# Electronic Submittal of Opencut Documents

**Introduction -** An Opencut operator has the option of submitting Opencut documents electronically using the State of Montana’s File Transfer Service (FTS). This is being done as a courtesy to operators and as such, an operator choosing to use the FTS agrees to submit documents as outlined in this document.

## Technical Requirements

* 1. Microsoft Word 2010 and Microsoft Excel 2010, or newer, are required.
	2. Operator must have the ability to convert documents to a PDF format.

## Organization of the Documents to be Submitted

* 1. All documents requiring a signature must contain one.
	2. The *Boundary Coordinate Table* and the *Surface Landowners List* must be submitted, in the .ZIP file to the FTS, in Excel format – do not submit them separately via email.
	3. Convert all other documents to PDF format.
		1. Convert all maps from their original electronic format - do not print and scan.
		2. The PDF pages of maps must be no larger than 11x17” paper size.
	4. The electronic name of the document must match the title of the form/document.
		1. Examples: *WellLogs.pdf, BoundaryCoordinateTable.xlsx, ZoningForm.pdf, LandownerConsultationForm.pdf, SuretyBond.pdf*.
	5. All of the documents for one application/site must be put together in a single *.ZIP* file and named (Operator) – (Site name). For example: *ABC Gravel-Smith site.ZIP*.
1. **NOTE**: It is the Operator’s responsibility to ensure that all documents are converted properly and in the correct format(s) prior to submittal.

## How to Send the Documents via File Transfer Service

* 1. Log in to the State of Montana FTS (https://transfer.mt.gov/) and follow the on-line instructions for creating a new account or logging in.
	2. Click on *State Employee or ePass Montana Customer* in the *General* box.
	3. In the *To:* box under Recipients type *deqopencut@mt.gov*and then hit the tab button. The email address will appear in the *To:* section at the top of the screen as a green button.
	4. Add a message in the blank area in the *Message* box. This message must contain the operator name, site name, and Opencut Number (if assigned) of the document(s) being uploaded.
	5. Send the file.
	6. Print a copy of the confirmation page for your records.
	7. If a cash or property bond is included in the documents sent, the operator must then send the bond originals and any cash/checks directly to the Opencut Mining Section’s Helena office.
	8. Repeat Steps #4b-4g for documents to be sent for additional applications/sites.
1. See page 2 for Electronic Submittal Checklist

# Electronic Submittal Checklist

Documents have been created in MS Word 2010 and MS Excel 2010, or newer. All documents have been converted to PDF - except where indicated.

Map(s) have been converted directly from their original electronic format. Map(s) PDF pages are no larger than 11x17” paper size.

All documents converted properly.

All documents are in the correct electronic format, named appropriately, and in 1 zip file per site/application.

For Cash Bonds: The cash or check has been sent to the Opencut Program’s Helena office.

For Property Bonds: The original bond form has been sent to the Opencut Program’s Helena office.