

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

The screenshot shows the Montana ePass login interface. At the top left is the 'MONTANA.GOV OFFICIAL STATE WEBSITE' logo. The top right has links for 'SERVICES', 'AGENCIES', 'LOGIN', and a search bar labeled 'SEARCH MONTANA.GOV'. The main heading is 'Welcome to ePass Montana'. Below this is a blue navigation bar with 'Home » Welcome to ePass Montana' and a sub-header 'ePass Montana is a convenient and secure way to access Montana government services.' To the right of the sub-header are links for 'Instructions', 'How Do I', and 'Feedback'. The page features three login panels: 'ePass Montana Login', 'State Employee Login', and 'Open ID Login'. The 'ePass Montana Login' panel has a 'Login' button highlighted by a red arrow. The 'State Employee Login' panel has a 'Login' button. The 'Open ID Login' panel has a 'Please select your account provider:' section with buttons for 'YAHOO!' and 'AOL'.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

Welcome to ePass Montana

Home » Welcome to ePass Montana

ePass Montana is a convenient and secure way to access Montana government services.

Instructions How Do I Feedback

ePass Montana Login Hide

Login with ePass Montana

Login with your ePass Montana account. If you do not have an account, you can create one here.

Login

State Employee Login Hide

Login with State Employee Account

Login with the username and password you use for the state network.

Login

Open ID Login Hide

Login with OpenID

Login with an account you already have from an OpenID provider.

Please select your account provider:

YAHOO! AOL

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

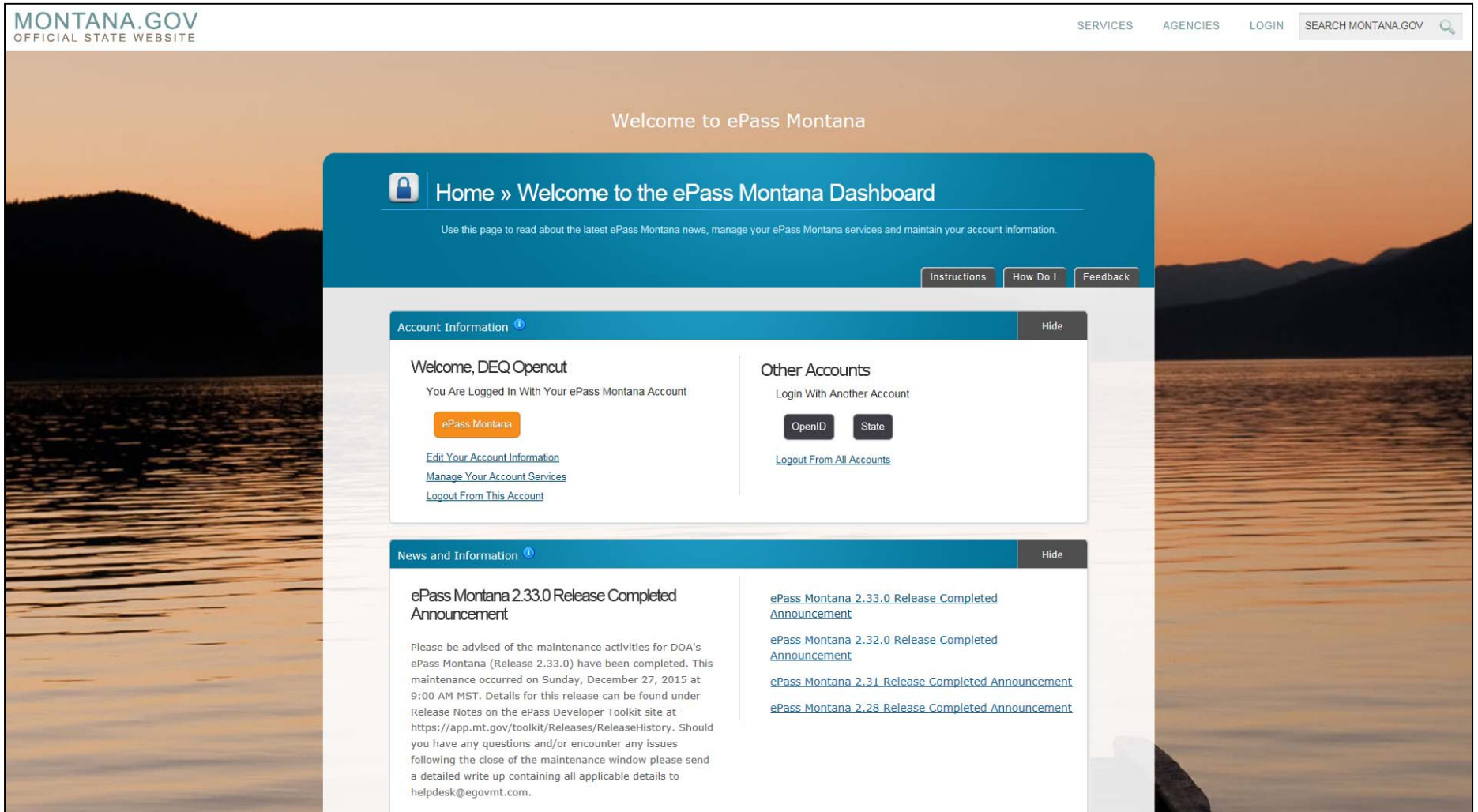
Create an ePass Montana account by selecting the button below:

