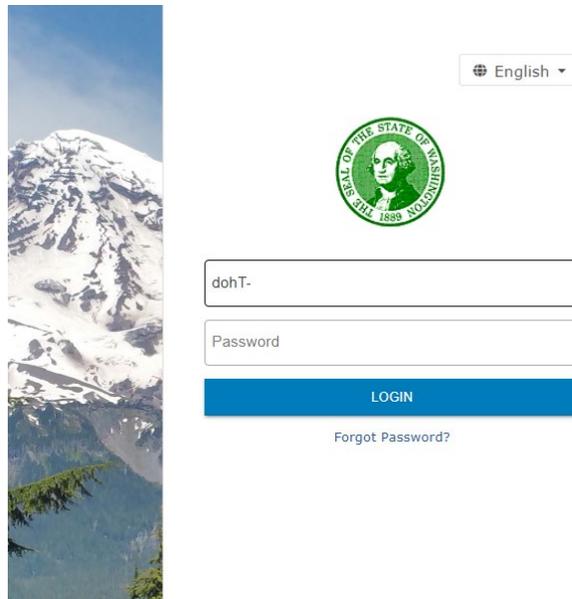


WA Department of Health Managed File Transfer (MFT) Access Instructions

To access the MFT you will first need to reset your password

Visit <https://mft.wa.gov/webclient/Login.xhtml>

1. Enter your provided username and temporary password in the corresponding fields and click “Log In”.
 - a. Note: Your username and password are **both** case sensitive.

A screenshot of the MFT login page. On the left is a vertical image of a snow-capped mountain. On the right is the login interface, which includes a language dropdown menu set to 'English', the official seal of the State of Washington, a text input field containing 'dohT-', another text input field labeled 'Password', a blue 'LOGIN' button, and a link for 'Forgot Password?'.

2. At this point, you will be prompted to create a new password.



English ▾



 **Your password has expired**

Current Password

New Password

Confirm New Password

CHANGE PASSWORD **CANCEL**

3. Enter the temporary password from your email as the “Old Password,” then create your new preferred password as the “New Password.”



English



 Your password has expired

CHANGE PASSWORD

CANCEL



English

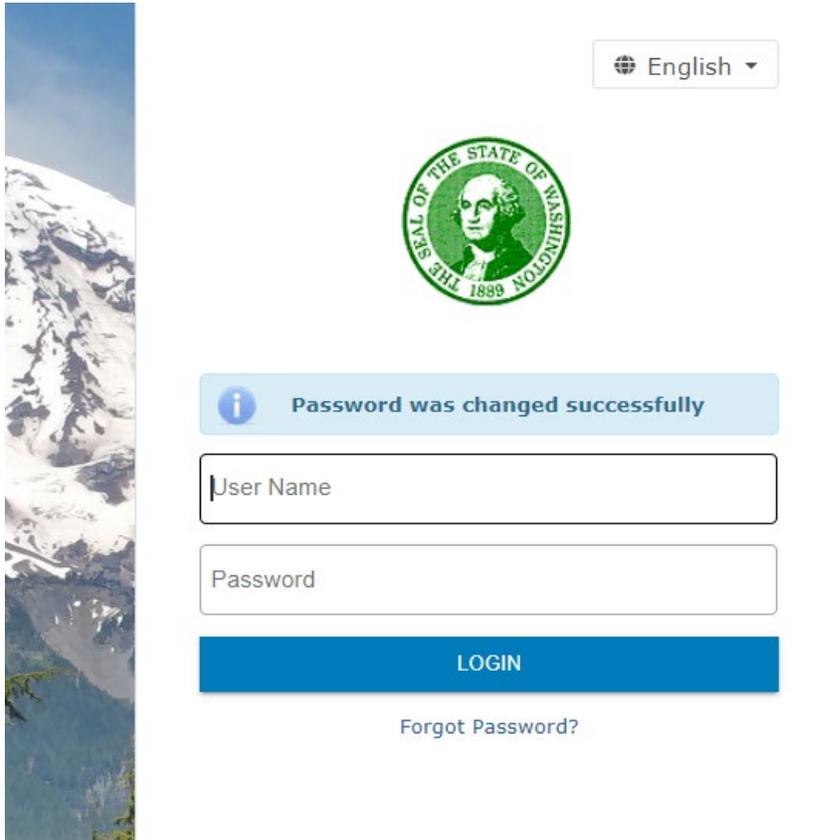


 Your password has expired

CHANGE PASSWORD

CANCEL

4. You will then be prompted with a message confirming that your “Password was changed successfully.”



5. Enter your MFT username and new password.



English



i Password was changed successfully

dohT-

.....|

LOGIN

[Forgot Password?](#)

