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Managed File Transfer (MFT) User Instructions

The Office of Financial Management Forecasting and Research Division (OFM F&R) uses a product called GoAnywhere MFT (Managed File Transfer) to securely share sensitive information. This product is accessed through a web browser so you do not need to install any software.

OFM F&R MFT provides several benefits over other systems:

- Very large files can be handled easily (versus using e-mail).
- Transfers are secure end-to-end.
- Files are automatically renamed to include the date and time of upload.
    - Multiple versions of the same file can be uploaded and are identified by the timestamp portion of the file name.
- GoAnywhere MFT provides a user-friendly graphical interface for managing files.
- Files in the MFT file system are automatically deleted after 14 days.
    - This ensures the system is used for transfers as intended and not for long-term storage.

This document provides instructions on how to use the system. It covers the following topics:

1. Your MFT Account
2. Logging on
3. Uploading files
4. Downloading files
5. Managing folders
6. Deleting files
7. Changing your password
8. Logging out

Please notify OFMdlERDCSFTFileNotificationsEXO@ofm.wa.gov about any problems with this document or questions about the use of the MFT system.

Your MFT Account

Before logging on for the first time, make sure you obtain a username and password. E-mail messages will be automatically sent to you from the account **SOW MFT Service <mft@watech.wa.gov>** once the MFT manager creates your account (Figure 1, Figure 2).

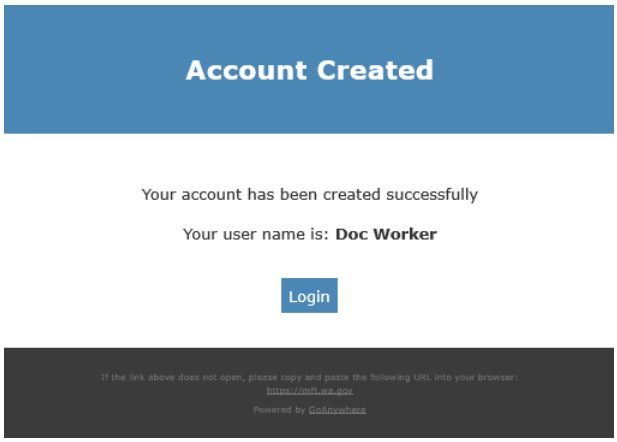

Figure 1: Account Creation (user name)

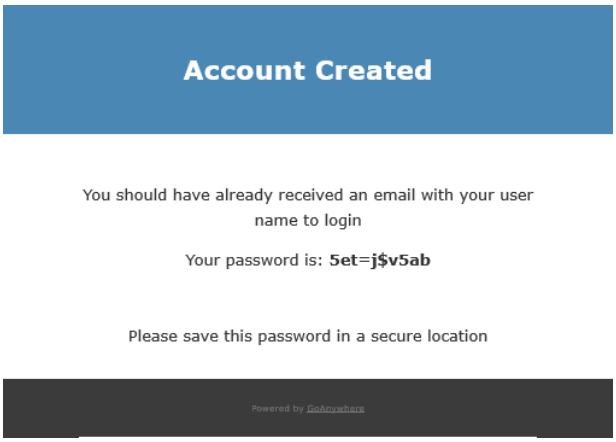

Figure 2: Account Creation (password)

Your user name and password are specific to the MFT system. Even if your account user name is the same as an account you have in another system, your password is specific for each system. There are instructions below for changing your password.

Note: if you did not receive these e-mail messages, check any junk or spam e-mail folders. You may need to check with your e-mail system administrator; your e-mail system may be blocking mail from mft@watech.wa.gov. Contact OFMdlERDCSFTFileNotificationsEXO@ofm.wa.gov if you believe you should have received these messages but you did not.

Make a note of your username and password. We recommend using a password management system such as 1Password or KeePass to store user names and passwords securely, although we do not specifically recommend any password manager.

Logging on

1. Start by opening the Washington State Government MFT site (https://mft.wa.gov/) or by clicking the **Login** button in the Account Created e-mail message.
2. Enter your username in the interface (Figure 3).

Figure 3: Login: enter user name

3. Enter your password in the interface (Figure 4). This will start the two-factor authentication process. The interface will change to allow you to send a verification code to the e-mail address associated with your MFT account. Click **Send** to have the verification code sent (Figure 5).

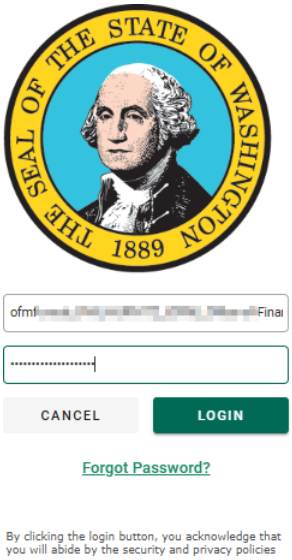

Figure 4: Login: enter password

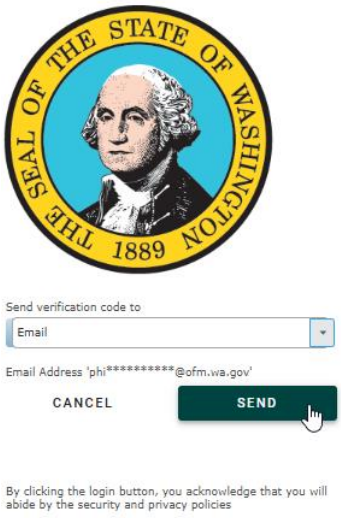

Figure 5: Login: send verification

4. You will receive an email message from the account **SOW MFT Service <mft@watech.wa.gov>** with a one-time verification code (Figure 6).
5. Enter the validation code in the interface (Figure 7).