Create an Account

Home

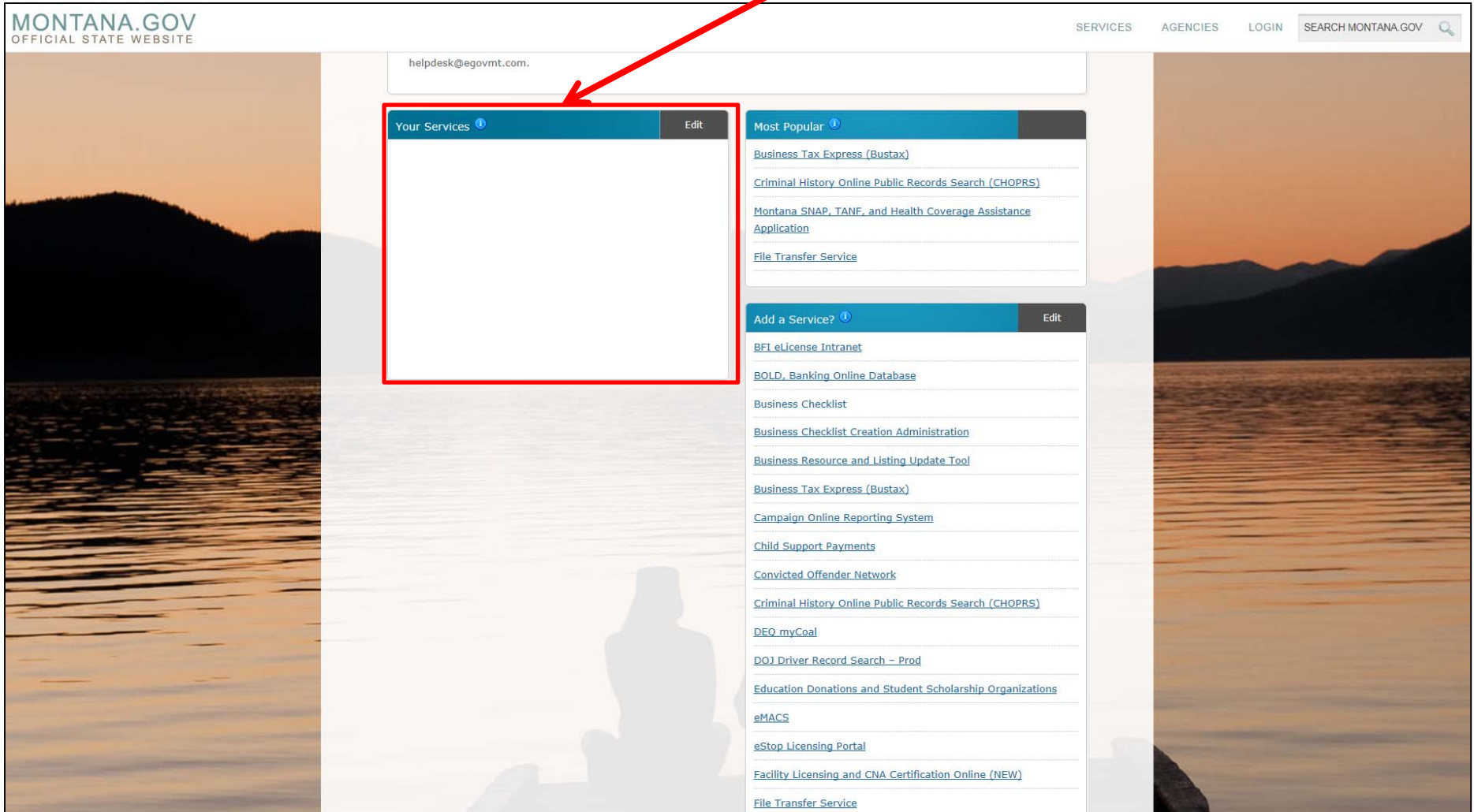
This will bring you to the Welcome Page

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.

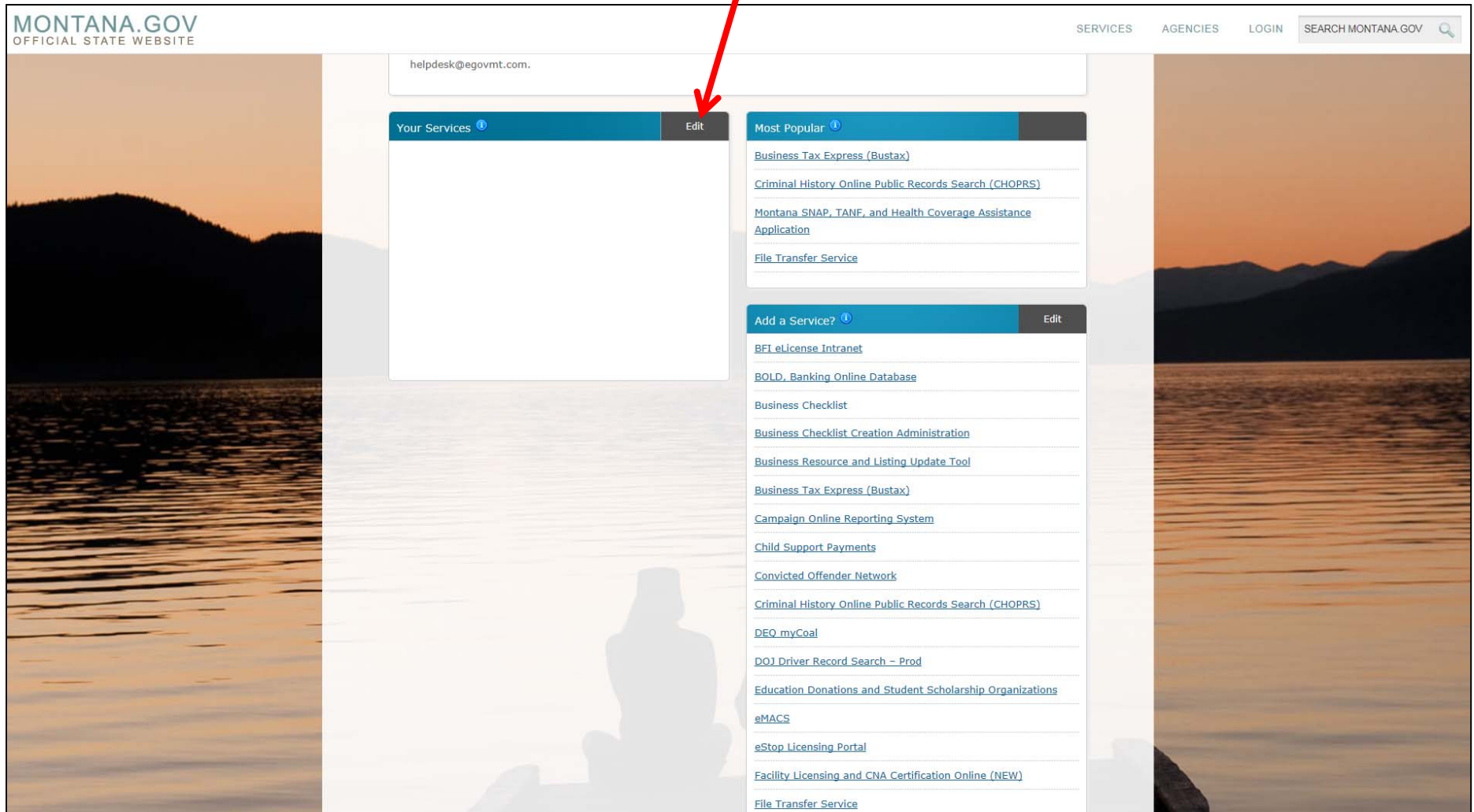


The screenshot displays the Montana.gov ePass Montana Dashboard. At the top, the Montana.gov logo and navigation links (SERVICES, AGENCIES, LOGIN, SEARCH MONTANA.GOV) are visible. The main heading reads "Welcome to ePass Montana". Below this, a blue banner contains a home icon and the text "Home » Welcome to the ePass Montana Dashboard", followed by a sub-header: "Use this page to read about the latest ePass Montana news, manage your ePass Montana services and maintain your account information." Navigation links for "Instructions", "How Do I", and "Feedback" are provided. The "Account Information" section, which can be hidden, shows the user is logged in as "DEQ Opencut" and provides links to "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account". It also features an "ePass Montana" button. The "Other Accounts" section offers options to "Login With Another Account" using "OpenID" or "State", and a link to "Logout From All Accounts". The "News and Information" section, also hideable, features a "ePass Montana 2.33.0 Release Completed Announcement" with details about maintenance activities on Sunday, December 27, 2015, and a list of previous release announcements (2.33.0, 2.32.0, 2.31, and 2.28).