Password Policy

Please make sure your new password meets the following requirements:

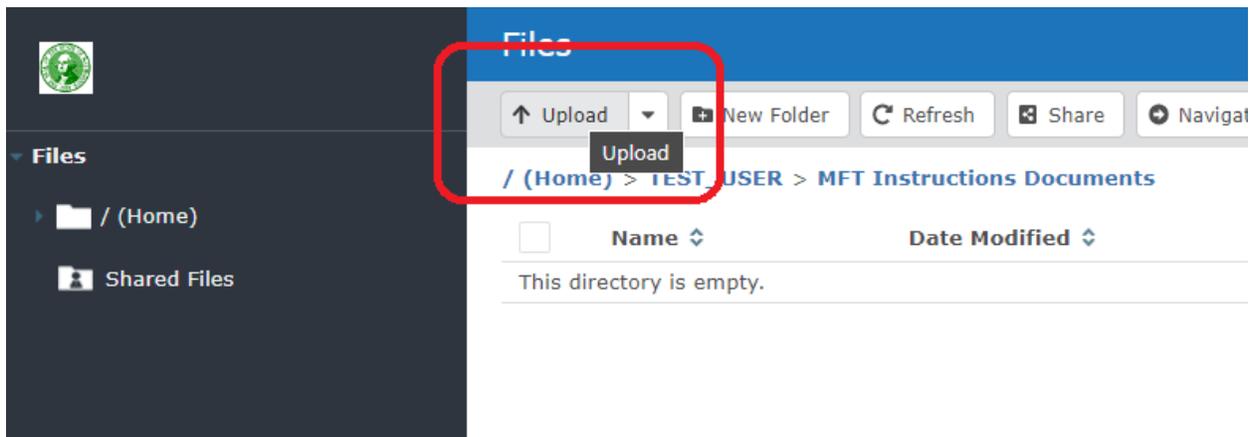
- **Minimum length: 10 characters**
- At least 2 lowercase alphabetic characters
- At least 2 uppercase alphabetic characters
- At least 2 numeric characters
- At least 2 characters must be a symbol like: (!@#\$%&)

For example, a password that meets the above criteria:

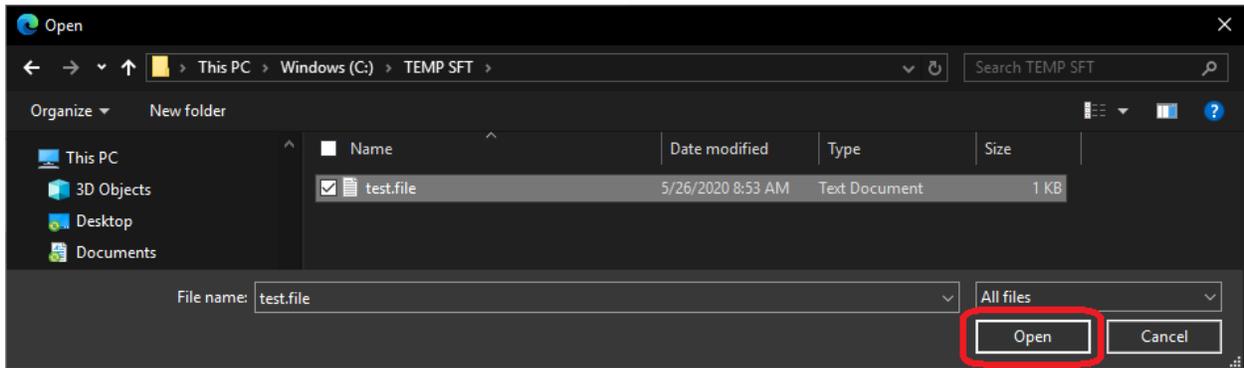
GHtu78%^vw

Uploading a File

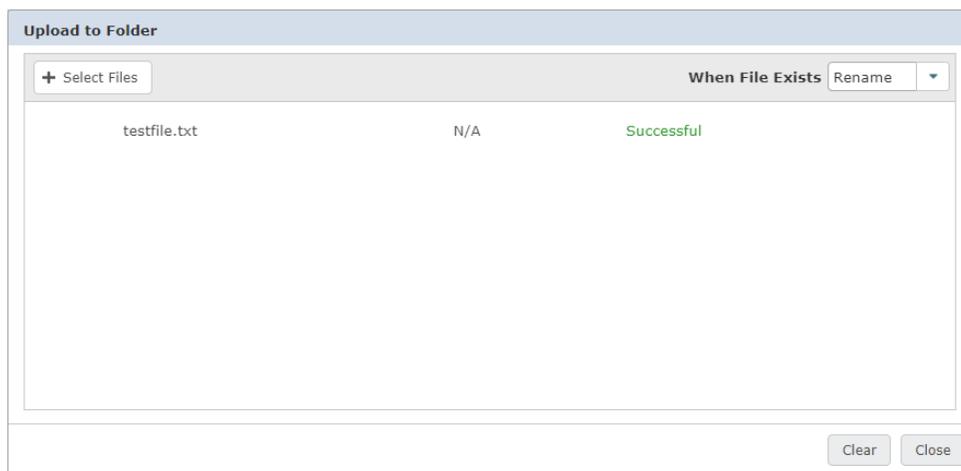
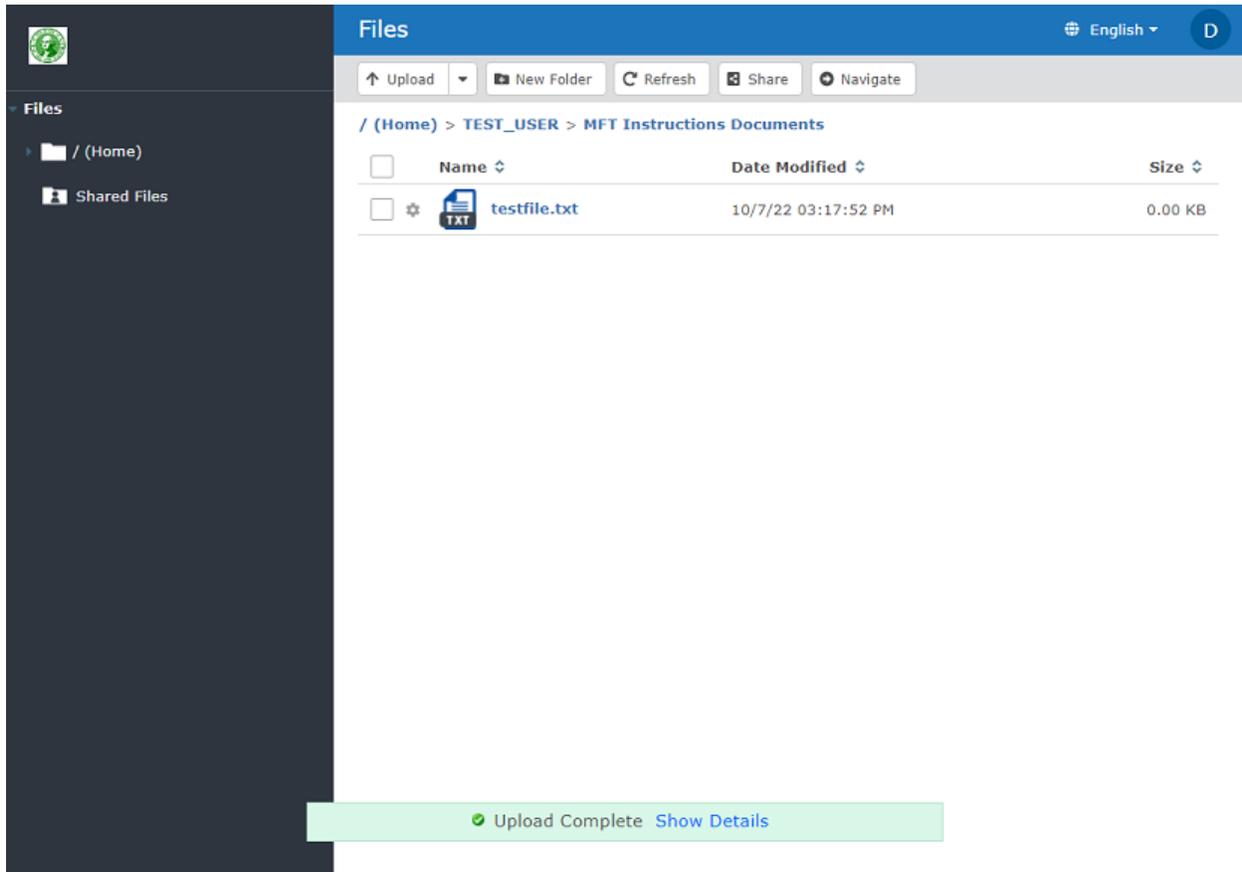
Click "Upload."