Figure 6: Verification code from e-mail message

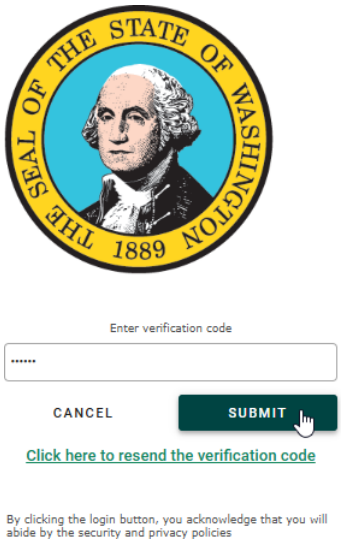

Figure 7: Login: entering verification code

6. The interface will change to show the GoAnywhere Web Client file system at your home directory (Figure 8). The location within the file system will have been set up by the MFT manager. Unless you have a special account, you will have access only to those files within your home directory.

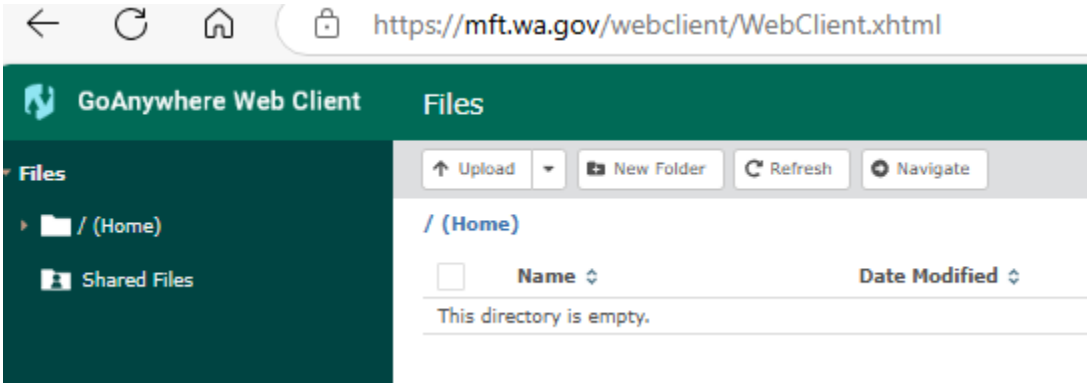

Figure 8: MFT File System

Uploading files

There are two ways of uploading files: selecting by using the operating system's file manager and drag-and-drop using the operating system's file manager.

Uploading: using file manager selection

1. In the interface click **Upload** (Figure 9).

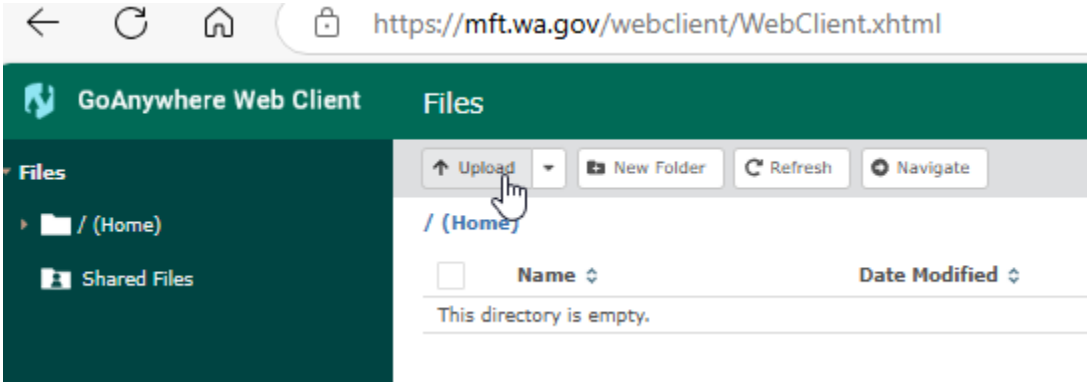

Figure 9: Initialize upload

2. The operating system's manager will open. Select the file(s) you want to transfer and click **Open**, which will start the file transfer (Figure 10).

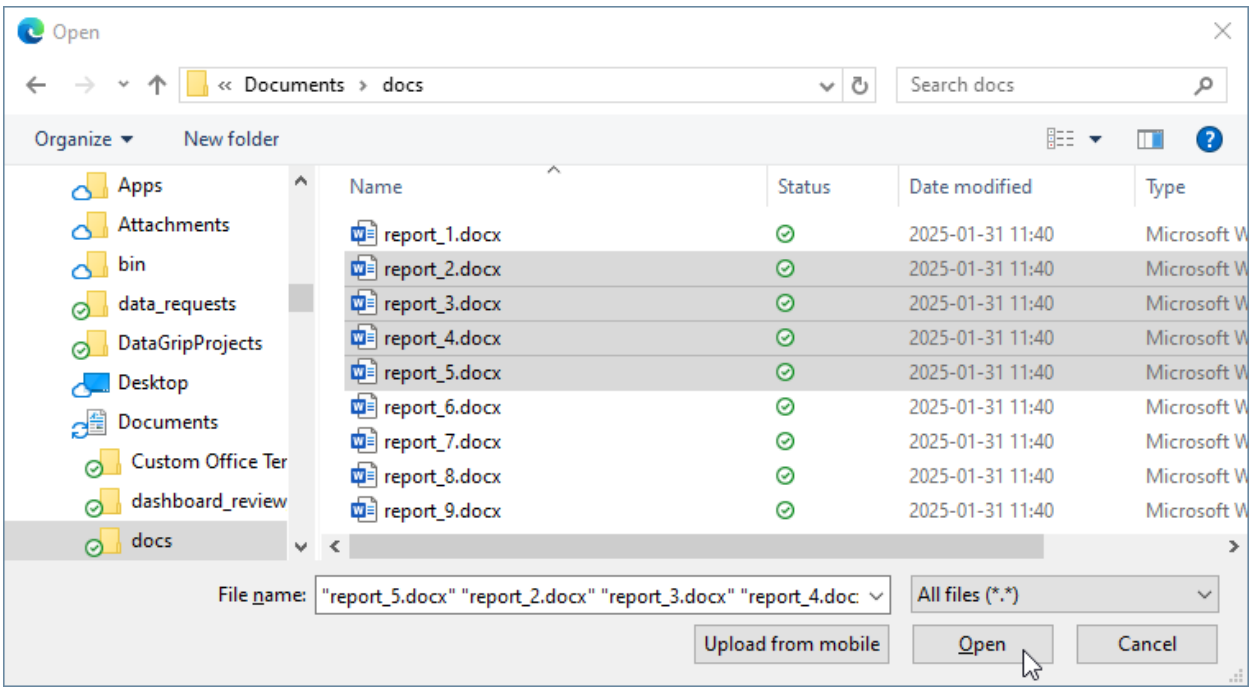

Figure 10: Select files to upload

3. After the files are uploaded, you will see them in the interface's file system (Figure 11). Note that the files are automatically renamed to include the date and time when they were uploaded. If you were to upload the same file(s) again without making any changes to the files,

they would be uploaded with the same content, but with updated file names corresponding to the upload time stamp.