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



Click on the “Edit” Button



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

The screenshot displays the Montana.gov official state website. The header includes the logo "MONTANA.GOV OFFICIAL STATE WEBSITE" on the left and navigation links "SERVICES", "AGENCIES", "LOGIN", and a "SEARCH MONTANA.GOV" search bar on the right. The main content area features a large background image of a lake at sunset. In the center, there are three panels: "Your Services" (empty), "My Favorites" (with a form to add a link), and "Add a Service?". The "Add a Service?" panel is expanded, showing a list of services with plus icons to add them. The services listed are: 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), and DEQ myCoal.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

Your Services Remove

My Favorites Remove

Add a link to My Favorites:

New URL:
http://

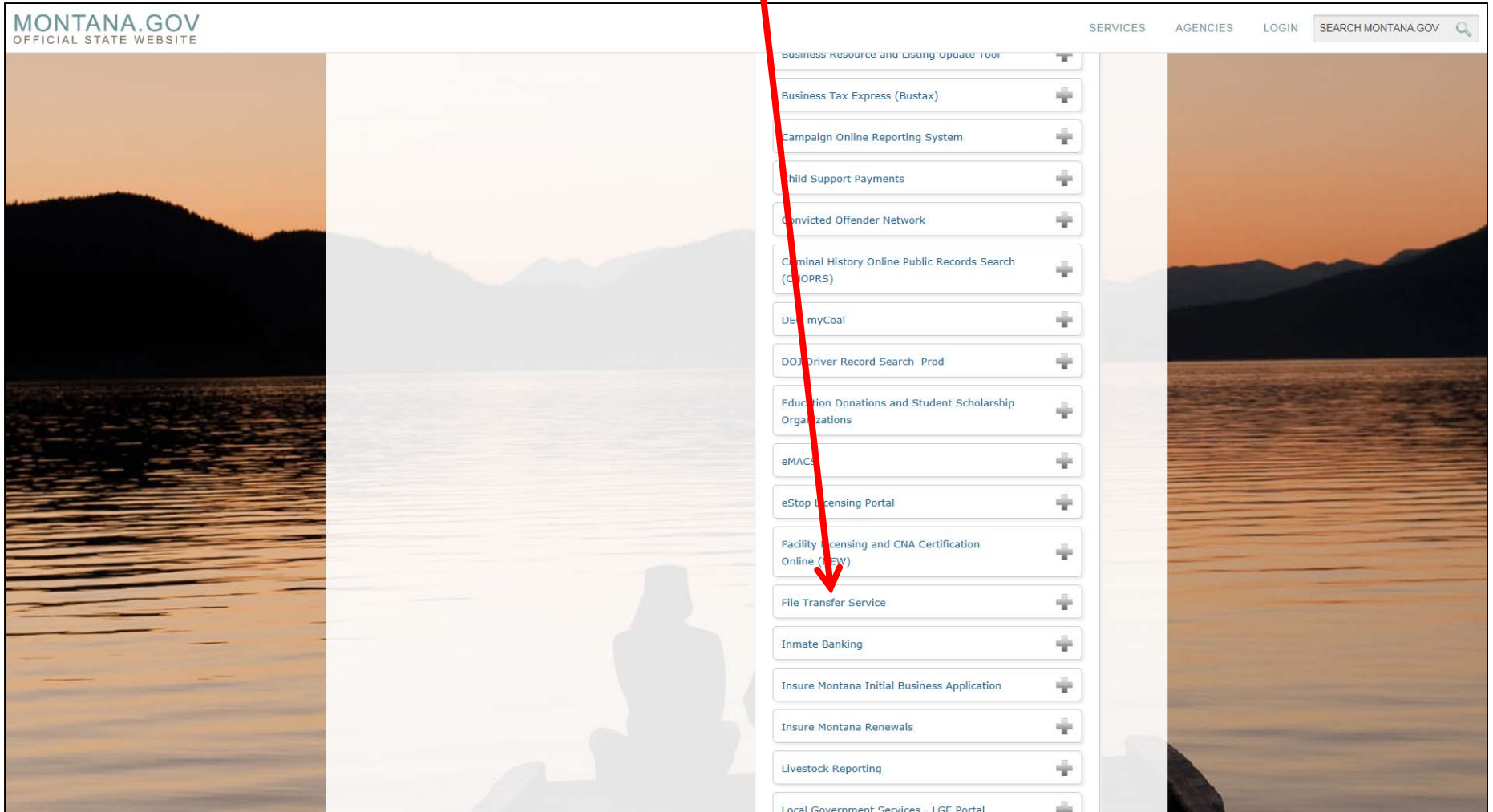
Link Name:

Add

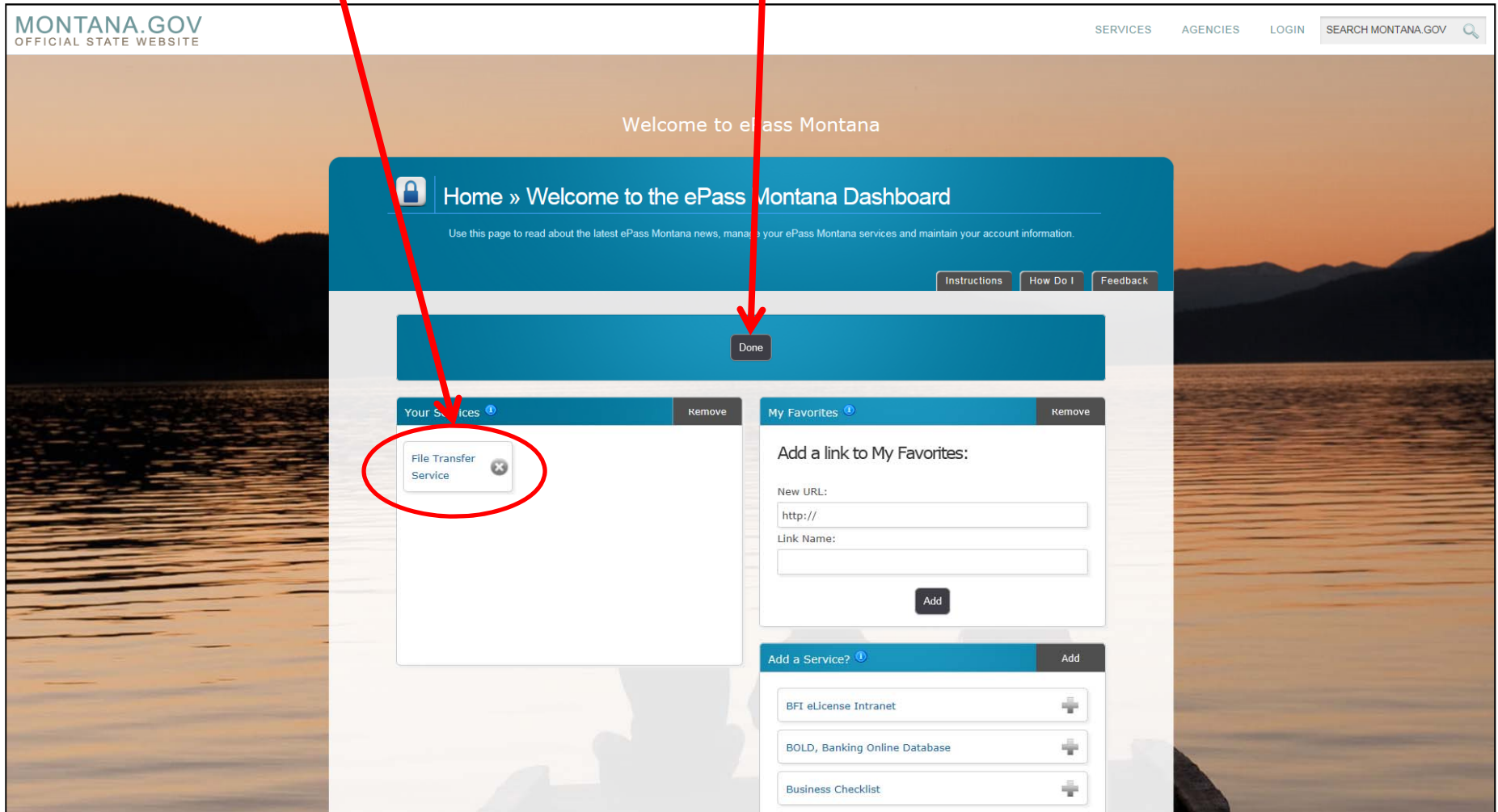
Add a Service? Add

- 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

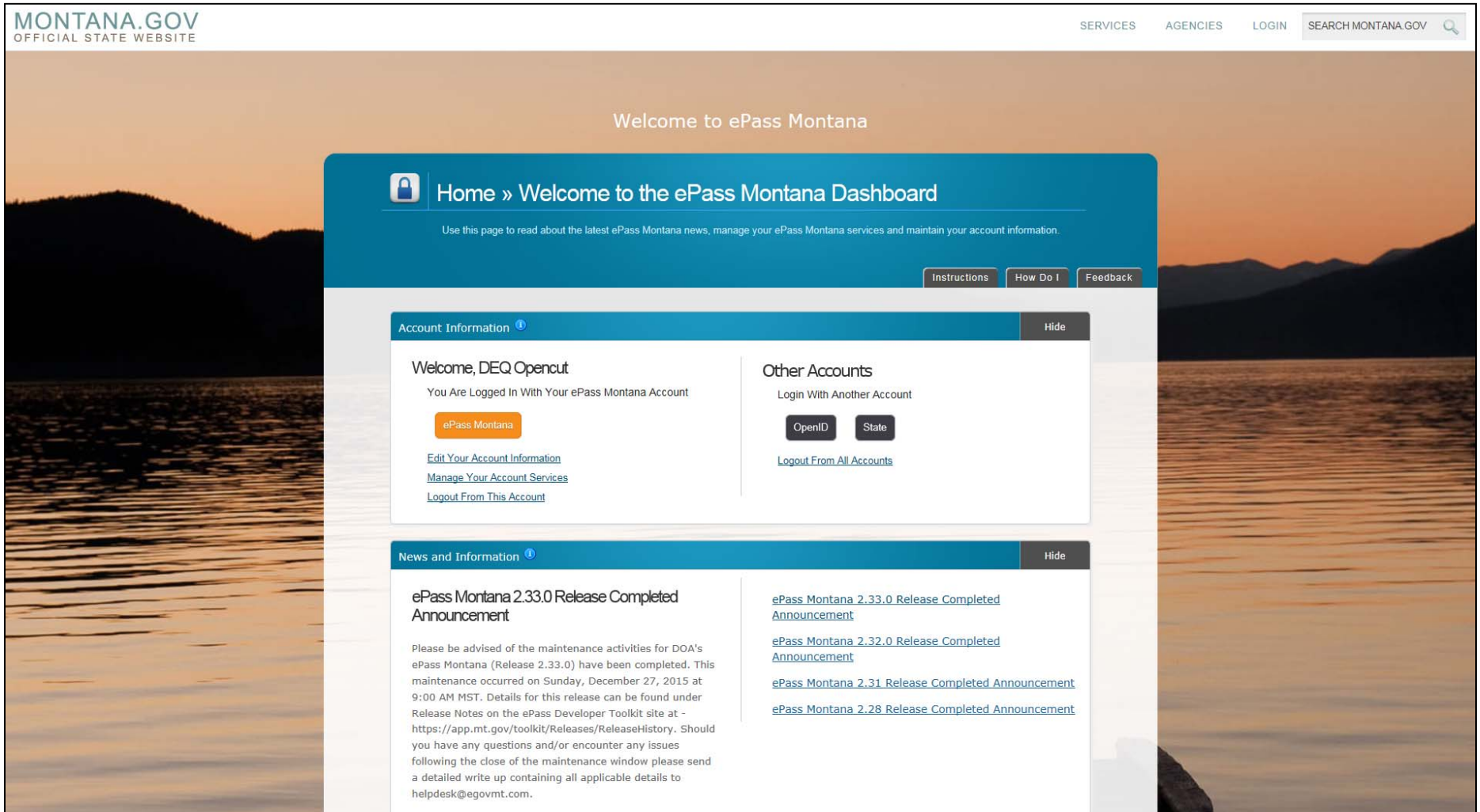
Click on the “File Transfer Service” Button



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



You will return to the Welcome Page

The screenshot shows the ePass Montana Dashboard. At the top, the Montana.gov logo is on the left, and navigation links for SERVICES, AGENCIES, LOGIN, and a search bar are on the right. The background is a scenic image of a lake at sunset. A blue banner at the top of the dashboard says "Welcome to ePass Montana". Below this is a blue header bar with a user icon, the text "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." To the right of the sub-header are links for "Instructions", "How Do I", and "Feedback". The main content area is divided into two sections. The first section, "Account Information", has a "Hide" button. It contains a welcome message for "DEQ Opencut", a confirmation that the user is logged in with their ePass Montana account, an "ePass Montana" button, and links to "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account". The second section, "Other Accounts", has a "Hide" button and contains a "Login With Another Account" section with "OpenID" and "State" buttons, and a "Logout From All Accounts" link. The third section, "News and Information", has a "Hide" button and contains a "ePass Montana 2.33.0 Release Completed Announcement" with a detailed paragraph about maintenance activities and a link to the release history. To the right of this announcement are four links to previous release 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. The header includes the logo, navigation links for SERVICES, AGENCIES, LOGIN, and a search bar. A red arrow points from the text above to the 'Your Services' box, which is highlighted with a red rectangle. This box contains a link for 'File Transfer Service (ePass)'. Other visible sections include 'ePass Montana' with account management links, a 'News and Information' section with an announcement about the ePass 2.33.0 release, and a 'Most Popular' section listing various services like Business Tax Express and Criminal History Search.