Navigate to your file and select it. Then, click "Open" to upload the file.



The upload process is automatic. When your file has finished uploading, an “Upload Complete” message will appear at the bottom of the page. Click on “Show Details” to display information about the upload.



You can find a progress bar by clicking “Show Details” at the bottom of the page for larger file uploads.

 1 file is uploading. [Show Details](#)

Upload to Folder

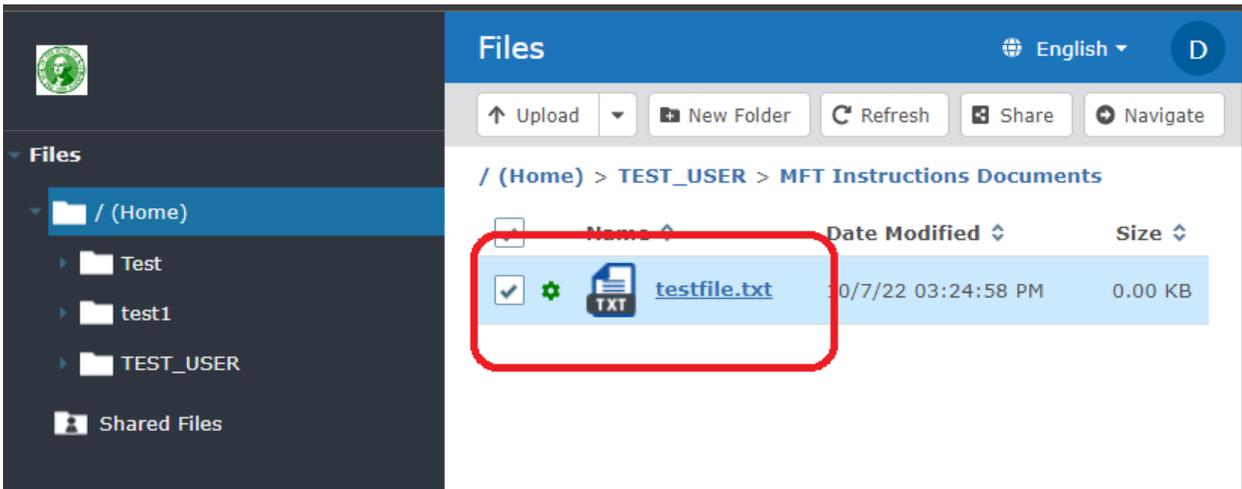
+ Select Files When File Exists **Rename** ▾

DOH PPT Template Helpful Tips.pptx	23.0 MB	<div style="width: 81%;"><div style="width: 81%;"></div></div> 81%	X
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Cancel All Close

Downloading a File

Simply click on any file to start a download from the server.



	Name	Date Modified	Size
<input checked="" type="checkbox"/>	 testfile.txt	10/7/22 03:24:58 PM	0.00 KB

To Logout

Click on your username in the top right corner to bring out a drop-down menu. Select “Logout” from the drop-down menu.

