write up containing applicable details to helpdesk@egovmt.com." To the right of the announcement are four links: "ePass Montana 2.33.0 Release Completed Announcement", "ePass Montana 2.32.0 Release Completed Announcement", "ePass Montana 2.31 Release Completed Announcement", and "ePass Montana 2.28 Release Completed Announcement".
- Your Services**: A blue header with a dropdown arrow and an "Edit" button. Below the header, a red box highlights the "File Transfer Service (ePass)" link, which has a star icon to its right. A red arrow points from the text above to this link.
- Most Popular**: A blue header with a dropdown arrow. Below it are links for "Business Tax Express (Bustax)", "Criminal History Online Public Records Search (CHOPRS)", "Montana SNAP, TANF, and Health Coverage Assistance Application", and "File Transfer Service".
- Add a Service?**: A blue header with a dropdown arrow and an "Edit" button. Below it are links for "BFI eLicense Intranet", "BOLD, Banking Online Database", "Business Checklist", and "Business Checklist Creation Administration".

Click on the link for “File Transfer Service”

The screenshot displays the Montana.gov official state website. At the top left, the logo reads "MONTANA.GOV OFFICIAL STATE WEBSITE". The top right navigation bar includes "SERVICES", "AGENCIES", "LOGIN", and "SEARCH MONTANA.GOV".

The main content area is divided into several sections:

- ePass Montana:** Contains links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account".
- OpenID / State:** Includes a "Logout From All Accounts" link.
- News and Information:** Features a "Hide" button and a prominent announcement titled "ePass Montana 2.33.0 Release Completed Announcement". The text below the announcement states: "Please be advised of the maintenance activities for DOA's ePass Montana (Release 2.33.0) have been completed. This maintenance occurred on Sunday, December 27, 2015 at 9:00 AM MST. Details for this release can be found under Release Notes on the ePass Developer Toolkit site at - https://app.mt.gov/toolkit/Releases/ReleaseHistory. Should you have any questions and/or encounter any issues following the close of the maintenance window please send a detailed write up containing all applicable details to helpdesk@ec.vmt.com." To the right of the announcement are four links: "ePass Montana 2.33.0 Release Completed Announcement", "ePass Montana 2.32.0 Release Completed Announcement", "ePass Montana 2.31 Release Completed Announcement", and "ePass Montana 2.28 Release Completed Announcement".
- Your Services:** A section with an "Edit" button. It lists "File Transfer Service (ePass)" with a star icon. A red arrow points to this link.
- Most Popular:** Lists "Business Tax Express (Bustax)", "Criminal History Online Public Records Search (CHOPRS)", "Montana SNAP, TANF, and Health Coverage Assistance Application", and "File Transfer Service".
- Add a Service?:** A section with an "Edit" button listing "BFI eLicense Intranet", "BOLD, Banking Online Database", "Business Checklist", and "Business Checklist Creation Administration".

Click on the "Send a New File(s)" Button

The screenshot shows the Montana File Transfer Service interface. At the top, there is a dark blue header with the Montana state logo and the text "MONTANA FILE TRANSFER SERVICE". On the right side of the header, it says "Logged in as: DEQ Opencut (DEQOpencut@mt.gov)" and "Logout ePass Montana Home". Below the header is a grey bar with the text "Sent Transfers" and two buttons: "Instructions" and "Feedback". Underneath this bar are four tabs: "Sent Files", "Received Files", "MT Drive", and "User Preferences". Below the tabs are two buttons: "Remove Selected File(s)" (red) and "+ Send a New File(s)" (blue). A red arrow points to the "+ Send a New File(s)" button. Below the buttons is a table with columns: "Select All", "Name", "Size", "Sent", "Recipients", and "Status". The table is currently empty. At the bottom of the table area, there are pagination controls: "<< < 1 > >>".

Drag and Drop your **Zip File** to this location or you can Click to Browse for your file

Note: Per Instructions for *Electronic Submittal for Opencut Documents*, **ALL** documents must be submitted in **ONE** single .zip file