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

ePass Montana

[Edit Your Account Information](#)
[Manage Your Account Services](#)
[Logout From This Account](#)

OpenID State

[Logout From All Accounts](#)

News and Information ⓘ Hide

ePass Montana 2.33.0 Release Completed Announcement

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.

[ePass Montana 2.33.0 Release Completed Announcement](#)
[ePass Montana 2.32.0 Release Completed Announcement](#)
[ePass Montana 2.31 Release Completed Announcement](#)
[ePass Montana 2.28 Release Completed Announcement](#)

Your Services ⓘ Edit

[File Transfer Service \(ePass\)](#) ★

Most Popular ⓘ

[Business Tax Express \(Bustax\)](#)
[Criminal History Online Public Records Search \(CHOPRS\)](#)
[Montana SNAP, TANF, and Health Coverage Assistance Application](#)
[File Transfer Service](#)

Add a Service? ⓘ Edit

[BFI eLicense Intranet](#)
[BOLD, Banking Online Database](#)
[Business Checklist](#)
[Business Checklist Creation Administration](#)

Click on the link for “File Transfer Service”

The screenshot shows the Montana.gov official state website. At the top left is the logo "MONTANA.GOV OFFICIAL STATE WEBSITE". The top right navigation bar includes links for "SERVICES", "AGENCIES", "LOGIN", and a search bar labeled "SEARCH MONTANA.GOV". Below the navigation bar, there are two main columns. The left column contains an "ePass Montana" section with links for "Edit Your Account Information", "Manage Your Account Services", and "Logout From This Account". The right column contains "OpenID" and "State" buttons, along with a "Logout From All Accounts" link. Below these is a "News and Information" section with a "Hide" button. The main content area features a large announcement titled "ePass Montana 2.33.0 Release Completed Announcement" with a detailed paragraph about maintenance activities. To the right of this announcement are four smaller 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". Below the announcement is a "Your Services" section with an "Edit" button. This section contains a list of services, with "File Transfer Service (ePass)" highlighted by a red arrow. To the right of the "Your Services" section is a "Most Popular" section with a list of popular services: "Business Tax Express (Bustax)", "Criminal History Online Public Records Search (CHOPRS)", "Montana SNAP, TANF, and Health Coverage Assistance Application", and "File Transfer Service". At the bottom right is an "Add a Service?" section with an "Edit" button, listing services like "BFI eLicense Intranet", "BOLD, Banking Online Database", "Business Checklist", and "Business Checklist Creation Administration".

MONTANA.GOV
OFFICIAL STATE WEBSITE

SERVICES AGENCIES LOGIN SEARCH MONTANA.GOV

ePass Montana

[Edit Your Account Information](#)
[Manage Your Account Services](#)
[Logout From This Account](#)

OpenID State

[Logout From All Accounts](#)

News and Information ¹ Hide

ePass Montana 2.33.0 Release Completed Announcement

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.

[ePass Montana 2.33.0 Release Completed Announcement](#)
[ePass Montana 2.32.0 Release Completed Announcement](#)
[ePass Montana 2.31 Release Completed Announcement](#)
[ePass Montana 2.28 Release Completed Announcement](#)

Your Services ¹ Edit

[File Transfer Service \(ePass\)](#) ★

Most Popular ¹

[Business Tax Express \(Bustax\)](#)
[Criminal History Online Public Records Search \(CHOPRS\)](#)
[Montana SNAP, TANF, and Health Coverage Assistance Application](#)
[File Transfer Service](#)

Add a Service? ¹ Edit

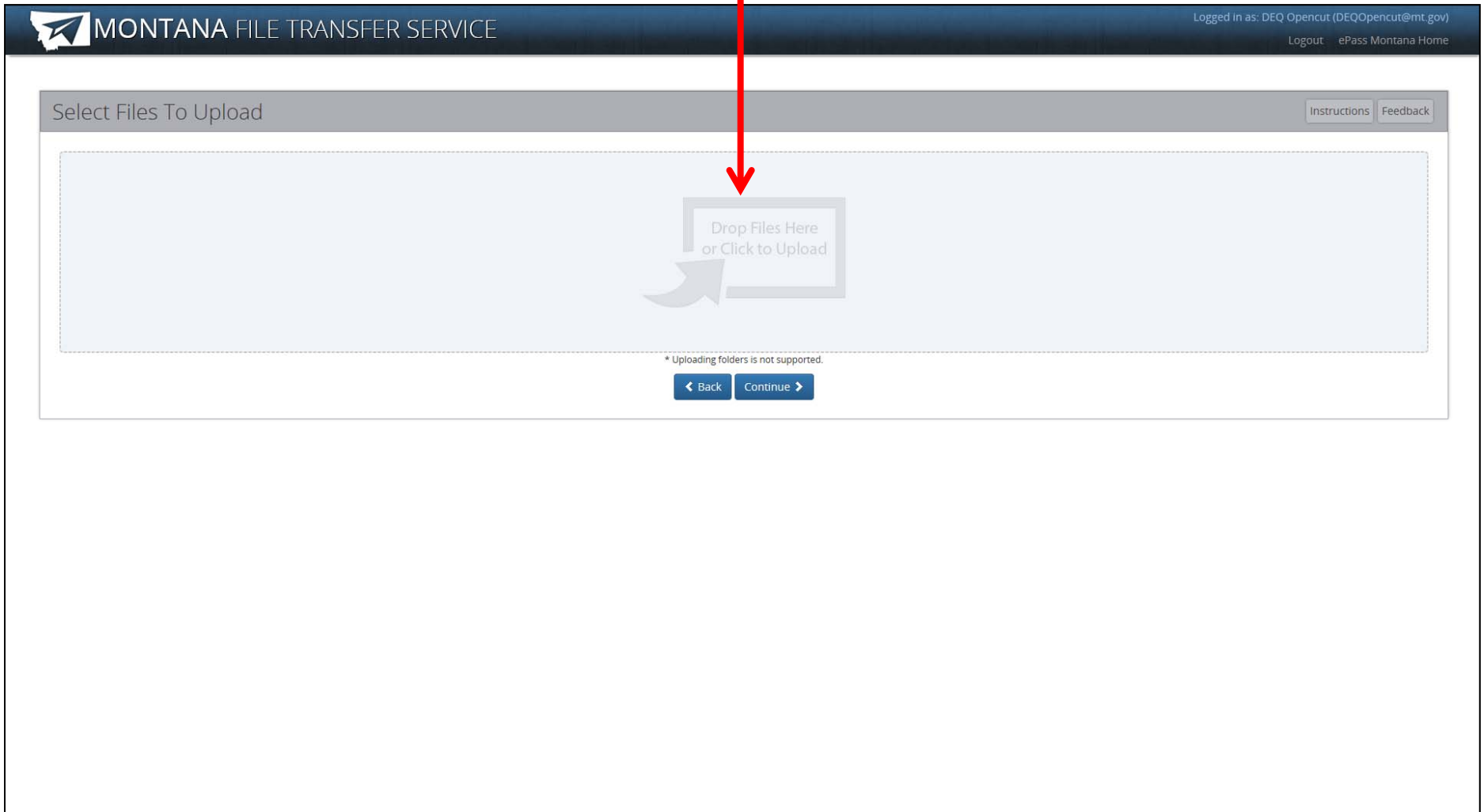
[BFI eLicense Intranet](#)
[BOLD, Banking Online Database](#)
[Business Checklist](#)
[Business Checklist Creation Administration](#)