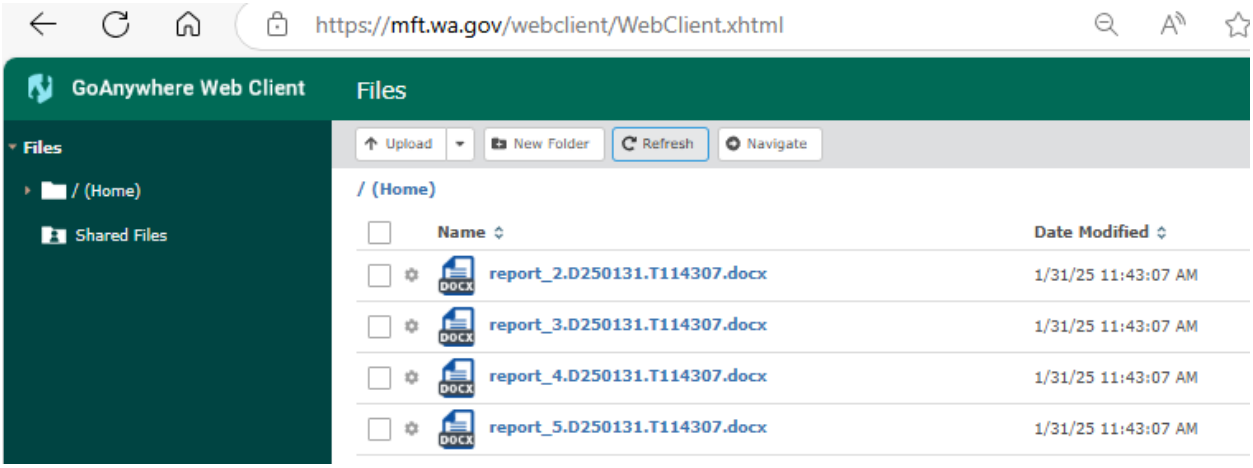

Figure 11: Uploaded files

Uploading: using drag-and-drop

1. To upload using drag-and-drop, simply select a set of files in your operating system's file manager and drag them into the interface (Figure 12). When you release the mouse button, the files will start transferring.

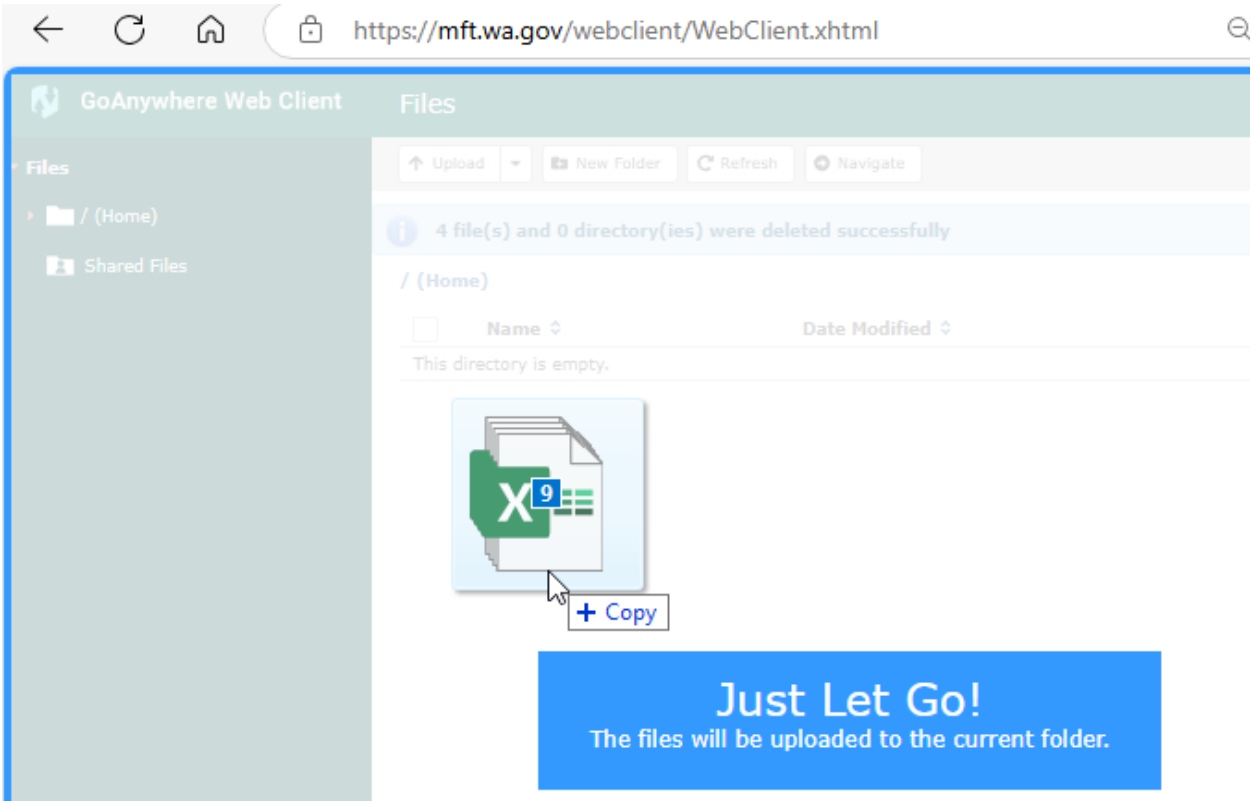

Figure 12: Uploading files (drag-and-drop)

7. Regardless of the method used for uploading, an automated e-mail message will be sent to the MFT manager notifying about the upload (Figure 13).