MONTANA FILE TRANSFER SERVICE

Logged in as: DEQ Opencut (DEQOpencut@mt.gov)
Logout ePass Montana Home

Select Files To Upload

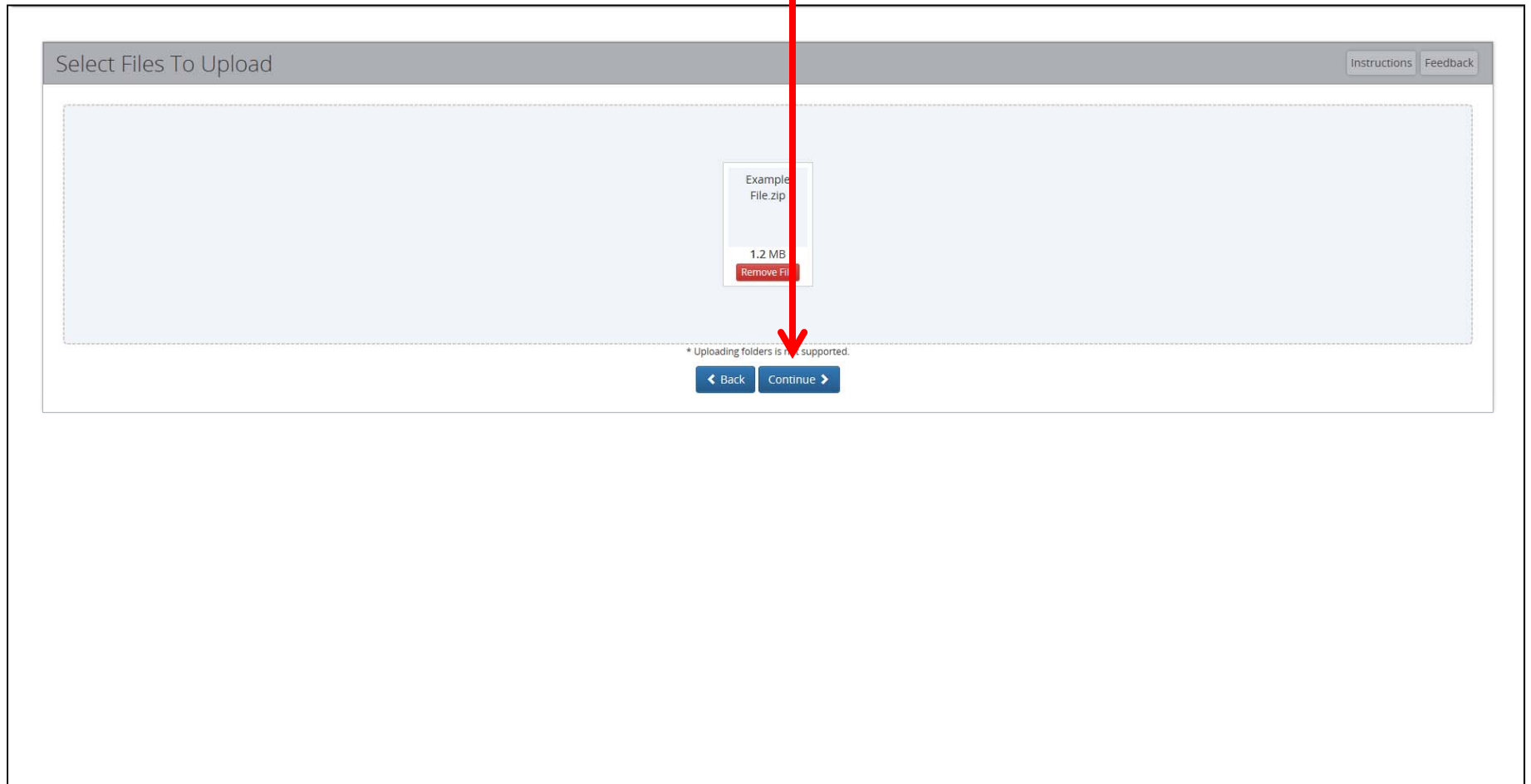
Instructions Feedback

Drop Files Here
or Click to Upload

* Uploading folders is not supported.

< Back Continue >

Click on the "Continue" Button



Click on "State Employee or ePass Montana Customer" Link

The screenshot shows the 'MONTANA FILE TRANSFER SERVICE' interface. At the top, it says 'Logged in as: DEQ Opencut (DEQOpencut@mt.gov)' and provides 'Logout' and 'ePass Montana Home' links. The main section is titled 'Recipient Options' and contains the instruction 'Please select the appropriate link below:'. There are two main columns of links. The left column has a 'General' category with the link 'State Employee or ePass Montana Customer' highlighted by a red arrow. Below it is an 'Unclaimed Property Reports' category with links for 'Holder Reports', 'Unlocatable Mineral Holder Reports', 'Audit Holder Reports', 'Audit Unlocatable Mineral Holder Reports', and 'State Reciprocity Reports'. The right column has a 'Tax Forms' category with a sub-section for 'Department of Revenue' containing 'Withholding Reporting' (with links for 'W-2 Forms' and '1099 Forms') and 'Income Tax Refund' (with a link for 'Refund Verification'). Below that is a 'Department of Transportation' section with links for 'Fuel Tax Refunds' and 'IFTS Tax Returns'. At the bottom, there are 'Home' and 'Back' buttons.