Click on the “Send a New File(s)” Button

The screenshot displays the Montana File Transfer Service web application. At the top, a dark blue header bar contains the Montana state logo and the text "MONTANA FILE TRANSFER SERVICE" on the left, and "Logged in as: DEQ Opencut (DEQOpencut@mt.gov)" along with "Logout" and "ePass Montana Home" links on the right. Below the header, a grey bar labeled "Sent Transfers" includes "Instructions" and "Feedback" links. The main content area features a navigation bar with tabs for "Sent Files", "Received Files", "MT Drive", and "User Preferences". Below these tabs are two buttons: a red "Remove Selected File(s)" button and a blue "+ Send a New File(s)" button. A red arrow points from the text above to this blue button. Below the buttons is a table with columns: "Select All", "Name", "Size", "Sent", "Recipients", and "Status". The table is currently empty, and a pagination control shows "1" of 1 items.

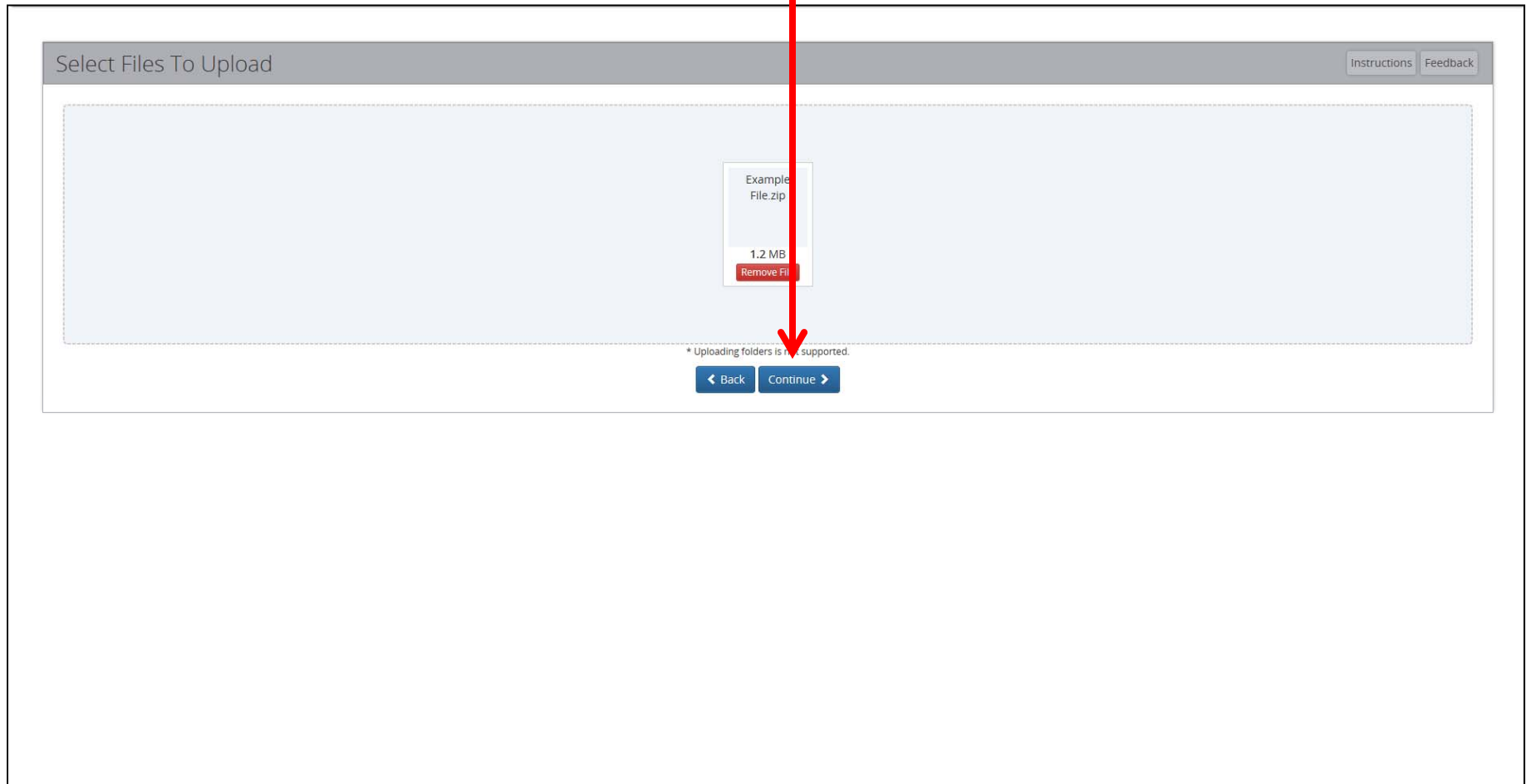
Drag and Drop your **Zip File** to this location or you can Click to Browse for your file

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



The screenshot shows the 'MONTANA FILE TRANSFER SERVICE' interface. At the top, there is a header bar with the service name on the left and user information on the right: 'Logged in as: DEQ Opencut (DEQOpencut@mt.gov)' and 'Logout ePass Montana Home'. Below the header is a section titled 'Select Files To Upload' with 'Instructions' and 'Feedback' links. The main area is a large light blue box with a dashed border. Inside this box, there is a central instruction: 'Drop Files Here or Click to Upload' with a large arrow pointing to the area. Below this box, there is a small note: '* Uploading folders is not supported.' and two buttons: '< Back' and 'Continue >'. A red arrow from the text above points directly to the 'Drop Files Here or Click to Upload' area.

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, there is a header bar 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 has links for 'Logout' and 'ePass Montana Home'.