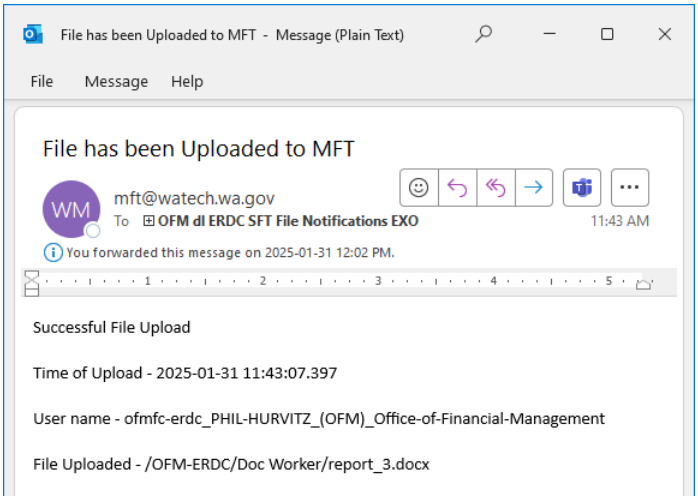

Figure 13: Confirmation of upload sent to MFT manager

Downloading files

There are two main methods for downloading files: downloading a single file and downloading several files at a time.

Downloading a single file

1. To download a single file, click its file name hyperlink in the interface (Figure 14).

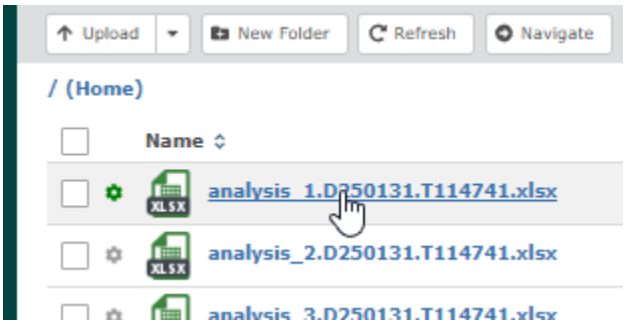

Figure 14: Downloading files: selecting a file to download

2. Your web browser will initialize the file transfer, allowing you to open or save the file (Figure 15).

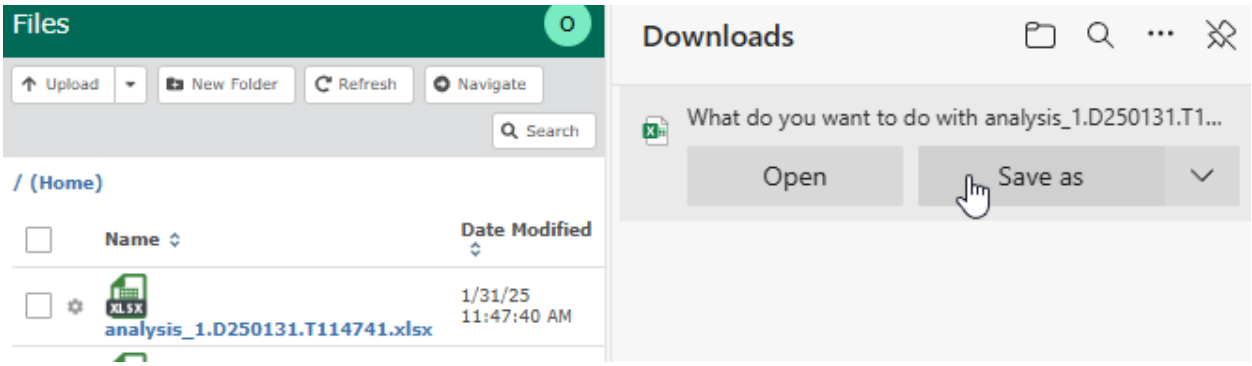

Figure 15: Downloading files: download a single file

3. If you choose to save the file, your operating system's file manager will open. Navigate to or create a location where you want to save the file and select **Save** (Figure 16).

