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Step 1: Request SFTP account

Please send an email request to MHDITHelp@dshs.wa.gov

Provide your name, BHO, and telephone number.

You will receive a response containing your Login Name and password
Step 2: DSHS SFTP URL and Login instructions

Open up your web browser and type in the URL: https://sft.wa.gov

You will see the Login Screen (see below)

Welcome to sft.wa.gov
SecureTransport 5.1

Login

User Name:  
Password:  

Log In

Type in your login name and password, and then press the <ENTER> key.
Step 3: Opening Screen Options

The opening screen will appear before you, and should look like this:

![Opening Screen Screenshot]

**BROWSE:**
When you click the “BROWSE” button

![Browse Button]

You should see a normal window open which will let you navigate to the file you want to upload. When you select a file, you will see the file name next to the BROWSE.

![Browse File]

**UPLOAD FILE:**
When you click the “UPLOAD FILE” button, you will see your file is now available:
FILE OPTIONS:
If you click on the FILE OPTIONS icon (see below)

You will see the options for downloading, or deleting the file.

Icons:
- Download
- Upload
- Delete

<table>
<thead>
<tr>
<th>Download as:</th>
<th>application/octet-stream</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download as:</td>
<td>text/plain</td>
</tr>
<tr>
<td>Download as:</td>
<td>text/html</td>
</tr>
<tr>
<td>Delete:</td>
<td>/Test Upload.txt</td>
</tr>
</tbody>
</table>
OPEN FILE:
You can click on any file you see, and you will get a window opened up which will allow you to open the file or save the file to your local workstation.
Step 4: Change Password

When you receive your account login name, you will also get a temporary password. You must change this password immediately.

Click on the CHANGE PASSWORD button:

![Change Password button]

You will then see the password screen:

Password must be changed as follows:
- Password must have at least 8 characters total
- Password must have at least 2 alpha character(s)
- Password must have at least 2 numeric character(s)
- Password must have at least 2 special character(s)

Browser users will have to reauthorize after change.

![Password screen]

- Old Password:
- New Password:
- Retype Password:

Set Password
Follow the instructions for password compliance, and click the button SET PASSWORD. You will then be forced to re-authenticate by typing in your login account and new password.

Password successfully changed. Click here to reauthenticate.

Passwords will need to be changed every 90 days.
Step 5: Session Timeout

There is an automating timeout feature for the website. If your session is timed out, click the link and you can login again.

https://sft.wa.gov/T

Your session has timed out, click here to login.
STEP 6: LOGOUT

When you are done with your work, there is a LOGOUT button in the upper right hand corner of the web page.

You will see a screen indicating your session has been closed. You can either close your web browser or log back in if needed.