Below the header is a section titled 'Recipient Options' with a grey background. To the right of this title are links for 'Instructions' and 'Feedback'. Below the title, it says 'Please select the appropriate link below:'. There are two main columns of links.

The left column has two sections:

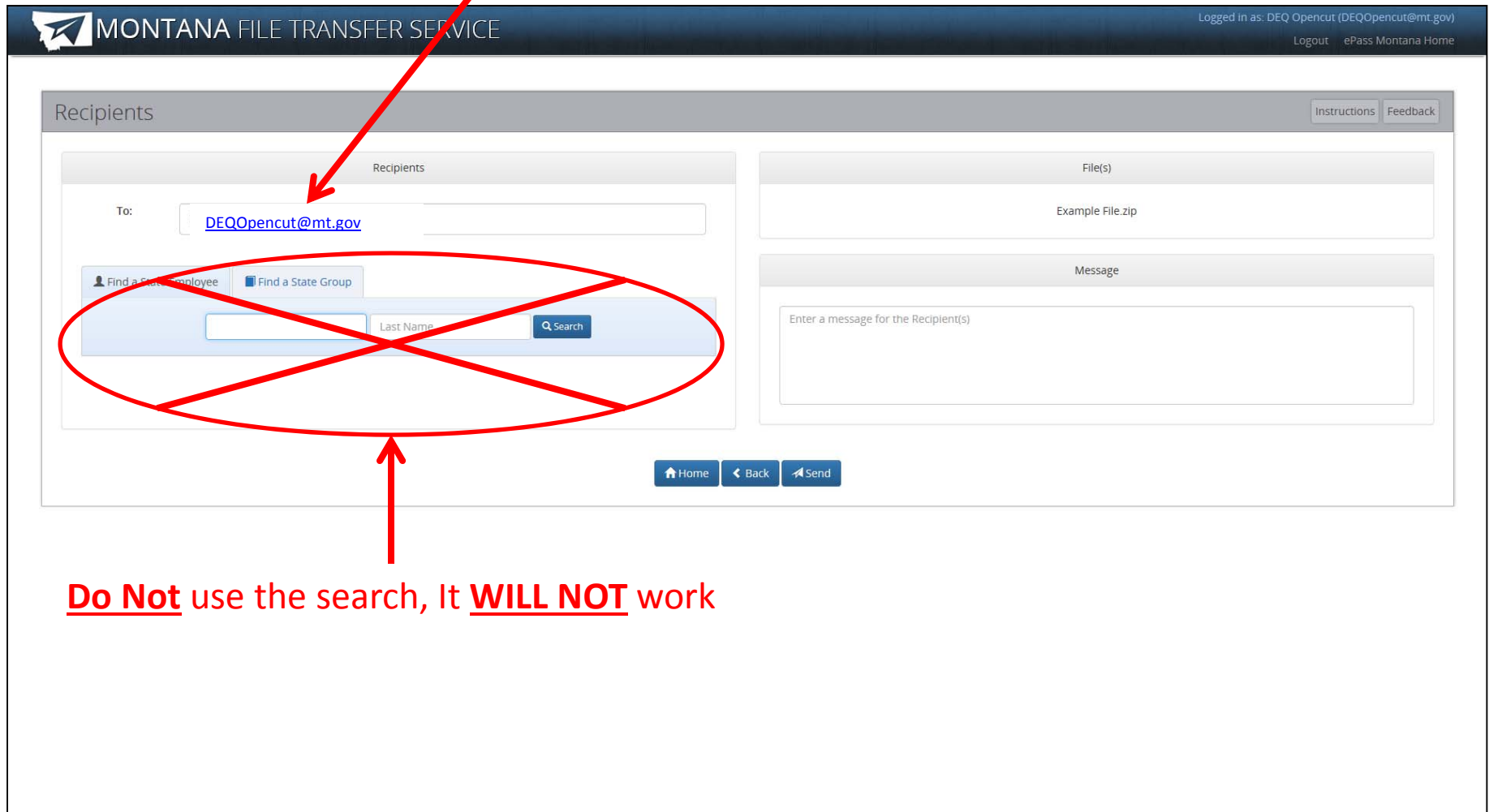
- General**: Contains the link 'State Employee or ePass Montana Customer'. A red arrow points to this link.
- Unclaimed Property Reports**: Contains links for 'Holder Reports', 'Unlocatable Mineral Holder Reports', 'Audit Holder Reports', 'Audit Unlocatable Mineral Holder Reports', and 'State Reciprocity Reports'.

The right column has two sections:

- Tax Forms**: Contains the text 'Department of Revenue:'. Below this are two sub-sections: 'Withholding Reporting:' with links for 'W-2 Forms' and '1099 Forms', and 'Income Tax Refund:' with the link 'Refund Verification'.
- Department of Transportation:**: Contains links for 'Fuel Tax Refunds' and 'IFTS Tax Returns'.

At the bottom of the main content area, there are two buttons: 'Home' and 'Back'.

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



The screenshot shows the Montana File Transfer Service interface. At the top, the header reads "MONTANA FILE TRANSFER SERVICE" and "Logged in as: DEQ Opencut (DEQOpencut@mt.gov)". The main content area is titled "Recipients" and includes a "To:" field with the email address DEQOpencut@mt.gov. Below this field are two buttons: "Find a State Employee" and "Find a State Group". A search bar with a "Last Name" label and a "Search" button is also present. A red oval is drawn around the search bar and the "Find a State Group" button, with a red arrow pointing to it from the text below. Another red arrow points from the text above to the "To:" field. To the right of the "Recipients" section are two input fields: "File(s)" with the placeholder text "Example File.zip" and "Message" with the placeholder text "Enter a message for the Recipient(s)". At the bottom of the interface are three buttons: "Home", "Back", and "Send".

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

Click the “Send” Button

The screenshot displays the Montana File Transfer Service interface. At the top, the header includes the Montana state logo and the text "MONTANA FILE TRANSFER SERVICE". On the right side of the header, it shows the user is logged in as "DEQ Opencut (DEQOpencut@mt.gov)" with links for "Logout" and "ePass Montana Home".