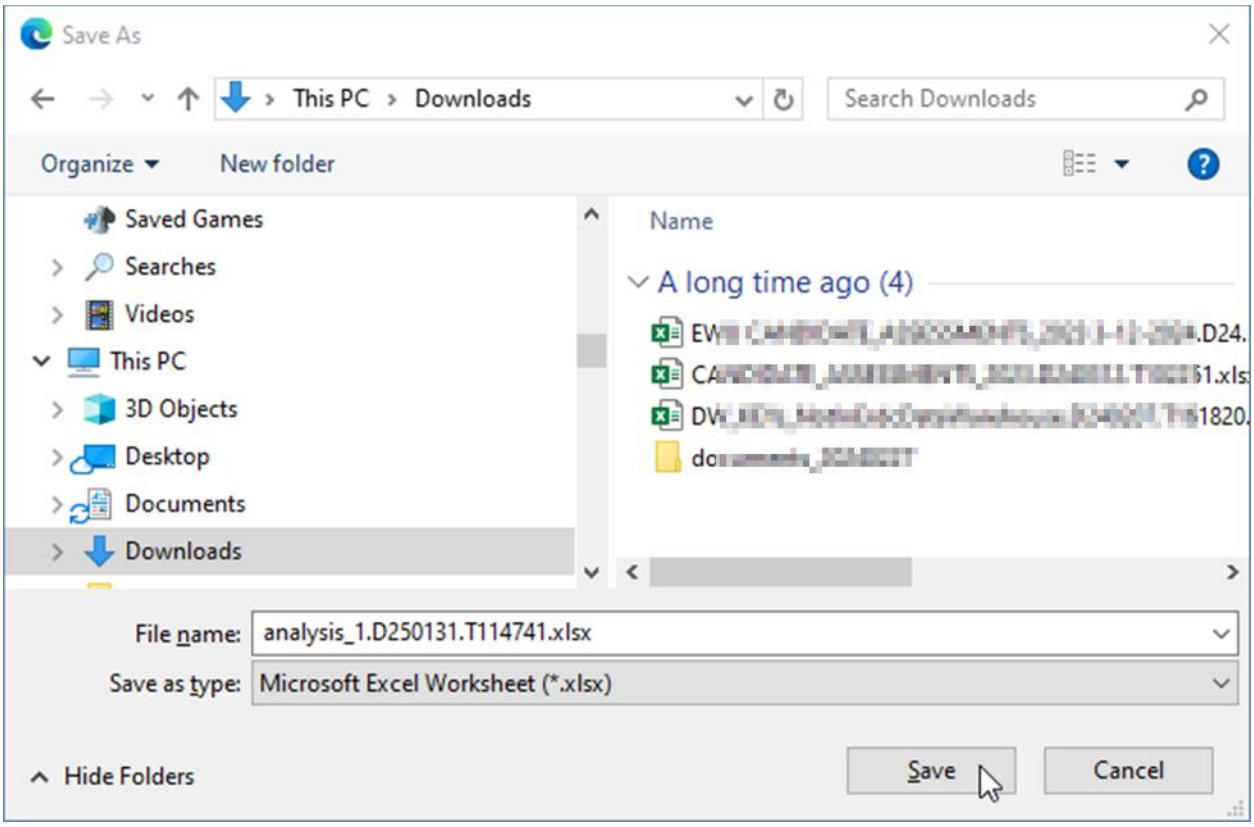

Figure 16: Downloading files: specifying download location

Downloading multiple files

1. To download multiple files, select multiple files by clicking the check box to the left of the file name (Figure 17). If you want to download all files in the folder, click the check box at the top of the list of files (Figure 18). After you have selected the files, click the **Download** button in the interface.

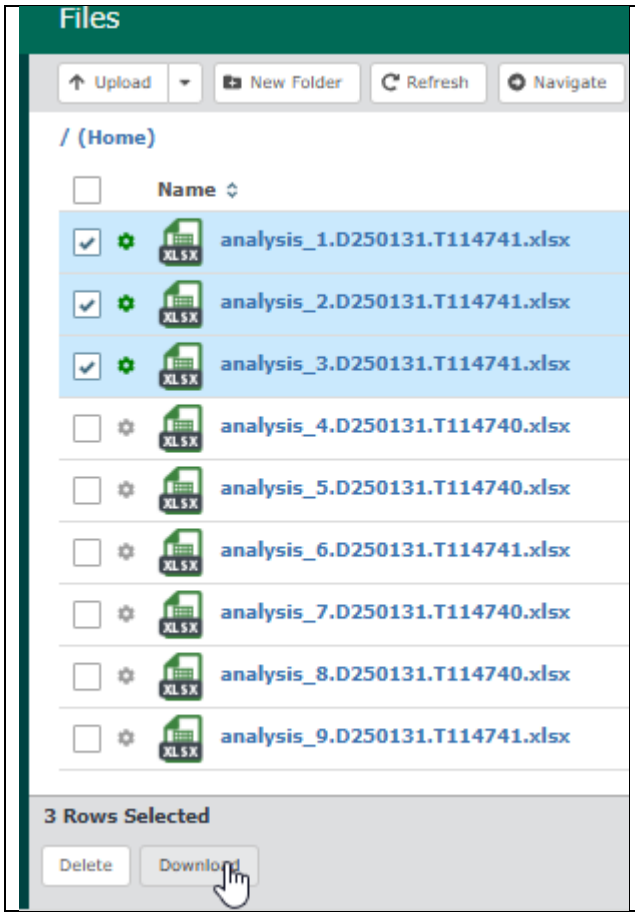

Figure 17: Selecting multiple files

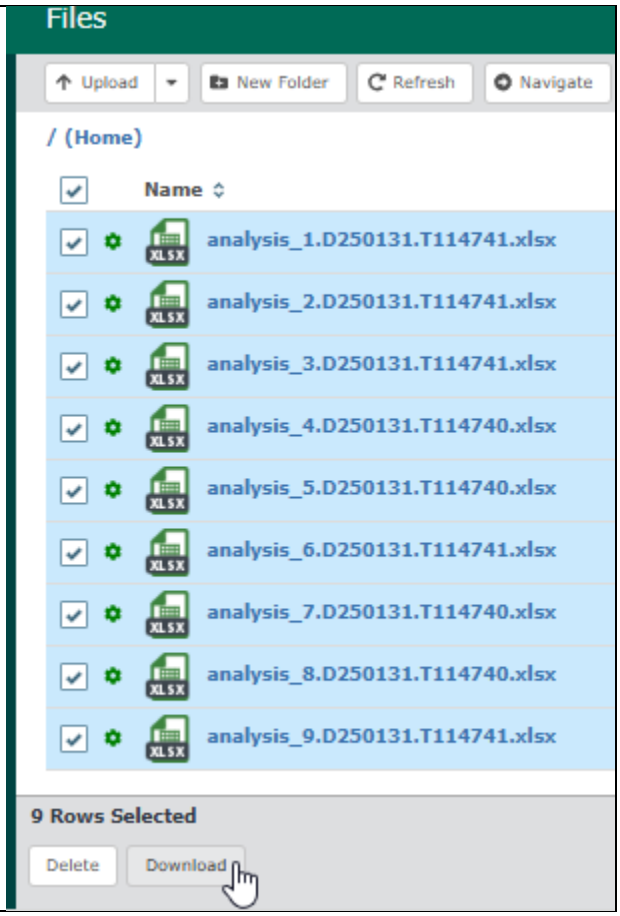

Figure 18: Selecting all files

2. The operating system file manager will open, prompting you for a location to download the files. For multiple files, the files will be automatically placed in a zip file named with the current date (Figure 19).