In the "To:" box, Enter DEQOpencut@mt.gov and then hit the Tab key

MONTANA FILE TRANSFER SERVICE

Logged in as: DEQ Opencut (DEQOpencut@mt.gov)
Logout ePass Montana Home

Recipients

To:

Find a State Employee Find a State Group

Last Name Search

File(s)
Example File.zip

Message
Enter a message for the Recipient(s)

Home Back Send

Do Not use the search, It **WILL NOT** work

Click the "Send" Button

MONTANA FILE TRANSFER SERVICE

Logged in as: DEQ Opencut (DEQOpencut@mt.gov)
Logout ePass Montana Home

Recipients Instructions Feedback

Recipients

To:

[Find a State Employee](#) [Find a State Group](#)

First Name Last Name [Search](#)

File(s)

Example File.zip

Message

Enter a message for the Recipient(s)

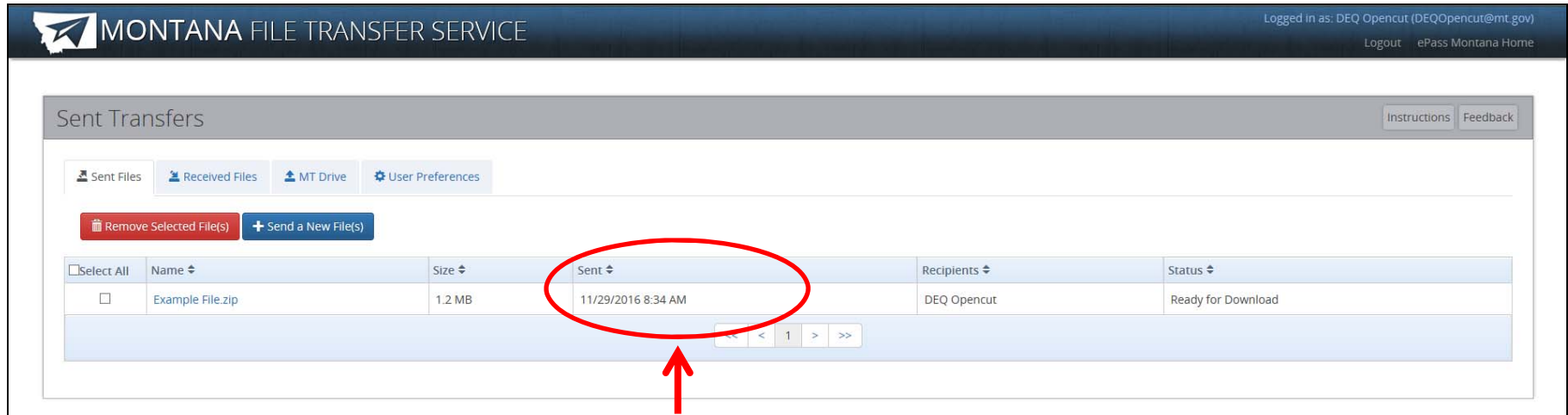
[Home](#) [Back](#) [Send](#)

Note: If you did not "Tab" after entering the e-mail it will not be green

This is your Confirmation Screen
Click "Continue" to view your Log of Sent Items

The screenshot shows the 'Sent Receipt' page of the Montana File Transfer Service. The page has a dark blue header with the service logo and name. Below the header, there's a grey bar with 'Sent Receipt' and links for 'Instructions' and 'Feedback'. The main content area features a blue checkmark icon and the text 'Upload success!'. It lists the uploaded file 'Example File.zip' and the recipient 'deqopencut@mt.gov (deqopencut@mt.gov)'. A note at the bottom states '* Pending a successful virus scan. Check the file(s) status by referring to your sent box.' At the bottom right, there are two buttons: 'Print' and 'Continue >'. A red arrow points from the top text to the 'Continue >' button.

This is your Log of Sent Items



The screenshot displays the 'Sent Transfers' section of the Montana File Transfer Service. The interface includes a navigation bar with 'Sent Files', 'Received Files', 'MT Drive', and 'User Preferences'. Below this, there are buttons for 'Remove Selected File(s)' and 'Send a New File(s)'. A table lists the sent items with columns for 'Name', 'Size', 'Sent', 'Recipients', and 'Status'. The first row shows 'Example File.zip' (1.2 MB) sent to 'DEQ Opencut' on '11/29/2016 8:34 AM' with a status of 'Ready for Download'. A red circle highlights the 'Sent' column, and a red arrow points to it.

Select All	Name	Size	Sent	Recipients	Status
<input type="checkbox"/>	Example File.zip	1.2 MB	11/29/2016 8:34 AM	DEQ Opencut	Ready for Download

This is when the clock starts!

**Note: If it is after 5pm, a weekend, or a Holiday;
clock starts the next business day.**

The End