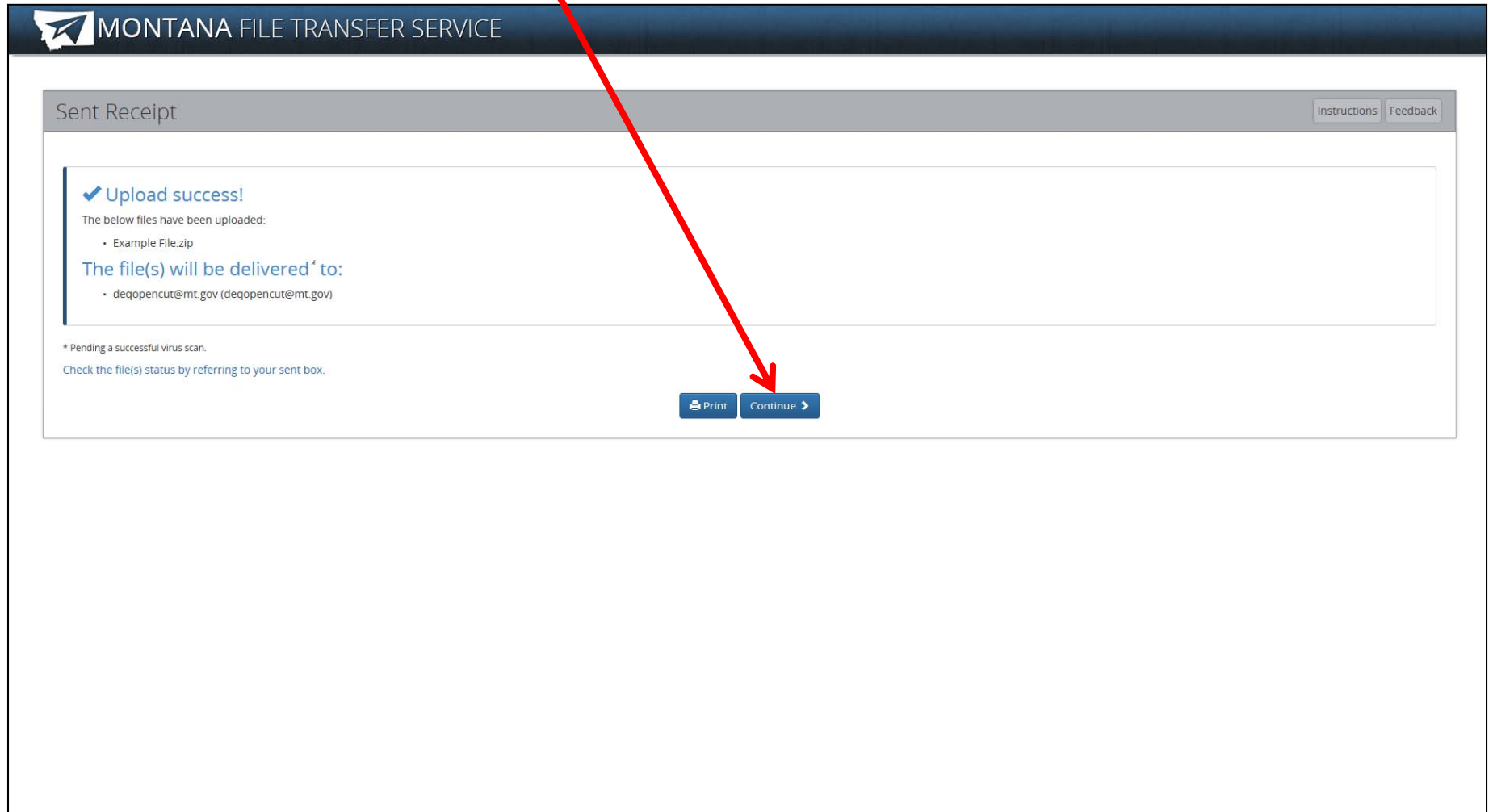
The main content area is titled "Recipients" and includes a sub-header "Recipients" and buttons for "Instructions" and "Feedback". The "To:" field contains the email address "deqopencut@mt.gov", which is highlighted with a green border and a red circle. Below this field are two buttons: "Find a State Employee" and "Find a State Group". Below these buttons are input fields for "First Name" and "Last Name", followed by a "Search" button.

To the right of the "To:" field is a section for "File(s)" with the text "Example File.zip" and a "Message" section with a text area for "Enter a message for the Recipient(s)".

At the bottom of the interface are three buttons: "Home", "Back", and "Send". A red arrow points from the text "Click the 'Send' Button" to the "Send" button. Another red arrow points from the text "Note: If you did not 'Tab' after entering the e-mail it will not be green" to the "To:" field.

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



 MONTANA FILE TRANSFER SERVICE

Sent Receipt [Instructions](#) [Feedback](#)

✓ **Upload success!**
The below files have been uploaded:

- Example File.zip

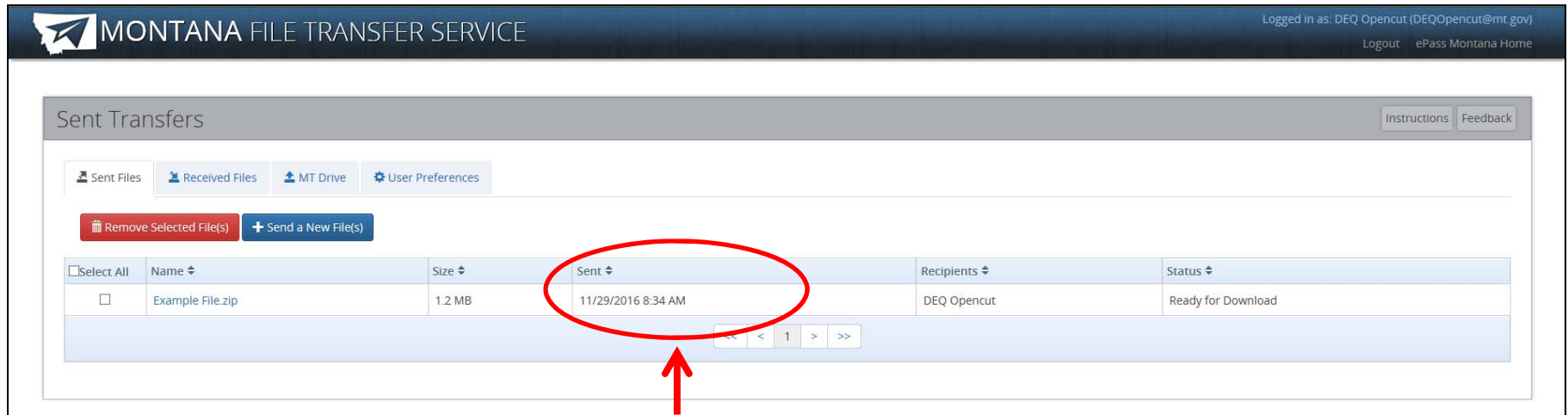
The file(s) will be delivered* to:

- deqopencut@mt.gov (deqopencut@mt.gov)

* Pending a successful virus scan.
Check the file(s) status by referring to your sent box.

[Print](#) [Continue >](#)

This is your Log of Sent Items



Montana File Transfer Service

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

Sent Transfers

Instructions | Feedback

Sent Files | Received Files | MT Drive | User Preferences

Remove Selected File(s) | Send a New File(s)

Select All	Name	Size	Sent	Recipients	Status
☐	Example File.zip	1.2 MB	11/29/2016 8:34 AM	DEQ Opencut	Ready for Download

Navigation: << < 1 > >>

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