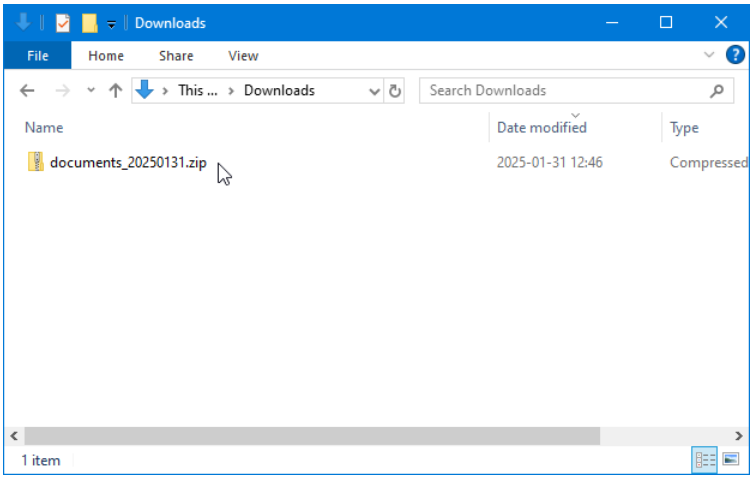

Figure 19: Downloading multiple files as a zip file

3. After you unzip the zip file, you will have the individual files you specified to download.

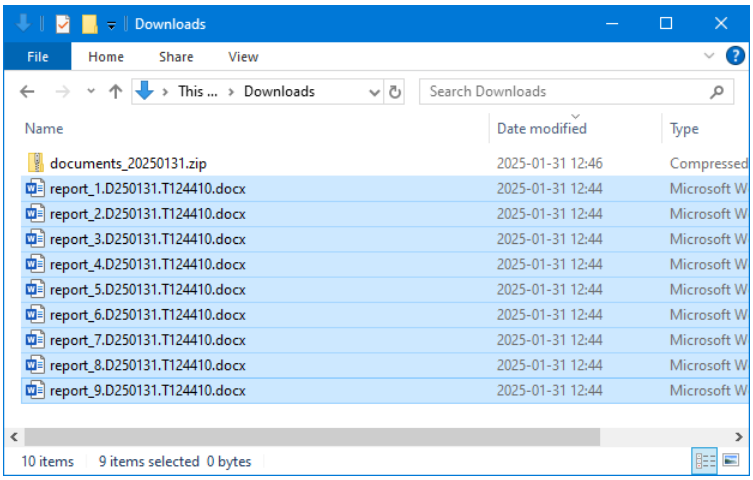

Figure 20: Unzipped multiple file download

Deleting files

Files and/or folders that are selected in the interface can be deleted.

1. Select one or more files or folders to delete, then click the **Delete** button (Figure 21).

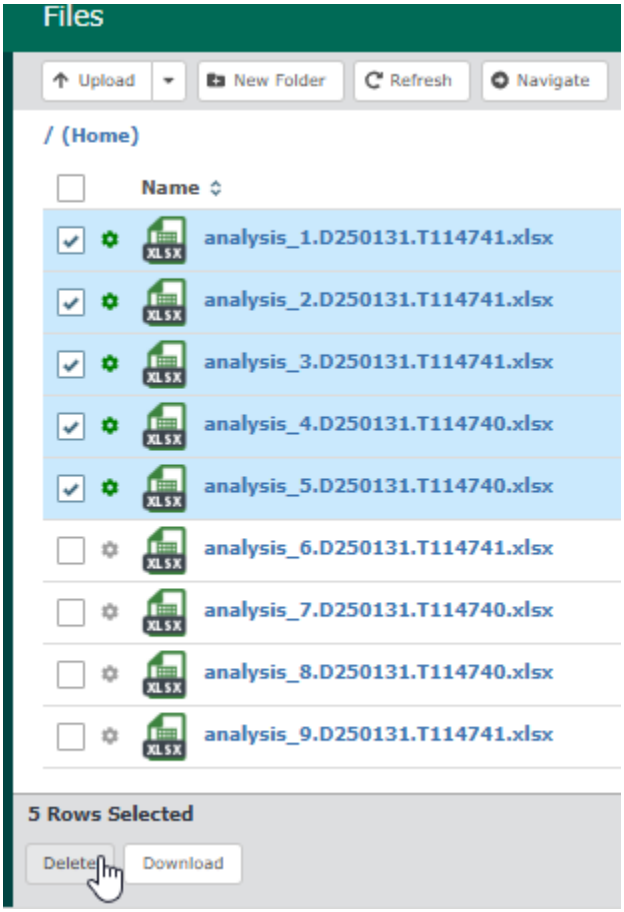

Figure 21: Selecting multiple files

2. A dialog will display for confirmation of the deletion (Figure 22). Click **Confirm** to delete the file(s).

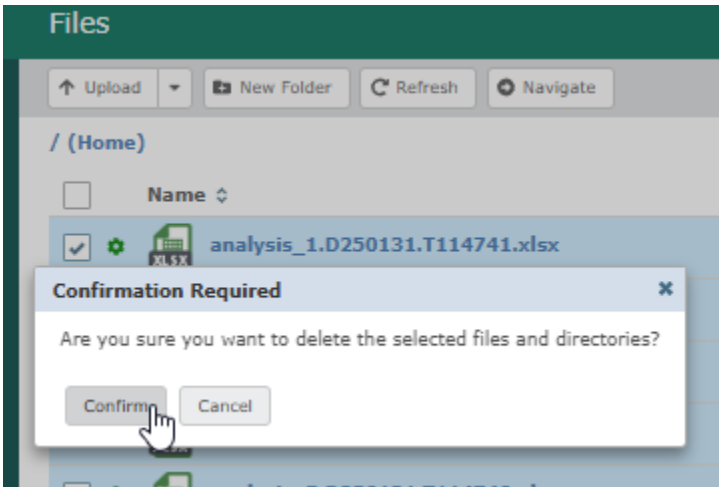

Figure 22: Confirmation to delete

3. The interface will update to display the remaining files (Figure 23).

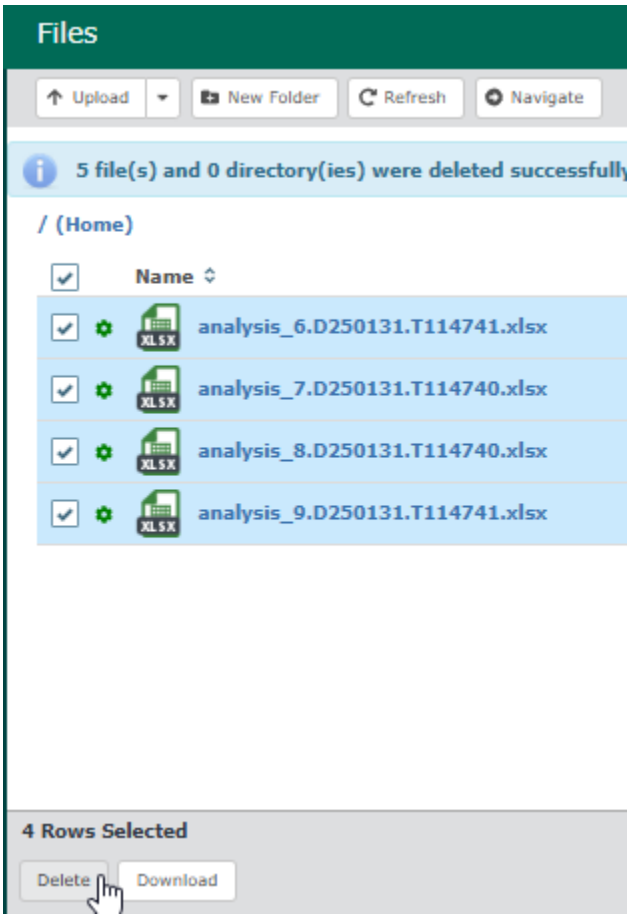

Figure 23: File system after deletion

Managing folders

You may want to use folders to manage multiple files. You can upload files to specific folders, and you can download or delete files in folders as well. Your system permissions may or may not allow moving files from one folder to another.

1. Create a new folder by clicking **New Folder** in the interface (Figure 24) and entering the folder name (Figure 25).

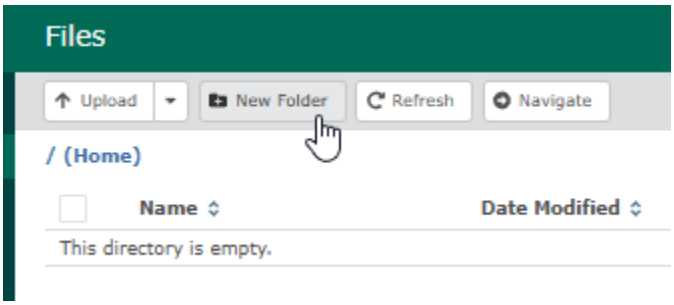

Figure 24: Creating a new folder

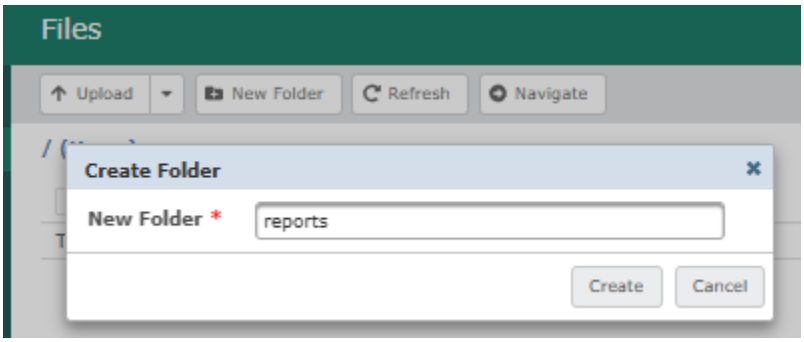

Figure 25: Naming the new folder

2. After the folder is created, you can navigate to the folder by clicking its name in the interface (Figure 26).

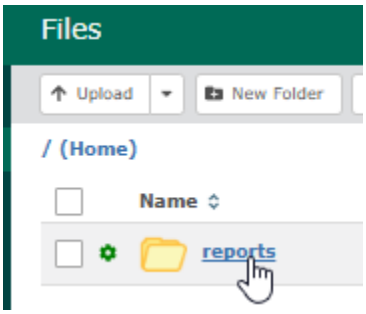

Figure 26: Click to enter a folder

3. You will see the folder contents in the interface (Figure 26).

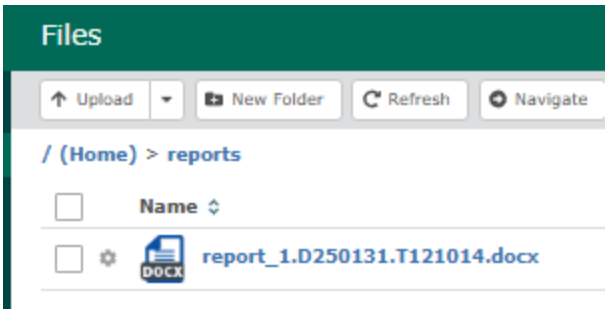

Figure 27: Files within a folder

4. You can navigate back up to your home directory by clicking **Home** in the interface (Figure 28).

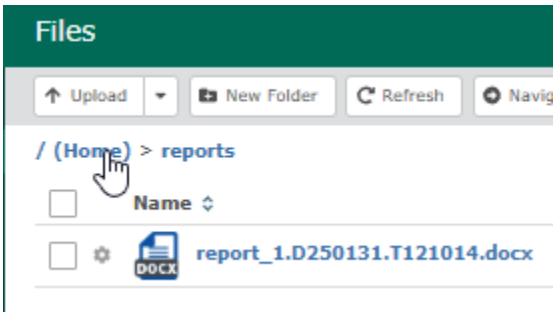

Figure 28: Navigating to the Home directory

5. You can delete entire folders by selecting the folder's check box and selecting **Delete** (Figure 29). The folder and all subordinate files and folders will be deleted.

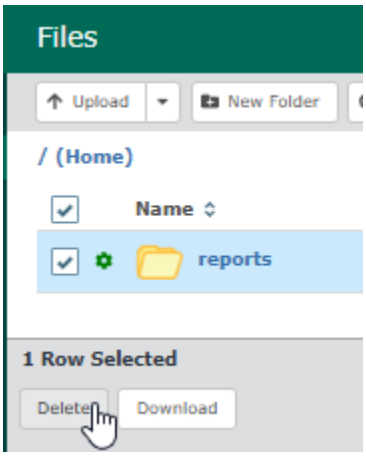

Figure 29: Deleting a folder

Changing your password

Passwords expire every three months after the last successful login. If you have not used the system in three months, the next time you log on, you will be prompted to change your password. You can also change your password at any time.

1. Click the icon in the upper right of the interface. Among the choices you will see **Change Password** (Figure 30).

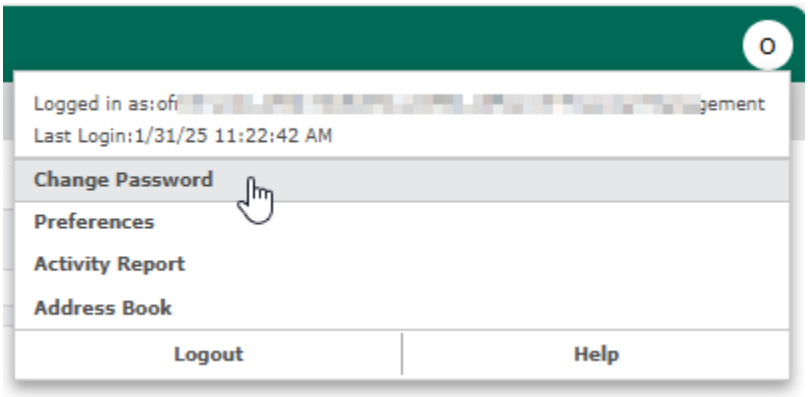

Figure 30: Initiate password change

2. The password change dialog will prompt for the current password and the new password, along with confirmation of the new password (Figure 31).

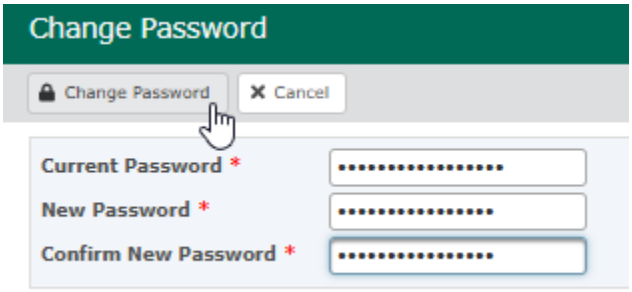

Figure 31: Password changing dialog

8. The current password policy requirements when this document was prepared were:

   - Must be at least 10 character(s) long
   - Must have at least 2 lower case letter(s)
   - Must have at least 2 digit(s)
   - Must have at least 2 special character(s)
     - The only special characters allowed are ~@#$%^&*()-_=+<>?/\;:[]{},.
   - Must not match any of the last 10 password(s)

9. If your password does not conform to policy, all password fields will be emptied and you will see the error message (Figure 32).

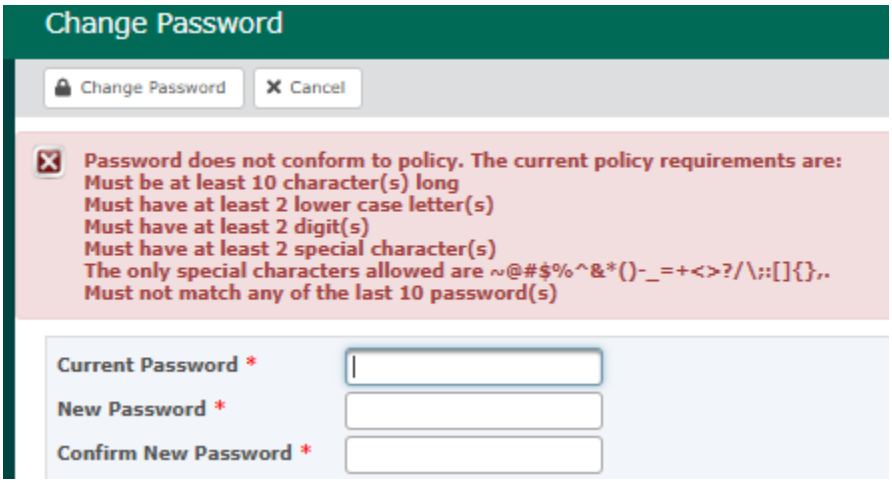

Figure 32 : Password not conforming to policy

Logging out

1. To log out, Click the icon in the upper right of the interface and select **Logout** (Figure 33).

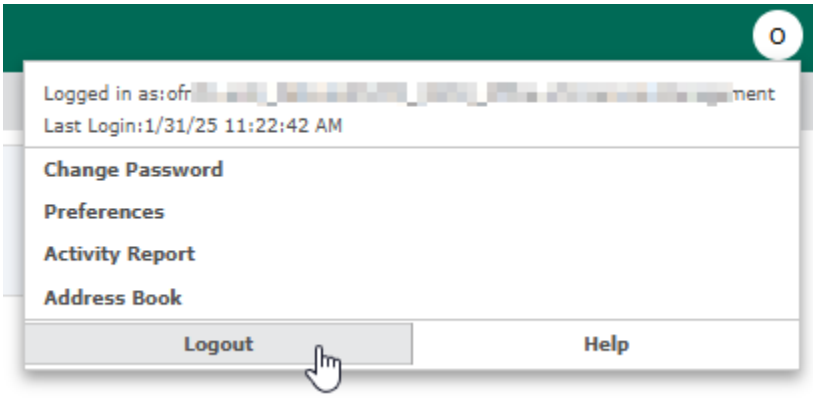

Figure 33: Log out